

# UNIVERSITI TEKNOLOGI MARA FACULTY OF INFORMATION MANAGEMENT

#### INDUSTRIAL TRAINING REPORT: UITM PUNCAK ALAM, 42300 BANDAR PUNCAK ALAM SELANGOR DARUL EHSAN

# SPECIAL PROJECT: INFORMATION SYSTEM OF ICT DEPARTMENT'S USER MANUAL

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

01 FEBRUARY 2017 - 30 JUNE 2017

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

01 FEBRUARY 2017 - 30 JUNE 2017

#### **Declaration**

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's regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by

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Date of submission: 11th July 2017

#### Abstract

Abstract: This industrial training report consists of four (4) chapters and that are the introduction, background of organization, industrial training activities and conclusion. Chapter 1 is the introduction on what is actually industrial training was, Chapter 2 is about the background and history of the organization, Chapter 3 is basically about all the activities that I've done during the industrial training period and lastly, the conclusion and outcome that I get during the training. In order to complete my study, I need to undergo 5 months of practical training in industry starting from 1<sup>st</sup> of February 2017 until 30<sup>th</sup> of June 2017. The organization that has been selected was the University Mara of Technology (UiTM) Puncak Alam Campus. I was put under the Information and Communications Technology (ICT) Department in Administration Unit. Training schedule has been prepared by the organization supervisor for me to learn the important task in documentation in ICT field. Besides that, I also get to learn how to improve my communication skills, learn to be more discipline and punctual. Last but not least, the knowledge, skills and experience gain during the training is the best method for me to prepare and expose me to the real working environment and also to be good in the future.

Keywords: industrial training, ICT, documentation, UiTM, Puncak Alam

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I wish to express my eternal gratitude and sincere appreciation to my faculty supervisor of IMC 690, Industrial Training, and Mrs. Nurulanissa binti Abdullah and also each and every faculty's lecturer for the invaluable guidance, empowering supports and profound advices throughout the preparation of this industrial training report over this semester.

Also, to my industrial supervisor, Mr. Sajudin bin Samad for her supervision as well as for giving me the extraordinary experiences through the work from the start until the end of the industrial training program. Thank you to all staff in ICT Department in UiTM Puncak Alam for the opportunity and knowledge that had been shared. It was such a priceless memory as a student.

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#### Chapter 1: Introduction

This report is based on the industrial training that I did in Mara University of Technology (UiTM) Puncak Alam Campus (Selangor Branch). The industrial training course (IMC 690) is a 12 credit hours course that is compulsory for all final semester students of Bachelor of Science (Hons) Information System Management program. The duration of the industrial training was 5 months, from 01 February 2017 – 30 June 2017.

The scope of areas that the organization had train and expose to me are:

- Project Management
- System development and Maintenance
- IT/IS Administration

- IT/IS Operations
- SOP/documentation/Tendering
- IT/Inventory (Asset tagging/Inventory)

The purpose of the industrial training is to:

- a) Gain experience and learn about the industry of it discipline and related environment.
- b) Provide opportunity for me to apply knowledge and skills that are learned during their studies to actual workplace.
- c) Provide opportunity for me to learn new knowledge, technologies and other discipline with their related environment within fields of studies.
- d) Giving opportunity for me to acquire interpersonal skills and ability for team work through interaction with professionals in their field of industries.
- e) Providing opportunity to obtain knowledge of how to make optimal decisions to resolve work challenges.

#### 1.1 Background of the Organization

Mara University of Technology (UiTM) Selangor branch has been established as a result to the UiTM transformation that embody the I UiTM Governance Model: Multi System with the main focus which is to be a university with Innovation Research, Commercialization and Community Involvement intensive. UiTM Selangor branch was officially established on Ist November 2015 with the appointment of the first Rector, YBhg. Professor Dr. Haji Zaini Abdullah. Before the formation of UiTM Selangor branch, there were two satellite campus that has been existed under the administration of the office of Vice Counselor Assistant (Puncak Alam and Puncak Perdana campuses).



Figure 1.1 The upper view of UiTM Puncak Alam

UiTM Puncak Perdana Campus was formed on 2004 as a satellite campus of Shah Alam with two (2) faculties that offers the academic studies programs which are the Information Management Faculty and Film, Theater and Animation Faculty.

UiTM Puncak Alam Campus has begun its operation officially on 1<sup>st</sup> June 2009 where it placed two (2) faculties and one academic center which are the Faculty of Pharmaceutical and Faculty of Health Science also Foundation Center.

Until 2016, UiTM Puncak Alam Campus has been rapidly grow evolve with the addition of six (6) more faculties which are Faculty of Management and Business, Faculty of Hotel and Tourism, Faculty of Accountancy, Faculty of Education and also a few of programs from Faculty of Art and Design and the Faculty of Architecture, Planning & Surveying.

The management of campus changes harmonious with the establishment of UiTM Selangor branch with the inauguration of the Rector as the leader with the help of three (3) Deputy Rector which are the Academic, Research and Innovation Deputy Rector (API), Student Affairs Deputy Rector (HEP) and Industrial Relationship, Community and Entrepreneurship Deputy Rector (iCARE).

In general, UiTM Selangor campus are responsible to the management supervision in locations below:

- a) UiTM Shah Alam (Seksyen 1)
- e) Dengkil

b) Puncak Alam

f) Jalan Othman dan Kolej

c) Puncak Perdana

Beringin

d) Seksyen 17, Shah Alam

For now time being, there were eighteen (18) faculties and three (3) academic centers that is under the management of UiTM Selangor branch consist of:

Table 1.1 Faculties and academic centers under UiTM Selangor Branch

| CLUSTER                                | FACULTY  | LOCATION  |
|--|--|---|
| Engineering (4 faculties)              | Faculty of Electrical Engineering  Faculty of Mechanical Engineering  Faculty of Chemical Engineering  Faculty of Civil Engineering                  | Shah Alam<br>(Section 1)                            |
| Science<br>(4 faculties)               | Faculty of Applied Sciences  Faculty of Computer Science and Mathematics Faculty of Science Sports & Recreation  Faculty of Architecture, Planning & | Shah Alam (Section 1)  Shah Alam & few              |
|  | Surveying  | programs in Puncak Alam                             |
| Business<br>(4 faculties)              | Faculty of Accountancy  Faculty of Business and Management  Faculty of Hotel and Tourism  Management   | Puncak Alam   |
|  | Faculty of Information Management  | Puncak Perdana                                      |
| Art and<br>Humanities<br>(6 faculties) | Faculty of Art and Design  | Shah Alam & few programs in Puncak Alam             |
|  | Faculty of Film, Theatre & Animation   | Puncak Perdana                                      |
|  | Faculty of Education   | Puncak Alam   |
|  | Faculty of Law   | Shah Alam (Section 1)                               |
|  | Faculty of Communication & Media Studies   | Shah Alam (Section 1)                               |
|  | Faculty of Music   | Shah Alam (Section 17)                              |
| Academic<br>Center (3)                 | Center of Foundation  Academy of Islamic Studies & Contemporary  Academy of Language Studies   | Dengkil Shah Alam (Section 1) Shah Alam (Section 1) |

The governance of UiTM Selangor branch was prepared well to parallel with the objectives of the establishment that came with incentives to research, innovation, commercialization and community involvements. It covers these aspects:

- Developing and implementing a strategy to strengthen the quality of academic affairs and also research and innovation affairs.
- The development and leadership as well as the services, facilities and student welfare.
- Management of industrial relations, entrepreneurship, business entity (SBU), retail space, University Community Transformation Centre (UCTC) and marketability of graduates.
- Manage the planning, recruitment and placement of human resources and human capital development UiTM Selangor branch.
- Administrative management and campus security.
- Financial management involving financial planning, acquisition, generation of income and expenditure.
- Network management library services and ICT applications and technologies in the library.
- Management and development of campus infrastructure and info-structure and Private Financing Initiatives (PFIs) campus projects.
- Management and administration of the Foundation Center and the basic academic program.

Governance above are the result of ideas and discussion of stakeholders involved, through meetings and lab governance.

#### 1.2 The Rational of UiTM Logo

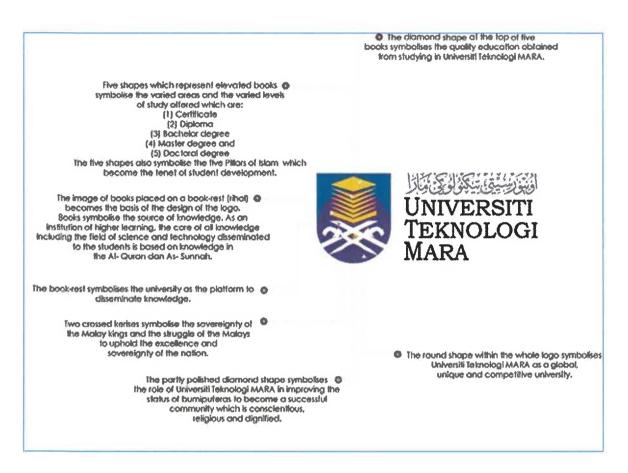


Figure 1.2 The rational of UiTM logo

The logo incorporates four main colors:

- > Dark Blue shows the maturity of an institute of higher learning, which offers different levels of study.
- Purple symbolizes excellence in global knowledge.
- > Yellow represents the sovereignty of the Malay kings and the struggle of the Malays in an effort to take the national education towards excellence.
- ➤ White shows the sacred and pure knowledge offered to the students.

The overall shape of the logo maintains the original shape in order to retain the identity of UiTM as the font of knowledge.

#### 1.3 The Map of UiTM Puncak Alam



Figure 1.2 The map of UiTM Puncak Alam and Puncak Perdana (Selangor Branch)

# 1.4 Organizational Structure

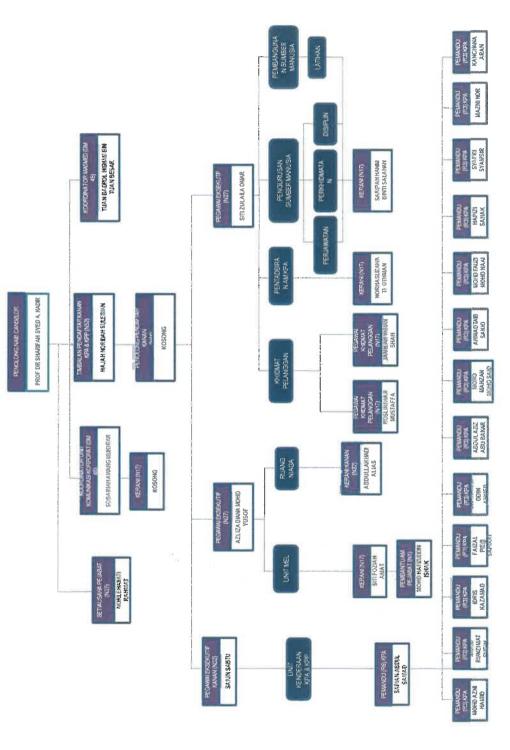


Figure 1.3 The organizational chart of UiTM Puncak Alam

#### **Chapter 2: Organization Information**

#### Information and Communications Technology (ICT) Department

ICT Department is headed by a Deputy Chief of Information Technology Officer, three (3) Senior Information Technology Officer, and Information Technology Officer, assisted by four (4) Assistant Senior Information Technology Officer, ten (10) Assistant Information Technology Officer, a Computer Technician and an Administrative Assistant (Clerical/Operations).

#### Vision

UiTM realize the vision through the provision of ICT services and quality.

#### Mission

Improving the management of infrastructure and info structure of UiTM with the latest ICT technologies to achieve on becoming the University of Excellence.

#### **Organization Details**

Table 2.1 Information details of UiTM Puncak Alam ICT Department

|  | Bahagian ICT,                          |  |
|--|--|--|
|  | Aras 5 Plaza Satelit B,                |  |
| Address Universiti Teknologi MARA Cawangan Selangor, Kampus Puncak Alam, 42300 Bandar Puncak Alam, |  |  |
|  |  |  |
| Phone Number   | +603-3258 4554                         |  |
| Fax Number   | +603-3258 4455                         |  |
| Email  | norhashitoh@salam.uitm.edu.my (Admin)  |  |
| Website  | Website https://puncakalam.uitm.edu.my |  |

#### **Services for Students**

Table 2.2 List of services provided by the ICT Department to the students

| NO. | SERVICE NAME                | INFO  |
|-----|-----------------------------|---|
| 1   | Student Email               | Student's email are using the Microsoft life@edu                              |
| 2   | Student Portal              | Portal for students to get information  |
| 3   | Student Wireless<br>Account | Each student is allowed to apply wireless account                             |
| 4   | Multipurpose Card           | Smart Card for identification of students on campus                           |
| 5   | UiTM Software               | Students are allowed to use the UiTM's software                               |
| 6   | Recruitment Portal          | Application portal for the students to apply to further their studies at UiTM |
| 7   | Finance Portal              | Portal of payment such as application and payment status to students          |

#### **Services for Staff**

Table 2.3 List of services provided by the ICT Department to the staff

| The list of services offered for each of the UiTM staff |                                   |     |                                 |
|---|-----------------------------------|-----|---------------------------------|
| NO.   | NAME OF SERVICE                   | NO. | INFO                            |
| 1.  | Staff Email                       | 11. | Microsoft Updates               |
| 2.  | Blackberry Push Mail              | 12. | Antivirus                       |
| 3.  | Traveler Mail                     | 13. | Network Admission Control (NAC) |
| 4.  | Staff Portal                      | 14. | New Network Portal              |
| 5.  | Finance Portal                    | 15. | UiTM Domain                     |
| 6.  | System Facility Management Portal | 16. | IP Address                      |
| 7.  | Multipurpose Card                 | 17. | VPN                             |
| 8.  | Web Hosting                       | 18. | Wireless Account                |
| 9.  | UiTM Software                     | 19. | Loans                           |
| 10.   | IT Facilities Rental              | 20. | Computer Maintenance            |

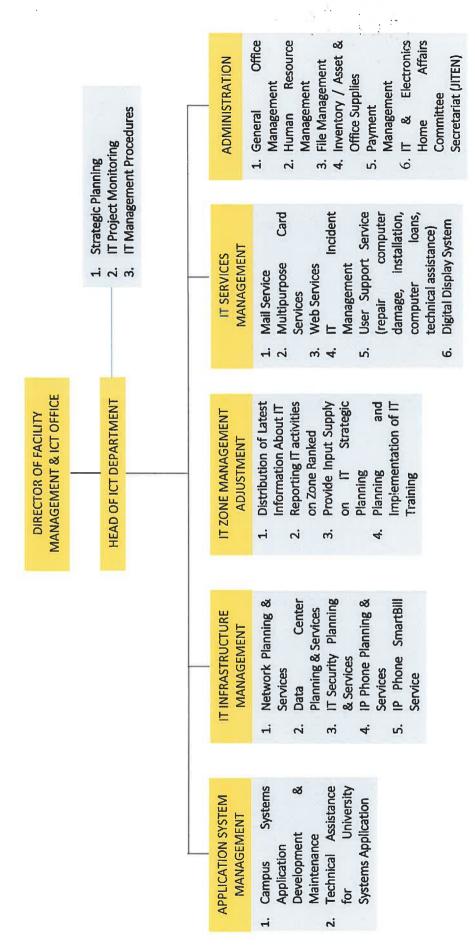


Figure 2.1 The functional structure of ICT Department of UiTM Puncak Alam

# 2.2 ICT Departmental Chart

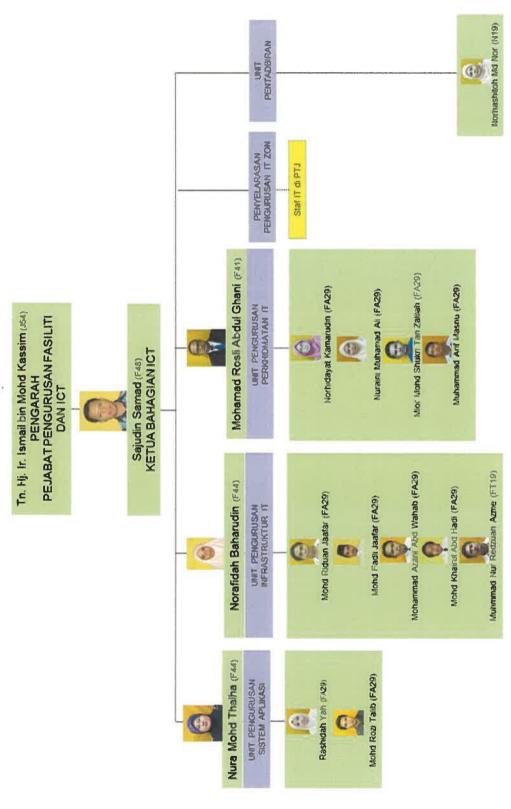


Figure 2.2 The organizational chart of ICT Department of UiTM Puncak Alam

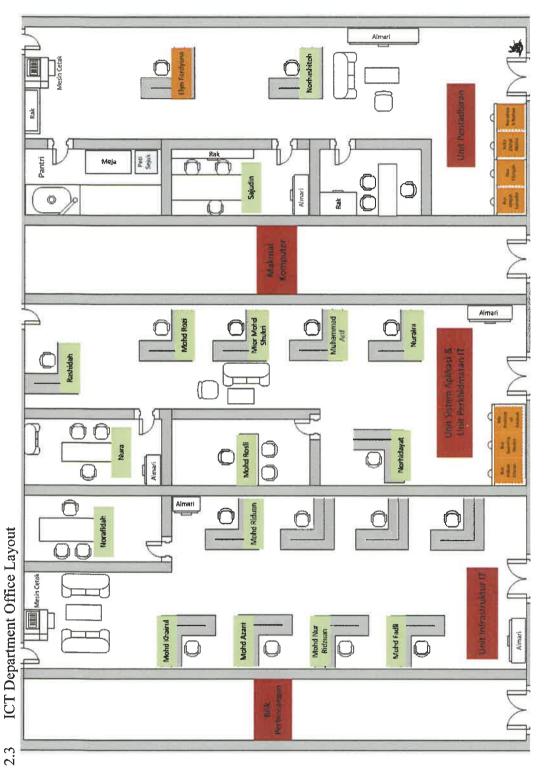


Figure 2.3 The office layout of ICT Department of UiTM Puncak Alam

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Figure 2.4 The layouts of Administrative Unit of ICT Department





Figure 2.5 ICT Department Store Room





Figure 2.6 ICT Department File Room and cabinets

#### **Chapter 3: Industrial Training Activities**

I have been assigned with various kind of activities especially on the documentation project throughout the entire industrial training program including the special project. I've done a lot of administration work because the supervisor has assign me to be train in Administration Unit and did all administration work.

#### 3.1 Training Activities

3.1.1 Activity 1: Creating Checklist for IT Project Management - Development of System Application

Table 3.1 Training Activity 1

| Task            | Checklist of the Development of System Application |
|-----------------|--|
| Date            | 7 <sup>th</sup> February 2017                      |
| Scope           | Documentation                                      |
| Hardware/Device | Desktop  |
| Software        | Microsoft Word                                     |

Microsoft Word or MS-WORD (often called Word) is a graphical word processing program that users can type with. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents. This file is created with the UiTM desktop. The language used are Bahasa Malaysia because the department are using Bahasa Malaysia as the first language thus all the documentation are mostly recorded in Bahasa Malaysia.

This checklist are made to easy the System Application Unit to monitor which and what documents are lacking in their list of documentation. In explanation, each system that has been or will be developed should have a complete amount and list of documentation. It should be recorded and saved since the beginning of the process until

the end or completion. The document that should be saved for example are the Form of System Application, System Requirement Specification and many more.

Thus, this checklist would help the staff of the System Application Unit to monitor them and ensure the files and documents are always complete for future reference. The staff would simply have to mark on the files that already been filed to the documents.

#### SENARAI SEMAK DOKUMENTASI PENGURUSAN PROJEK IT – PEMBANGUNAN SISTEM APLIKASI

| BIL | PENERANGAN  | DOKUMEN<br>PERLU<br>ADA |
|-----|---|-------------------------|
| 1.  | Borang Permohenan Rasmi Sistem Aplikasi                                   | 1                       |
| 2.  | Portfolio Projek  | 4                       |
| 3.  | Senarai Kumpulan Projek & Tugas   | 4                       |
| 4,  | Surat Lantikan Ahli Kumpulan Projek                                       | V                       |
| 5.  | Carta Gantt   | 1                       |
| 5.  | System Requirement Specification (SRS)                                    | 1                       |
| 7.  | System Design Descriptions (SDD)  | V                       |
| 8.  | Laporan Status Projek (berdasarkan pencapaian mengikut Carta Gantt)       | V                       |
| 9.  | Minit Mesyuarat   | v                       |
| 10. | User Acceptance Test (UAT)  | 4                       |
| 11. | Final Acceptance Test (FAT)   | 1                       |
| 12. | Manual Pengguna Sistem  | N.                      |
| 13. | Manual Teknikal   | 7,                      |
| 14. | Pamplet Sistem Aplikasi   | 1                       |
| 15. | Slide Taklimat Sistem Aplikasi  | N.                      |
| 16. | Laporan Projek Pembangunan  | 1                       |
| 17. | Surat Penyerahan Projek (daripada kumpulan pembangunan ke pemilik proses) | 1                       |

Kemaskini pada 19/04/2017

Figure 3.1 The sample of checklist for the Application of System Development

#### 3.1.1.1 Workflow for creating Checklist for IT Project Management - Development of System Application

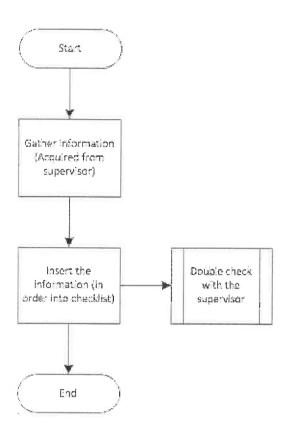


Figure 3.2 Worlflow for creating the checklist of the Application of System Development

#### 3.1.2 Activity 2: Prices Analysis for JITEN – Approved hardware

Table 3.2 Training Activity 2

| Task            | Prices Analysis for JITEN – Approved hardware |
|-----------------|---|
| Date            | 21st February 2017, 10th April 2017           |
| Scope           | Documentation                                 |
| Hardware/Device | Desktop                                       |
| Software        | Microsoft Excel                               |

Microsoft Excel is a spreadsheet with features of calculation, graphing tools, pivot tables and a macro programming language called Visual Basic for Applications. Spreadsheets present tables of values arranged in rows and columns that can be manipulated mathematically using both basic and complex arithmetic operations and functions. The language used are Bahasa Malaysia because the department are using Bahasa Malaysia as the first language thus all the documentation are mostly recorded in Bahasa Malaysia.

JITEN stands for *Jawatankuasa IT & Elektronik Negeri*. JITEN is responsible for approving the application in IT scope in all ICT procurement such as audio-visual equipment, electronic equipment and laboratory office, telecommunication and digital sources using the fund allocation and management of trust funds that are up to RM 50,000.00.

The price analysis are made to compare the prices of hardware that have been agreed upon by committee members JITEN. This price comparison was made so that the committee would not approved the purchase of the same items but at a different price. This can help the committee in order not to make mistakes and avoid losses in JITEN.

I've so far done the price analysis for the JITEN Meeting Bil 1/2016, Bil 2/2016, Bil 3/2016, Bil 4/2016, Bil 1/2017 and Bil 2/2017 held in Meeting Room HEP, Level 3 FF3, UiTM Puncak Alam that was attended by Vice Chancellor of UiTM Puncak Alam

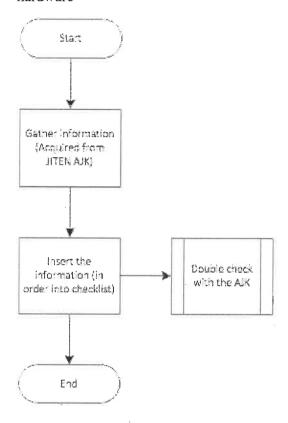
ANALISA HARGA PEROLEHAN PERKAKASAN ICT MESY UARAT JAWATANKUASA IT & ELEKTRONIK NEGERI (VITEN)

will and the second

|   |                 |   |   | 2015         | TEN BIL 2-<br>2015 | JTEN BIL 3-<br>2018   | intensita. | JITEN BILL- | JITEN BILZ- |
|---|-----------------|---|---|--------------|--------------------|-----------------------|------------|-------------|-------------|
|   | L PERALATAN     | MODEL                                   | SPEK  | HARGA        | HARGA              | HARGA                 | HARGA      | MARGA       | HARGA       |
|   | WOTESOOK/WAFTOR | HP PAYILON IS                           | IS PROCESSOR, 4GB RAM, SCOGB HARDISK          | CO. CES 2, E |                    |                       |            |             |             |
|   |                 | ASUS 145 5U LAPTOP                      | WINDOWS TO HOME SLEA BIT                      | 2,338,03     |                    |                       |            |             |             |
|   |                 | HP15-AC191TX                            | 15-4210U 1,705H2 4CB 15.6MCH                  | C C Chille   | 1,853.1            |                       |            |             |             |
|   |                 | in<br>c<br>c<br>c<br>c                  | 17-2-5700,M FROCESSOR & CB 1 500,MHz          | 2,300.00     |                    |                       |            |             |             |
|   |                 | LENGYO NOTEBOOK U41-708DW               | S SIGOU PROCESSOR HDWI 408 RAM                | 2,872,83     | 2,872,63           |                       |            |             |             |
|   |                 | APPLE 13-INCH MACBOOK AIR               | 1.50Hz DUAL CORE INTEL-CORE IS 508 of 1600MHz | 7,000.00     |                    |                       |            |             |             |
|   |                 | HP PAYILION 14 - AS178TX                | 7-5500U 45B ITE H P.D.                        | 4,350.03     |                    |                       |            |             |             |
|   |                 | APPLE 13-WCH MACBOOK PRO                | 2.50 Hz PROCESSOR SOCGE DORRSL                | 5,370,00     |                    |                       |            |             |             |
|   |                 | APPLE 13 -WORF MACHDON AIR              | LEGHT DUAL CORE INTEL-CORE 3 4GB              |              | 5,510,54           |                       |            |             |             |
|   |                 | DELL OPTIFLEX 7040                      | INTEL ICORE 17-5700 QUAD CORE BMB 3.45HZ      |              |                    | ក<br>ស<br>ស<br>ស<br>ស |            |             |             |
|   |                 | HP Z400 WORKSTATION PC                  | WINDOWS 7 PROPESSIONAL 648IT 1TB              |              |                    | 8,150.00              |            |             |             |
|   |                 | AFFLE 13-MCH MACBOOK FRO                | Z.7GHZ 128GB 8GB OF 1885MHZ                   |              |                    | 2,002.00              |            |             |             |
|   |                 | HP PAVILION 15-AU 102 TX                | 7TH SEM INTEL CORE IS 1TB 3400 APM            |              |                    |                       | 2,427.03   |             |             |
|   |                 | HP PRODESK 400 G3 MICROTOWER            | WM7 PRO 64 05                                 |              |                    |                       | 2,915,00   |             |             |
|   |                 | HP EUTE DESK                            | ADDEZ & MONITOR HP 21.5 INCH GRAPHIC          |              |                    |                       | 4,700.00   |             |             |
|   |                 | ASUS ULTRA SLIM K-SERIES                | 35-4ZIDU-1,75Hz 4GB DDR3 RAM, 17B SATA<br>PDD |              |                    |                       |            | 3,000,00    |             |
|   |                 | ACER ASPIRE ELS ES-S74-507E             | USB 2.0 FORT OFTICAL MEDIA DRIVE              |              |                    |                       |            | 2,513,00    |             |
|   |                 | HP COMFAQ ELITE 2000 SFF 13"<br>MONITOR | CORE 2 DWD 3.00HZ 45B RAM                     |              |                    |                       |            | 0000        |             |
| _ |                 | HP PAWLION                              | (5.7203U 2.5GHZ                               |              |                    |                       |            | 3,400.00    |             |
| _ |                 | LENDVO IDEAPAD3105ERIES                 | IS PROCESSOR, 445 RAM, 50058 HARDISK          |              |                    |                       |            |             | 3,610,00    |
|   |                 | AFPLE 13-INCH MATBOOK AIR               | 1.50HZ 5GB MEMORY 255 STORAGE                 |              |                    |                       |            |             | 4535.14     |

Figure 3.3 The sample for JITEN analysis for notebook or laptop

# 3.1.2.1 Workflow for Prices Analysis for JITEN – Approved hardware



 $Figure. 3.4\ Workflow\ for\ creating\ the\ Prices\ Analysis\ for\ JITEN-Approved\ hardware$ 

#### 3.1.3 Activity 3: Internet Protocol (IP) Telephony Billing Records

Table 3.3 Training Activity 3

| Task            | Internet Protocol (IP) Telephony Billing Records  |
|-----------------|---|
| Date            | 8 <sup>th</sup> February 2017, 10 <sup>th</sup> February 2017, 13 <sup>th</sup> February 2017 |
| Scope           | Documentation   |
| Hardware/Device | Desktop   |
| Software        | Microsoft Words   |

Microsoft Word or MS-WORD (often called Word) is a graphical word processing program that users can type with. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents. This file is created with the UiTM desktop. The language used are Bahasa Malaysia because the department are using Bahasa Malaysia as the first language thus all the documentation are mostly recorded in Bahasa Malaysia.

IP telephony provides a way to extend highly secure, reliable and consistent communications services to all UiTM Puncak Alam employees whether they are in main campus locations or at branch offices. IP telephony transmits voice communications over the network using open-standards-based Internet Protocol. UiTM Puncak Alam are using CISCO IP telephony which are an integral part of Cisco Unified Communications, which unify voice, video, data and mobile applications on fixed and mobile networks enabling users to easily communicate in any workspace using any media, device or operating system.

Even though it is an internet-based telephony system, it is not only limited to inter-calls (calls in the campus area only) but staff also could make calls to other numbers besides UiTM Puncak Alam's offices as well. So, the bills that are been charged are these outside calls.





## 8800 Series IP Phones 7800 Series IP Phones

Figure 3.5 The types of IP Telephony that are used in UiTM Puncak Alam

This documentation is the type of analysis documentation used to records all the IP Telephone bills over the years. Every month, the management of ICT Department would have to pay the bill for these bills, thus the records is kept for future reference. Before this, this record only kept in Microsoft Excel by the person in charge. I have been asked by the supervisor to update the bill analysis into Microsoft Word so that the amount and bills are clear and easier to understand.

94,107.42

Jumlah,

Oktober November Disember

Bil Telefon Tahun 2015

Bulan

Januari

LAMPIRAN 1 - Caj Bil IP Telefon Tahun, 2013 - 2015

| Bulan     |          | Tempatan  |        |          | STD       |          | Jumlah    |
|-----------|----------|-----------|--------|----------|-----------|----------|-----------|
|           | Panoglan | Tempoh    | (S)    | Panggian | Tempoh    | ie<br>O  | Pangolan  |
| Januari   | 4777     | 202:45:41 | 861.20 | 5965     | 162:42:55 | 6,941,70 | 7,602.90  |
| Februari  | 3969     | 165:39:11 | 546.00 | 4937     | 131:29:37 | 5,625,40 | 6,171.40  |
| Mac       | 5618     | 211:06:53 | 723.68 | 6961     | 163:33:49 | 7,036.90 | 7,760.58  |
| April     | 5032     | 203:23:00 | 680.72 | 6732     | 170/37/22 | 7,269.80 | 7,950.52  |
| Mei       | 4606     | 184:45:24 | 817.20 | 5979     | 150:18:58 | 5.402.20 | 7,019.40  |
| Jun       | 4392     | 179:03:33 | 596.12 | 6491     | 166,50,40 | 7,046.50 | 7.642.62  |
| Julai     | 4806     | 210:10:58 | 681.24 | 5924     | 147.52:22 | 6,332.30 | 7,013.54  |
| Odos      | 3329     | 137:29:18 | 456.88 | 4278     | 105:17:57 | 4,605.10 | 5,061,98  |
| September | 4810     | 195:03:09 | 850.52 | 5923     | 145.36.54 | 6,22030  | 6,870.82  |
| Oktober   | 4149     | 176:14:48 | 574.58 | 5858     | 132:09:26 | 5,700.00 | 6,274.68  |
| November  | 4167     | 162:36:06 | 546.56 | 5470     | 120:20:36 | 5,220.70 | 5,767.26  |
| Disember  | 3564     | 147:35:22 | 499.76 | 6076     | 130:02:12 | 5,593.20 | 6,092.96  |
|           |          |           |        |          |           | Jumlah.  | 81,228,66 |

1 Femonh Call Paggian 152-10.31 6,795,00 7,505,64 124-47-51 5,298 60 5,858.75 192-51.30 8,433.50 9,247.75 193-54-56 8,032-40 8,861.80 195-49.32 6,650.70 1,505.46 175-39-57 7,450.20 8,118,63 162-43-07 6,963,60 7,545.70 200.16.24 8,541.40 9,277.43 162-24-07 6,963,60 7,649.96

 Banggifan

 6193

 4726

 7899

 7677

 6582

 6582

 4600

 5882

 6987

 6987

 6490

 6490

| Tempoh | Cal | 176.25.52 | 570.76 | 236.37.23 | 711.64 | 236.37.52 | 570.76 | 236.37.53 | 622.00 | 207.66.33 | 662.96 | 213.46.03 | 636.38 | 239.60.33 | 620.60 | 239.60.33 | 620.60 | 239.60.33 | 620.40.58 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26.54 | 636.36 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 186.26 | 1

5095 4061 5534 5407 4344 4774 3593 3593 4635 4395 4395 4395

Februari Mac April Jun Julai Ogos September Oktober Disember

95,935,32

Juniah

| Bulan     |          | Tempatan  |            |           | STD       |          | Jumiah    |
|-----------|----------|-----------|------------|-----------|-----------|----------|-----------|
|           | Panggian | Femooh.   | <b>1</b> 0 | Pangolian | Tempoh    | <u>r</u> | Pangollan |
| Januari   | 4263     | 173:09:08 | 565.90     | 5118      | 119:37:56 | 5,101.50 | 5.667.30  |
| Februari  | 3713     | 159:31:50 | 513.48     | 4361      | 118:04:52 | 5,067.60 | 5,581.03  |
| Mac       | 4535     | 183;04:30 | 600.32     | 5625      | 125.28.24 | 5,432,20 | 6,032,52  |
| April     | 4044     | 162:05:14 | 533.76     | 4942      | 122:27:38 | 5,190.30 | 5,724,06  |
| Mei       | 3968     | 156:21:03 | 522.12     | 5184      | 130:33:33 | 5,529,10 | 6,051,22  |
| Jun       | 3983     | 159:10:45 | 527.52     | 5389      | 127:24:09 | 5,399.60 | 5,927.12  |
| Julai     | 3603     | 166:45:10 | 528.40     | 3729      | 99:35:50  | 4,241,40 | 4,769.80  |
| Odos      | 3678     | 157:42:00 | 513.28     | 5154      | 125:24:03 | 5,286.20 | 5,799,48  |
| September | 5152     | 230:08:02 | 730,36     | 7916      | 183:26:10 | 7.801.70 | 8,532.06  |
| Oktober   | 5466     | 232:00:02 | 759.84     | 5674      | 167:12:44 | 7,169.30 | 7,929,14  |
| November  | 5200     | 227:14:43 | 731.52     | 6852      | 167,58:06 | 7,174.60 | 7,906.12  |
| Disember  | 4801     | 202:21:27 | 661.08     | 6762      | 168:03:30 | 7,206.70 | 7.867.78  |

1 Tempoh Caj Parguilan 154.28:45 6,586.90 7,250.42 155.40:31 6,681.30 7,351.34 156.42:10 4,122.10 4,594.02 176.34:16 7,631.20 8,487.92 210.30:47 8,902.80 9,722.23 184.40:11 7,828.80 8,597.20 147.23:32 6,233.80 8,750.04 186.22:20 8,733.40 9,517.32 186.01:46 7,822.00 8,447.78 188.02:40 7,884.30 8,006.42 134.10:42 5,649.60 6,208.60 Pangulan 1 6153 1 1 6153 1 1 6153 1 1 7207 1 7327 1 7327 1 7347 1 7330 1 7093 1 5503 1 1 Bil Telefon Tahun 2016 21956:54 701.52 2105:52.28 770.52 206:53.28 770.04 146:32.28 896.72 235.27.47 789.48 245.47.51 758.40 168.28.18 518.44 168.28.18 789.92 216.15.11 674.68 226:56.08 711.88 228.44.56 772.12 Panggian 4784 4779 3313 5001 5001 5061 5061 6344 4582 4939 4932 Juna Julai Ogos September Bulan Januari Februari Aprîl Mei Mac

Figure 3.6 The sample of IP Telephony hills' analysi

# 3.1.3.1 Workflow for Internet Protocol (IP) Telephony Billing Records

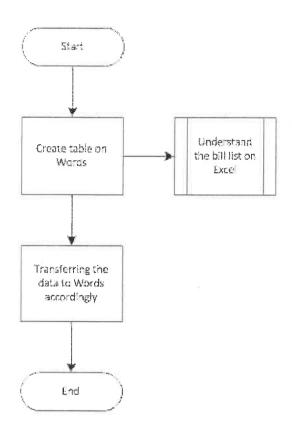


Figure 3.7 Workflow for creating Internet Protocol (IP) Telephony Billing Records

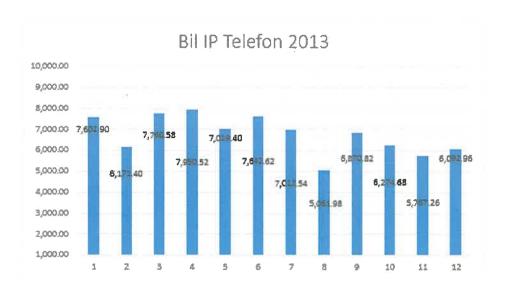
# 3.1.4 Activity 4: Internet Protocol (IP) Telephony Billing Records Graph

Table 3.4 Training Activity 4

| Task            | Internet Protocol (IP) Telephony Billing Records Graph |
|-----------------|--|
| Date            | 3 <sup>rd</sup> Mac 2017, 6 <sup>th</sup> Mac 2017     |
| Scope           | Documentation  |
| Hardware/Device | Desktop  |
| Software        | Microsoft Excel  |

Microsoft Excel is a spreadsheet with features of calculation, graphing tools, pivot tables and a macro programming language called Visual Basic for Applications. Spreadsheets present tables of values arranged in rows and columns that can be manipulated mathematically using both basic and complex arithmetic operations and functions. The language used are Bahasa Malaysia because the department are using Bahasa Malaysia as the first language thus all the documentation are mostly recorded in Bahasa Malaysia.

Based on Training Activity 3: Internet Protocol (IP) Telephony Billing Records, trainee have been asked by the supervisor to create graphs for those records so that it is easier to understand and the management could see clearer the ups and downs of the IP Phone bills. Graphs are created based on the total amount of bill overall for month and also year starter from 2013 to 2016.



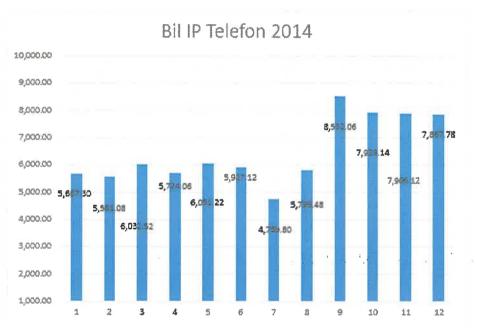


Figure 3.8 The sample of IP Telephony bills' graph by year for 2013 & 2014



Figure 3.9 The sample of IP Telephony bills' graph by month

# 3.1.4.1 Workflow for Internet Protocol (IP) Telephony Billing Records Graph

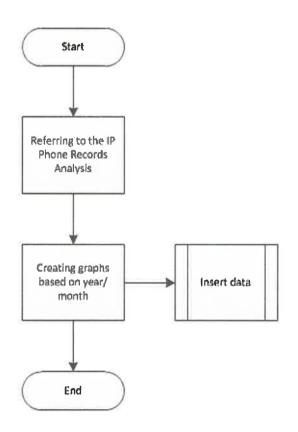


Figure 3.10 Workflow for creating Internet Protocol (IP) Telephony Billing Records Graph

## 3.1.5 Activity 5: ICT Department's Inventory List and Analysis

Table 3.5 Training Activity 5

| Task            | ICT Department's Inventory List and Analysis |
|-----------------|--|
| Date            | 10 <sup>th</sup> April 2017                  |
| Scope           | Documentation                                |
| Hardware/Device | Desktop                                      |
| Software        | Microsoft Word and Microsoft Excel           |

Microsoft Excel is a spreadsheet with features of calculation, graphing tools, pivot tables and a macro programming language called Visual Basic for Applications. Spreadsheets present tables of values arranged in rows and columns that can be manipulated mathematically using both basic and complex arithmetic operations and functions. Meanwhile, Microsoft Word or MS-WORD (often called Word) is a graphical word processing program that users can type with. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents. This file is created with the UiTM desktop. The language used are Bahasa Malaysia because the department are using Bahasa Malaysia as the first language thus all the documentation are mostly recorded in Bahasa Malaysia.

This document are the list of the inventory (mostly furniture) that are contained in each of unit offices in ICT Department. I was require to go to each office and identify the quantity and type of furniture and made a list of the items. Once they are identified, I've also required to make an analysis of each item and where are they located. This document are created in order for the staff (especially admin staff) for the yearly audit.



## SENARAI INVENTORI UITM

Kad ini hendaklah diletakkan di lokasi di mana item-item tersebut di tempatkan. Sebarang pindaan mesti dimaklumkan kepada Unit Kewangan Zon berkenaan.

|  | Nama | Tandatangan | Tarikh |
|--|------|-------------|--------|
| Pegawai yang dipertanggungiawabkan (custodian) di lokasi berkenaan |      |             |        |
| Pegawai Pemverifikasi  |      |             |        |
| r CROVE PSINISININGS   |      |             |        |

LOKASI: BILIK PEGAWAI TEKNOLOGI MAKLUMAT KANAN (SISTEM APLIKASI), BILIK UNIT SISTEM APLIKASI & PERKHIDMATAN IT, BAHAGIAN TEKNOLOGI MAKLUMAT, ARAS 5, PLAZA SATELIT B, UITM CAWANGAN SELANGOR PUNCAK ALAM

| Bil. | Perkara                        | Kuantiti | item Masa <u>Kini</u> | Catatan<br>(No. Siri, jika berkaltan) |
|------|--------------------------------|----------|-----------------------|---------------------------------------|
| 1.   | ALMARI RENDAH COKLAT (2 PINTU) | 1        |                       |                                       |
| 2.   | ALMARI TINGGI KACA (2 PINTU)   | 1        |                       |                                       |
| 3.   | DRAWER (2 LACI)                | 1        |                       |                                       |
| 4.   | KERUSI BERODA                  | 1        |                       |                                       |
| 5.   | KERUSI TIDAK BERODA            | 2        |                       |                                       |
| 6.   | PAPAN PUTIH                    | 1        |                       |                                       |
| 7.   | SET MEJA EKSEKUTIF GRED 44     | 1        |                       |                                       |
| 8.   | SOFA BIRU (2 SEAT)             | 1        |                       |                                       |
| 9.   | TONG SAMPAH                    | 1        |                       |                                       |
| 10.  |                                |          |                       |                                       |

Figure 3.11 The sample of inventory list for IT Services Officer's Room

ANALISA INVENTORI PERABOT DI BAHAGIAN ICT, UITM CAWANGAN SELANGOR, KAMPUS PUNCAK ALAM

| Almant frecol formuty   1   1   1   1   2   3   1   1   1   2   3   1   1   3   3   1   3   3   1   3   3   | ##<br>80     | PERALATAN           | BILIK<br>TIMBALAN<br>KETUA<br>PEGAWAI<br>TEKNOLOGI | RUANG<br>KERJA<br>PEJABAT<br>PENTADBIR<br>AN | BILIK<br>URUSETIA<br>JITEN | PANTRI | BILIK<br>PEGAWAI<br>ITEKNOLOGI<br>MAKLUMAT<br>(UNIT<br>PERKHIDMA | BILIK<br>PEGAWAI<br>TEKNOLOGI<br>MAKLUMAT<br>KANAN<br>(SISTEM<br>APLIKASI) | RUANG<br>KERJA<br>PEJABAT<br>SISTEM<br>APLIKASI &.<br>PERKHIDINA | BILK<br>PEGAWAI<br>TEKNOLOGI<br>MAKLUMAT<br>KANAN<br>(UMIT<br>RANGKAIAN | RUANG<br>KENA<br>PEJABAT<br>RANGKAIAN | BE<br>KFAE    | BILIK<br>PERBINCAN<br>GAN | BIUK<br>SMART<br>CARD | BIUK STOR<br>NETWORK | BILIK STOR<br>USP | BLIK STOR | JUMIAH |
|---|--------------|---------------------|--|--|----------------------------|--------|--|--|--|---|---------------------------------------|---------------|---------------------------|-----------------------|----------------------|-------------------|-----------|--------|
| FLOTO   FLOT  | ALMAR! BES!  | (2 PINTU)           |  | ,ua  |                            |        |  |  |  |   | m                                     |               |                           |                       | èna                  |                   |           | 4      |
| U.)  2.FINTU)  WIGH  WIGH  WE AND THE   | ALMAR! RENE  | AAH (2 PINTU)       |  |  |                            |        |  | , <b>.</b>   |  | ÷H  | ę                                     |               |                           |                       | ī                    |                   |           | 'n     |
| NAG (2 PNETLY)  NAG (2 PNETLY)  A PNETLY  A PNETLY)  A PNETLY  A | PLMARI TING  | G) (2 PINTU)        |  |  |                            |        |  |  |  |   |                                       |               |                           |                       |                      |                   |           | -      |
| AMG (2 PANTU)  2 PANTU)  3  | ALMARI TING  | GI KACA (2 PINTU)   |  |  |                            |        |  | -  |  |   | -                                     |               |                           | *                     |                      |                   |           | ^      |
| A   | ALMAR! RENC  | AH PANJANG          |  |  |                            |        |  |  | ţ~··l  |   |                                       |               |                           |                       |                      |                   |           | 4 -    |
| 2 PANTU)         1<   | ALMAR! RENC  | NAH SLIDE (2 PINTU) |  |  | e44                        |        | 1  |  | m  |   | 924                                   |               |                           |                       |                      |                   |           | 4 4    |
| 1 1 1 1   | ALMARI TING  | G: KACA (2 PINTU)   |  |  |                            |        | H  |  |  |   |                                       |               |                           |                       |                      |                   |           | 7      |
| DE; I I I I I I I I I I I I I I I I I I I   | ALMAR! TING  | GI KACA (4 PINTU)   | e-t  | ę-wi   |                            |        |  |  |  |   |                                       |               |                           |                       |                      |                   |           | ٠,     |
| DE; I I I I I I I I I I I I I I I I I I I   | BINDING MAK  | HINE                |  | ę.d  |                            |        |  |  |  |   |                                       |               |                           |                       |                      |                   |           | 4 =    |
| DE; I I I I I I I I I I I I I I I I I I I   | CEREK ATR    |                     |  |  |                            |        |  |  |  |   |                                       |               |                           |                       |                      |                   |           | 4 6-   |
| DE; I I I I I I I I I I I I I I I I I I I   | DRAWER (2 L  | (2)                 |  |  |                            |        |  | 9~1  |  |   |                                       |               |                           |                       |                      |                   |           | 1 ^    |
| DE; I   | DRAWER (3 L) | 3CI)                |  | 2  |                            |        | ę~4  |  |  |   | 67                                    |               |                           |                       |                      |                   |           | 17     |
| DE)   | INFORMATIO   | NETAND              |  |  |                            |        |  |  |  |   |                                       | 43            |                           |                       |                      |                   |           | 4      |
| DE; I I I I I I I I I I I I I I I I I I I   | JAM          |                     |  | #×4  |                            |        |  |  |  |   |                                       |               |                           |                       |                      |                   |           | -      |
| DE; I 3 3 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7   | KABINET BEST | (3 LACT)            |  |  |                            |        |  |  |  |   |                                       | -             |                           |                       |                      |                   |           | -      |
| DE;         1   | KABINET BEST | (4 LAC!)            |  |  |                            |        |  |  |  |   |                                       | m             |                           |                       |                      |                   |           | 4 ~    |
| 1     2     1 <td>KABINET PANI</td> <td>ANG (SUDE)</td> <td>·ml</td> <td></td> <td>٠,</td>  | KABINET PANI | ANG (SUDE)          | ·ml  |  |                            |        |  |  |  |   |                                       |               |                           |                       |                      |                   |           | ٠,     |
| 1     2     1     1     6     1     5     1     5       2     2     2     2     2     4     1     1     1   | KARPET       |                     |  |  |                            |        |  |  |  |   |                                       | -uil          |                           |                       |                      |                   |           | -      |
| 1     2     1     1     1     6     1     5     1     5       2     2     2     2     4     1     1     1     1   | KERUS, BANQ  | UET                 |  |  |                            |        |  |  | 1  |   |                                       |               |                           |                       |                      |                   |           | 1 0    |
| 2 2 2 4 2 I   | KERUSI BEROL | 3&                  | ę  | 2  | +=4                        |        | red  | I  | 9  | şe  | ιώ                                    | <del></del> 4 | ιŋ                        |                       | en                   |                   |           | 7. 2.  |
|   | KERUSI TIDAK | BERODA              | 2  |  | C4                         |        | Ci   | CA   | খ  | धन  | t-4                                   |               |                           |                       |                      |                   |           | ÷      |

Figure 3.12 The sample of inventory list analysis for all items in ICT Department

# 3.1.5.1 Workflow for creating ICT Department's Inventory List and Analysis

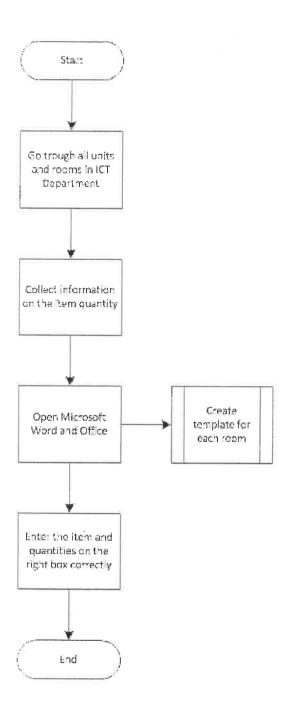


Figure 3.13 Workflow for creating ICT Department's Inventory List and Analysis

## 3.1.6 Activity 6: Practical Students' Record

Table 3.6 Training Activity 6

| Task            | Practical Students' Record        |
|-----------------|-----------------------------------|
| Date            | 22 <sup>nd</sup> Mac 2017 onwards |
| Scope           | Documentation                     |
| Hardware/Device | Desktop                           |
| Software        | Microsoft Excel                   |

Microsoft Excel is a spreadsheet with features of calculation, graphing tools, pivot tables and a macro programming language called Visual Basic for Applications. Spreadsheets present tables of values arranged in rows and columns that can be manipulated mathematically using both basic and complex arithmetic operations and functions. The language used are Bahasa Malaysia because the department are using Bahasa Malaysia as the first language thus all the documentation are mostly recorded in Bahasa Malaysia.

The information that the organization have is not properly filed thus the records are not complete. They kept the record of the students in a file but are not properly managed (unorganized) based on years and so on. The records stored in the file are mostly only their application letter, report duty form, background details, exams result, leave applications and work time form.

I was required to gather all those information in properly softcopy and managed format (Microsoft Excel). The information that are recorded are their full name, identity card (IC) number, student ID number, home address, institution, institution address, study programs, practical date (start & end). Unit or division assigned, name of organization supervisor and the title of special project. The records available are only from the year of 2015 to current.

| Nama Pemah  | No. Kad<br>Pengenalan                | No. Felajar  | Manat Funah   | frethus   | Name harbust  | Piogram  | TarichWula  | Tarkh Tamat  | Uhr  |
|---|--------------------------------------|--------------|---|---|---|--|---|--|--|
| PLE-LANTINGE HSGREEN JAAF AR                      | 950110-10-53C5 PTM1307039H BESTAR    | PTM130703814 | LOT 638, KAMPLINS BLIOT BADCINS, 45600<br>BESTARI JAYA, SBLANSCR  | KOLEJPOLY-TECHMARA<br>POH   | NO 164295, VIGHA SSY, JALAN<br>SILIAN ABBAL JALI, GREENITOWN<br>30450 IPO-1, PEPAK  |  | 29/05/2015  | 23/2/2015  | RANGKAMAN  |
| FAEEGRAH ALJUBRATI FESAL                          | 327113-07-5338                       | 2013285428   | NO 3 LODONS GLAR PERANU 41 TANANGLAR<br>PERANU, YADOBUKIT MERTAAN PULAU PNANG                                       | UNYERSTITENOLOGI<br>MARA CAVANSAN<br>SELANGORIKANPUS<br>PLINCAK PERDAMA | NO LALANPULAJANGSA AUTRIA,<br>SECSYBUJD, 4050 STAHALAN,<br>SELANSCH   | BACHELORICE NFORMATION SCENCE (HOUS) NFORMATION SYSTEM MANAGEMENT  | 10/03/2015  | 31/2/2015  |  |
| FLORITA TPACY GNUK NGADAN                         | 920623-19-6230                       | 2012824448   | NO 38 TAYAN TINGG JA TUNHUSSEN DAW.<br>\$7000 BYTLLUSAFANAK   | UNYERSTI TEMOLOGI<br>MARA CAVANGAN<br>SELANGORRANPUS<br>PUNCAK PERDAMA  | NO 1,JALAN PULAJANGSA AUTBIA,<br>SEKSYENUD, 10150 S-14H ALAN,<br>SELANGGA   | BAC-BLOROF INFORMATION SCIENCE OFCHS, INFORMATION SYSTEM MANAGEMENT  | 10/03/2015  | 342/2015   |  |
| MOHAPIYAD AMIRIL PILKHININ BRYYAACOF              | 940724-10-6039                       | 201292(1721  | NO. 15 JALAN TAMAN PECERT, 45600 JERAM<br>SELANGOR  | UNKERSTITENCIOSI<br>MAFA CAVANSANMELAKA<br>(KAMPUS JASN)                | LANERSTITEGACLOCK  JALANIERBAHJESANSTH-2 MARIENDA SCHOOLOGAT, 77:300 KAPPUS JASN) MENLINUL, NELAKA                          | DPLOPA SAINS<br>KOMPUTER   | 30711/2015  | 0403/2016  | SISTEMAPLIKASI   |
| NOCE NATASHABITI AZMAN                            | SS0710-05-5022 PTM 130706537 NO. 102 | PTM130706537 | NO. 102 TAMAN SETA JAYA 06300 YAN KEDAH   | <b>#</b>  | TWCKAT 1 KONTERS PETNAGAAN DPLOMAKOMPUTER<br>MARA MERCONG, SEBERANG JALAN SYSTEM& NETWORKING<br>PLITER, USBORLOR SEFARIEDAH | DPLOMAKOMPUTER<br>SYSTEM & NETWORKING  | 190(72)16   | 23/64/2016   | RANGKARN   |
| SYA-IPAH NASU-KABATI MOHDASEN                     | 960606-14-6024                       | 2014230162   |   | 8   | 27600 RAUB PAHANG   | DPLOMASAINS<br>KOMPUTER  | 18/04/2015  | 10/06/2016   | SISTEMAPLIKASI   |
| NIFL BARZAHIZZATI GRATI ZARI FILI                 | 960314-10-5648                       | 20142333986  | NO 6, SOLOK SA TANABOLI, SAMDOZI,<br>BANDAR SULTANSILAMAN, 42006PELABUHAN<br>KLANS, SELANSOR                        | UNIVERSITI TEKNOLOGI<br>MAFA CAVANSAN<br>PAYANG (KAMPUSPALB)            | Z7800 RALIB PAHANG  | DPLDMASAINS<br>KONPUTER  | 18104/2016  | 10106/2016   | SISTEMAPLIKASI   |
| AMALIA ADA ERITI PANIN                            | 9906-14-915096                       | 1701P14F1087 | GEMALAIGE 16, AINASTANA, ASTANA ALAM2, SEKSYEN 13, 42300, PUNCAK ALAM, SELAWGOR                                     | POLITEKIAK SULTANDRIS<br>SYAH   | KEVENTERAN PENDIDKAN TRIGGI,<br>SLAGALLANE, 4510) SUNGALAR<br>TAWAR, SELANGORIMALAYSIA                                      | DPLOMATEKACGGI<br>MAKLIMAT<br>(PENGATURCARAAN)   | 28712018  | 14104/2017   | SISTEMAPLIKASI   |
| MERATINA DAYAMA BIHTIYUSILAN                      | 360213-14-6336   17DP14F1096         |              | NOTIA, TAMAN HIDAYAH, SUNGA CHOH, 48000<br>RAWANG, SBLANGOR   | POLITECIAL SULTANDRIS<br>SYAH   | KEMENTERAN PENDOKANTINGSI,<br>SINGALANS, 45100 SUNGALAR<br>TAWAR, SELANDORMALAYSIA  | DPLOMA TEKNOLOGI<br>MAKLUMAT<br>(PENCATURCARAAN)   | 26/11/2016  | WOGZOTT  | SISTEMAPLICASI   |
| NUBARAS KAMILA BINTI HAMDI                        | 360620-10-5886                       | 17DP14F1022  | NO. S. LOFOWGMAKOTA WPAN 2/27, BANDAH<br>PUNCAK ALAM, 42300 SELANGGR  | POLITECIAK SULTANDHIS<br>SHAH   | KEMENTERAN PENDOKANTINGSI,<br>SINGALANG, 45100 SUNGARAR<br>TAWAR, SELANGORMALAYSIA  | DPLONA TEKNOLOGI<br>MANLUMAT<br>(PENGATURCARAN)  | ZBYTUZOTS   | N104/2017  | RAYGKARN   |
| ELYH FARDYAVA EBYTI MOHAVAYAD NOOG AZAM           | 92052-4-5962                         | 2013514201   | NOZO, JALAN BƏÇ SOY, BANDAR SER<br>CONLFIELD, 47000 SSBLLOH, SELAKSOR   | LAKERSTI TEKNOLOGI<br>PPER CAVANSAN<br>KELAKTAN KAMPUS<br>MACHANGI      | BLOT LPW, 18500 MACHAND,<br>KELMITAN  | BAC-BLOROF INTORNATION SCENCE (HOUS) INFORMATION SYSTEMMANAGEMENT  | 01/02/2017  | 30/16/2017   | PENTADERAN   |
| NUPATIGAHENTI PAZI AN                             | 971005-14-5014                       | 2015677408   | NOTS, LDROMS MALKOTA BIPAN 2/27, BANDAR<br>BARU PUNCAK ALAN, SELANGOR   | UNIVERSITIEMOLOGI<br>MAGA CAWANSANYELAKA<br>(KAMPUS JASN)               | JALAVI EMBYH KESANG V1-2<br>Kampung ser mendapat, 77300<br>Merumau, Nelaka  | DPLOMASAINS<br>KOMPUTER  | 02/05/2017  | 23/06/2017   | PENTADBERAN  |
| YANA BINTI MOHAMINAD INCOG AZAM<br>HENTI PIKZI AN | 920522-H-5962<br>971005-H-5014       |              | NOZO, JALAN BSC 3CK, BANDAP<br>CONLPELD, 4700 SS BLLCH, SK<br>NOS, LDROMGMSHKOTA BFRA<br>BARLIPUNZAK ALAN, SELANGOK | SER<br>1. ANSOR<br>1. 277, BANDAR                                       |   | UMPERSTI TEANLOCK<br>MAFA CANANISAN<br>RELANTANIKAMPUS<br>MACHANIS<br>UMPERSTITEONOLOCK<br>MAFA CANANISANYELAKA<br>IKANPUS JASNI | UMERSTI TEAKOLOGI<br>MAGHACAHANGAN<br>RELAYTANIKAMPUS<br>MAGHACAHANIS<br>MAGHACAHANGANAELAGA<br>MAGHACAHANGANAELAGA<br>MAGHACAHANGANAELAGA<br>MAGHACAHANGANAELAGA<br>MAGHACAGANAELAGA<br>MAGHACAGANAELAGA<br>MAGHACAGANAELAGA<br>MAGHACAGANAELAGA<br>MAGHACAGANAELAGA | UMERSTI TEANOLOGY PHELACIAN INCOMMENTARY RELACTARIKAMPLIS RELACTARIKAMPLIS RELACTARIKAMPLIS RELACTARIKAMPLIS RELACTARIKAMPLIS RELACTARIKAMPLIS RELACTARICAMPLIS RELACTARICAMPLICE RELACTARICAMPL | UMVERSITI TEACLOCIA  PAGE CAMANZAN  BLOT LIMI, 18500 MACHANG,  RCLANTRAIRAMPOLIS  RCLANTRAIRAMPOLIS  RCLANTRAIRAMPOLIS  RCLANTRAIRAMPOLIS  RCLANTRAIRAMPOLIS  RALAMICANIS  RALAMICANIS  RALAMICANIS  RAHANGS IN CONTRAINS  SYSTEM MACHANGS  RALAMICANIS  RAHANGS IN CONTRAINS  ROBERT CAMANZANIS  ROBERT C |

Figure 3.14 The sample of practical students' record (from year 2015)

# 3.1.6.1 Workflow for Internet Protocol (IP) Telephony Billing Records Graph

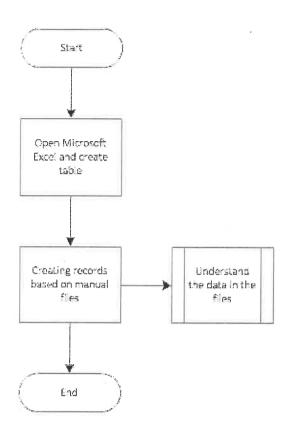


Figure 3.15 Workflow for creating Internet Protocol (IP) Telephony Billing Records Graph

## 3.1.7 Activity 7: Practical Students' Slides

Table 3.7 Training Activity 7

| Task            | Practical Students' Slides        |
|-----------------|-----------------------------------|
| Date            | 23 <sup>rd</sup> Mac 2017 onwards |
| Scope           | Presentation Material             |
| Hardware/Device | Desktop                           |
| Software        | Microsoft PowerPoint              |

Microsoft PowerPoint uses slides to convey information rich in multimedia. PowerPoint is useful for helping develop the slide-based presentation format and is currently one of the most commonly used slide-based presentation programs available. Slides may contain text, graphics, sound, movies and other objects which may be arranged freely. The presentation can be printed, displayed live on a computer or navigated through at the command of the presenter. The language used are Bahasa Malaysia because the department are using Bahasa Malaysia as the first language thus all the documentation are mostly recorded in Bahasa Malaysia.

I have been assigned by the supervisor to do two presentation slides in preparation for the upcoming practical students that will be on duty on May. The slides are the ones that the supervisor already did, I would just have to edit some of the slide to meet the need of the new practical student.

There will be in total of 7 practical student, but there were two different duration thus there supposed to be two slides containing different input in the slide. One presentation slide would be for the 5 students that will do their training for 8 weeks and other one is for the other 2 practical students that will be finishing their training in 14 weeks.

## 1. Maklumat Pelajar Latihan Praktik

1. Nama: NUR FIKRIYAH BINTI ROSMAN

No Pelajar : 2015853398

2. Nama: NUR ATIQAH BINTI ISMADHI No Pelajar : 2015857644

#### DIPLOMA SAINS KOMPUTER, FAKULTI SAINS KOMPUTER & MATEMATIK



### Cawangan Johor, Kampus Segamat

Km 12, Jalan Muar, 85000 Segamat, Johor

&

#### Cawangan Pahang, Kampus Raub

27600 Raub, Pahang

#### Tempoh Latihan Industri

2 Mei 2017 - 4 Ogos 2017 (14 Minggu)

Figure 3.16 The sample of practical students' slides 1

## 5. Projek Pelajar Latihan Praktik

#### **B.** Pelan Pelaksanaan



Figure 3.17 The sample of practical students' slides 2

## B. Pelan Pelaksanaan

| 1. Nama Projek                 | Sistem Permohonan<br>Sistem Aplikasi   | Sistem Pemantauan<br>Projek ICT (SPPI) Fasa II          |
|--------------------------------|--|---|
| 2. Pemilik Proses              | Ketua Bahagian ICT                     | Ketua Bahagian ICT                                      |
| 3. Pengguna Sistem             | Sistem Aplikasi                        | Pengurus Projek ICT,<br>Pengurusan Bahagian ICT         |
| 4. Pelajar Latihan Industri    | Nur Fikriyah binti Rosman              | Nur Atiqah binti Ismadhi &<br>Nur Fikriyah binti Rosman |
| 5. Penyelia Pertama &<br>Kedua | Nura Mohd Thaiha<br>&<br>Sajudin Samad | Nura Mohd Thaiha<br>&<br>Sajudin Samad                  |

Figure 3.18 The sample of practical students' slides 3

# 3.1.7.1 Workflow for Internet Protocol (IP) Telephony Billing Records Graph

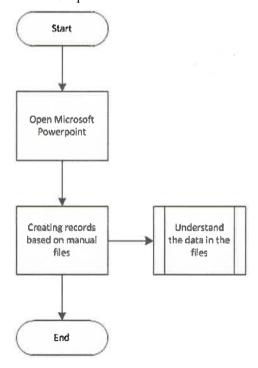


Figure 3.19 Workflow for creating Internet Protocol (IP) Telephony Billing Records Graph

## 3.1.8 Activity 8: Practical Students' Checklist

Table 3.8 Training Activity 8

| Task            | Practical Students' Checklist          |
|-----------------|--|
| Date            | 23 <sup>rd</sup> February 2017 onwards |
| Scope           | Documentation                          |
| Hardware/Device | Desktop                                |
| Software        | Microsoft Word                         |

Microsoft Word or MS-WORD (often called Word) is a graphical word processing program that users can type with. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents. This file is created with the UiTM desktop. The language used are Bahasa Malaysia because the department are using Bahasa Malaysia as the first language thus all the documentation are mostly recorded in Bahasa Malaysia.

This checklist are created for the supervisor and also the practical students to acknowledge what that are already in their list and what goes missing. This checklist is a step by step documents that the practical students need to fill in, attend or have.

This checklist would be fill by the students on their first day and the forms that are in the list will be given to the students for them to keep. Once the list are updated, the checklist would be filed in the students' files.

## Senarai Semak Pelajar Latihan Industri/Praktik Bahagian ICT, UiTM Cawangan Selangor, Kampus Puncak Alam



| Nama P   | enuh  |   |
|----------|---|---|
| No KP_   | No Pelajar  |   |
| No Tele  | fon Emel  |   |
| Progran  | n Pengajian   |   |
| Institus |   |   |
| Tempol   | Latihan: Mulai Hinggga  |   |
|          |   | Sila  |
| Bil.     | Perkara   | Tandakan<br>(√)   |
| 1.       | Surat Permohonan Pelajar                                      | and controlled and described to the second distinct of the second |
| 2.       | Surat Pengesahan Penerimaan Pelajar                           |   |
| 3.       | Borang Pengesahan Lapor Diri Pelajar Latihan Industri-Praktik |   |
| 4.       | Borang Pemilihan Waktu Kerja Berperingkat                     |   |
| 5.       | Pendaftaran Thumb Print                                       |   |
| 6.       | Taklimat Peraturan Pejabat                                    |   |
| 7.       | Taklimat Organisasi UiTM & Bahagian ICT                       |   |
| 8.       | Taklimat Skop Latihan Industri                                |   |
| 9.       | Taklimat Projek IT Yang Akan Dilaksanakan                     |   |
| 10.      | Borang Permohonan Keluar Pejabat Atas Urusan Peribadi         |   |
| 11.      | Borang Permohonan Cuti Rehat                                  |   |

Figure 3.20 The sample of practical students' checklist

12. Rekod Kehadiran Latihan Pelajar Latihan Industri-Praktik

13. Surat/Sijil Penghargaan

## 3.1.9 Activity 9: SPPI Cost Implications

Table 3.9 Training Activity 9

| Task            | SPPI Cost Implications    |
|-----------------|---------------------------|
| Date            | 28 <sup>th</sup> Mac 2017 |
| Scope           | Documentation             |
| Hardware/Device | Desktop                   |
| Software        | Microsoft Word            |

Microsoft Word or MS-WORD (often called Word) is a graphical word processing program that users can type with. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents. This file is created with the UiTM desktop. The language used are Bahasa Malaysia because the department are using Bahasa Malaysia as the first language thus all the documentation are mostly recorded in Bahasa Malaysia.

SPPI stands for *Sistem Pemantauan Projek ICT* or in English is known as ICT Project Monitoring System. This system is created by the Computer Science (Programming) practical students from Politeknik Sultan Idris Shah (PSIS) Sabak Bernam as their special project. This project are adopted by the Information Technology UiTM Selangor Branch, Puncak Alam. This system is to identify and monitor the status of ICT projects that are being implemented. This system would be able to identify the status of ICT projects that are underway, to monitor ICT projects that are being implemented, be able to identify the factors and causes of any delay ICT projects are ongoing and to facilitate monitoring of ICT projects through project management system based on web technology.

I was required to help the developer (PSIS Students) to identify the cost implication for this system from the beginning till the end of the project. The cost are calculated based on the true situation (the exact cost) that the system are taken and will be taking. Certain software are already in the desktop and some does not require any cost. This is just an assume cost to SPPI.

## Kos Projek (Implikasi Kewangan)

| Perkara           | Komponen  | Kos (RM)  |
|-------------------|---|-----------|
| 1. Perkakasan     | i. ASUS X541S - AX4346T Notebook  | 1,319.00  |
|                   | i. XAMPP – Percuma  | 11        |
| 2. Perisian       | li. Adobe Dreamweaver   | 444.44    |
|                   | iii. Microsoft Office   | 1,399.00  |
|                   | iv. Microsoft Visio 2010  | 1,399.00  |
|                   | v. Microsoft Project  | 2,799.00  |
|                   | vi. Adobe Photoshop   | 999.00    |
|                   | i. Mesyuarat (3 x RM20.00)  | 60.00     |
| 3. Latihan        | II. Sesi UAT Bersama Pemilik Proses (3 x 10) x 7 x RM 0.20                | 42.00     |
| 4. Dokumentasi    | i. Minit Perbincangan/Mesyuarat (3 x 10) x 7 x RM 0.20 ii. Dokumen Projek | 42.00     |
|                   | a) SRS (3 x 19) x RM 0.20   | 11.40     |
|                   | b) SDD (3 x 20) x RM 0.20   | 12.00     |
|                   | III. Dokumen UAT (3 x 19) x RM 0.20                                       | 11.40     |
|                   | iv. Cetakan Manual Teknikal (3 x 19) x RM 0.20                            | 11.40     |
|                   | v. Cetakan Manual Pengguna (3 x 19) x RM 0.20                             | 11.40     |
|                   | i. Pengurus Projek - 1 x 100 hari x RM 116.70                             | 11,670.00 |
| 5. Sumber Manusia | ii. Juruanalisa Sistem - 1 x 100 hari x RM 116.70                         | 11,670.00 |
|                   | ili. Pengaturcara Program - 2 x 100 hari x RM 113.30                      | 22,660.00 |
|                   | Jumiah  | 54,561.04 |

Figure 3.21 The sample of SPPI Cost Implications

## 3.1.9.1 Workflow for SPPI Cost Implications

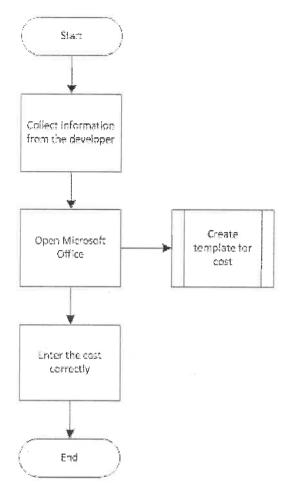


Figure 3.22 Workflow for creating SPPI Cost Implications

## 3.1.10 Activity 10: Practical Student SOP

Table 3.10 Training Activity 10

| Task            | Practical Student SOP       |
|-----------------|-----------------------------|
| Date            | 26 <sup>th</sup> April 2017 |
| Scope           | Documentation               |
| Hardware/Device | Desktop                     |
| Software        | Microsoft Word              |

Microsoft Word or MS-WORD (often called Word) is a graphical word processing program that users can type with. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents. This file is created with the UiTM desktop. The language used are Bahasa Malaysia because the department are using Bahasa Malaysia as the first language thus all the documentation are mostly recorded in Bahasa Malaysia.

SOP stands for Standard of Procedure. In UiTM rules, any activity that are done repeatedly need to have their own standards of procedure. This is for the department or unit to follow the standard and to apply this standard to each and every activity that are the same. This method are for the purpose of standardizations and to avoid any miss communication and unrecorded documents since all activity need to have their own files and must be recorded. I was required to do the draft of this SOP and it will be check by the faculty supervisor for further action.

## Tajuk SOP: Pengurusan Pelajar Latihan Industri-Praktik

Nombor Dokumen: Versi: 1.0 Tarikh: 26/04/2017

## 1.0 Keterangan Standard Operating Procedure (SOP)

| 1.  | Bicang         | Pengurusan Pentadbiran.   |
|-----|----------------|---|
| 2.  | Prosedur       | Pengurusan Pelajar Latihan Industri-Praktik.  |
| 3.  | Nombor Rujukan |   |
| 4.  | SOP Pra-Syarat |   |
| 5.  | SOP Berkaitan  |   |
| 6.  | Singkatan      | ICT - Information and Communication Technologies UiTM - Universiti Teknologi MARA UCS - UiTM Cawangan Salangor  |
| 7.  | Pengguna       | Bahagian ICT, UCS, Kampus Puncak Alam.  |
| S.  | Tujuan         | Melaksana proses pengurusan pelajar latihan industri-<br>praktik ke Bahagian ICT, UCS.  |
| 9.  | Skop           | Proses pengurusan pelajar latihan industri-praktik ke<br>Bahagian ICT, UCS, Kampus Puncak Alam dari mula<br>permohonan hingga tamat tempoh menjalani latihan<br>industri-praktik. |
| 10. | Masa ·         | Sepanjang tempoh pelajar menjalani latihan industri-praktik di Bahagian ICT, UCS.   |
| 11. | Pemilik SOP    | Bahagian ICT, UCS, Kampus Puncak Alam.  |
| 12. | Catatan        |   |

Figure 3.23 The sample of Practical Student SOP

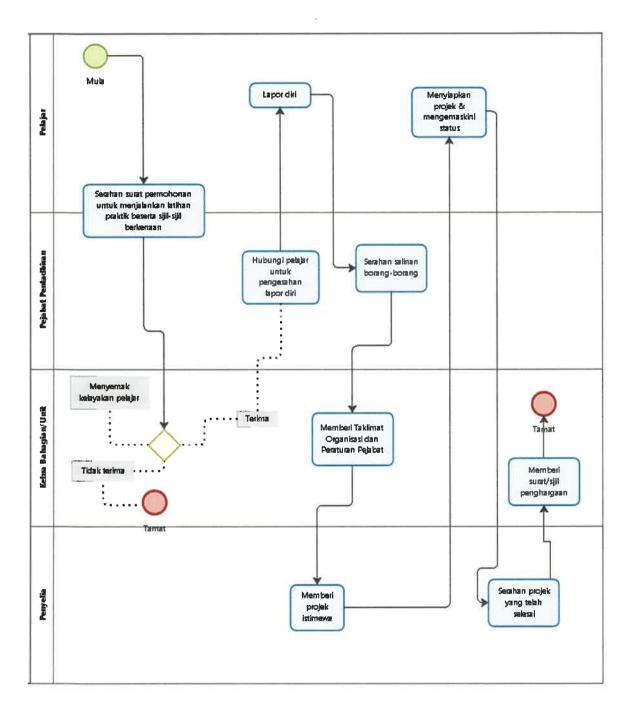


Figure 3.24 The sample of Practical Student SOP Flow Chart (Using Bizagi Apps)

## 3.1.10.1 Workflow for Practical Student SOP

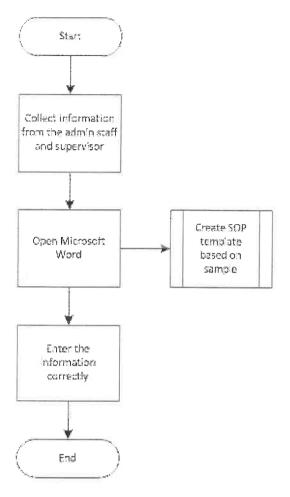


Figure 3.25 Workflow for creating Practical Student SOP

# 3.1.11 Activity 11: Minute of Meeting for Progression Meeting of UiTM Practical Students No. 1/2017

Table 3.11 Training Activity 11

| Task            | Minute of Meeting for Progression Meeting of UiTM Practical Students No. 1/2017 |
|-----------------|---|
| Date            | 15 <sup>th</sup> May 2017   |
| Scope           | Documentation   |
| Hardware/Device | Desktop   |
| Software        | Microsoft Word  |

Microsoft Word or MS-WORD (often called Word) is a graphical word processing program that users can type with. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents. This file is created with the UiTM desktop. The language used are Bahasa Malaysia because the department are using Bahasa Malaysia as the first language thus all the documentation are mostly recorded in Bahasa Malaysia.

In any formal meeting, a minute of meeting is a crucial thing to have. It serves as something that symbolizes the meeting. The minute recorder person must pin point every important words in the discussion. Every part must be written down and must put in the meeting for the chairman to acknowledge it in the next meeting.

The reason to why my organization supervisor train me to write own minutes of meeting is because he said that in any organization, a meeting is a must. Even it may not be my task of work, but at least in the critical time I can always know how to write a minutes of meeting and it is such a basic task of work.



#### MINIT MESYUARAT PERKEMBANGAN PROJEK LATHAN PRAKTIK PELAJAR UITM BIL 1/2017

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- Dis Nurabyet, 6111 20 en Arlajat Lahran Prahak UTIM Cakangan Melaka Kembus Jasin
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- Cik Nur Atkah Binti Amran Foleiar Latinan Freitik UTW Causings freeze Kambia Jasin

Figure 3.26 The sample header of Minute of Meeting for Progression Meeting of UiTM Practical Students No. 1/2017

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BAHAGIAN C 002

: RINGKASAN MINGGUAN LATIHAN INCUSTRI

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BAHAGIAN DUGS : HAL-BALLAIN

DODGE

Carte Organisasi Kompulan Projek & Tanggungjawab

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PENUTUP

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LELI MENGAMBAN

LELI MEN

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19/05/2017

Figure 3.27 The sample header of Minute of Meeting for Progression Meeting of UiTM Practical Students No. 1/2017

# 3.1.11.1 Workflow for creating Minute of Meeting for Progression Meeting of UiTM Practical Students No. 1/2017

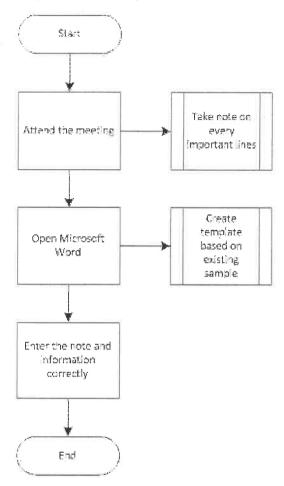


Figure 3.28 Workflow for creating Minute of Meeting for Progression Meeting of UiTM Practical Students No. 1/2017

## 3.1.12 Activity 12: ICT Department's Annual Report

Table 3.12 Training Activity 12

| Task            | Laporan Bahagian ICT (ICT Department's Annual Report) |
|-----------------|---|
| Date            | 3 <sup>rd</sup> February 2017                         |
| Scope           | Documentation   |
| Hardware/Device | Desktop   |
| Software        | Microsoft Word  |

Microsoft Word or MS-WORD (often called Word) is a graphical word processing program that users can type with. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents. This file is created with the UiTM desktop. The language used are Bahasa Malaysia because the department are using Bahasa Malaysia as the first language thus all the documentation are mostly recorded in Bahasa Malaysia.

ICT Department Report or also known as Annual Report is a comprehensive report on the department's activities throughout the year. Annual reports are intended to give regulars and other interested people the information about the department's activities and financial performance. They may be considered as grey literature. Instead of doing it only for the previous year, which is 2016, the supervisor required me to do the report on the department's performance from the beginning of the department's opening which is the year of 2009.

Since it took me a lot of effort on gathering information, and most of the records are not available anymore, thus the supervisor ease the burden by only requesting me to get the information as far as is available. After consulted with all the staffs, the final result of the report are attached in the appendix. The report only consists of the information that I got to gathered based on what the staff and officers has given to me. Mostly on the history of the departments, the inventory lists of networks and sorts, the charts, the telephony bills and few others.



# Laporan Bahagian Teknologi Maklumat UiTM Cawangan Selangor Kampus Puncak Alam

11

Figure 3.29 The cover page of the ICT Department's Report

# 3.1.12.1 Workflow for creating the ICT Department's Annual Report

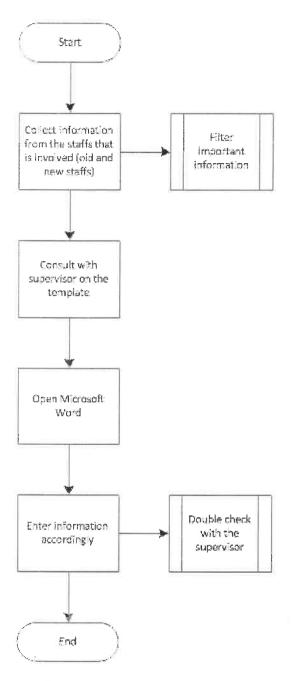


Figure 3.30 Workflow for creating the ICT Department's Annual Report

## 3.2 Other Activity

## 3.2.1 Secretariat Meeting of State IT & Electronics (JITEN) UiTM Selangor Branch No. 2/2017

Table 3.13 Other Activity 1

| Date  | 22 <sup>nd</sup> February 2017                  |
|-------|---|
| Time  | 11.30 am – 1.30 pm                              |
| Venue | HEP Meeting Room, Level 3 FF1, UiTM Puncak Alam |

# 3.2.2 Secretariat Meeting of State IT & Electronics (JITEN) UiTM Selangor Branch No. 3/2017

Table 3.14 Other Activity 2

| Date  | 13 <sup>th</sup> April 2017                     |
|-------|---|
| Time  | 3.55 pm – 5.45 pm                               |
| Venue | HEP Meeting Room, Level 3 FF1, UiTM Puncak Alam |

JITEN stands for *Jawatankuasa IT & Elektronik Negeri*. JITEN is responsible for approving the application in IT scope in all ICT procurement such as audio-visual equipment, electronic equipment and laboratory office, telecommunication and digital sources using the fund allocation and management of trust funds that are up to RM 50,000.00.

This meeting is usually held once every two months after collecting all the applications forms from each faculty and administration office that wanted to purchase any electronic goods or upgrade the specification of electronic products they bought. I was required to join this meeting in order to gain experience on how the major meeting in the organization is conducted. Since I have been assigned in the Administration Unit, thus it is compulsory to attend this kind of meeting and be one of the committee for the meeting. I also been trained to help other committee to setup for meeting especially the preparation for the meeting such as print out the agendas and documents for the meeting.

# 3.2.3 Technology Development Session: Projector Casio by Casio Malaysia

Table 3.15 Other Activity 4

| Date  | 10 <sup>th</sup> Mac 2017   |
|-------|---|
| Time  | 10.00 am - 11.30 am   |
| Venue | Seminar Room 1, Tun Abdul Razak Library (PTAR), UiTM Puncak<br>Alam |

This session is where the representative from Casio Malaysia Sdn Bhd came to Tun Abdul Razak Library in UiTM Puncak Alam to demonstrate their brand new Casio Lamp Free Green Technology LED Projector Ultra Short-Throw Series. Me and all staff is required to join the training session for us to gain new knowledge on the new technology invented and what are the latest technology in the market. This is such a good knowledge for me in order to have an update about the new technology.



Figure 3.31 Casio Technology Development Session

## 3.2.4 Sistem Pemantauan Projek ICT (SPPI) Training Session

Table 3.16 Other Activity 5

| Date  | 13 <sup>th</sup> April 2017                    |
|-------|--|
| Time  | 11.45 am – 12.30 pm                            |
| Venue | Discussion Room, Level 5 PSB, UiTM Puncak Alam |

This session is a must have session for every system that the ICT Department has developed. Sistem Pemantauan Projek ICT (SPPI) is a system developed by the practical students from Polytech Mara College of Sabak Bernam, majoring in Diploma of Programming. They are required to create a system that allows the staff to monitor the progress of any project that the ICT Department currently handle. It is also for them to be alert with the dateline. This system is developed in 4 months.

This session is a training session for all staff that is involved directly and indirectly with the project progress. The training is held by the developer team themselves with the help of user manual that they create.



Figure 3.32 The testing session of Sistem Pemantauan Projek ICT (SPPI)



Figure 3.33 The interface of Sistem Pemantauan Projek ICT (SPPI)

## 3.2.5 ICT Department Yassin Recital Ceremony

Table 3.17 Other Activity 6

| Date  | 26 <sup>th</sup> May 2017                      |
|-------|--|
| Time  | 11.00 am - 12.15 pm                            |
| Venue | Discussion Room, Level 5 PSB, UiTM Puncak Alam |

This event is in conjunction with the coming Ramadhan month. An ustaz has been called to lead the Yassin Recital and also Tahlil session.

#### 3.2.6 Information System of ICT Department Training Session

Table 3.18 Other Activity 5

| Date  | 13 <sup>th</sup> April 2017                    |
|-------|--|
| Time  | 11.45 am – 12.30 pm                            |
| Venue | Discussion Room, Level 5 PSB, UiTM Puncak Alam |

This session is a must have session for every system that the ICT Department has developed. Information System of ICT Department is a system developed by the practical students from UiTM Jasin Campus, Melaka majoring in Diploma of Science Computer. They are required to create a system that allows the staff to monitor status, store data and print reports. This system is developed in 2 months.

This session is a training session for all staff that is involved directly and indirectly with the project progress. The training is held by the developer team themselves with the help of user manual that I have created. The user manual is attached in the appendices.



Figure 3.34 Information System of ICT Department Training Session

#### 3.3 Special Project – Information System of ICT Department's User Manual

#### 3.3.1 Project Overview

This chapter will briefly explain the special project developed by me throughout the duration of practical training in ICT Department UiTM Puncak Alam, Selangor. The special project developed by me was Information System of ICT Department's User Manual. The user manual are created based on the Information System of ICT Department developed by a team of 5 practical students majoring in Diploma of Science Computer from the Faculty of Science Computer and Mathematics UiTM Jasin Campus, Melaka Branch as their special project. In this section, I will explain the problem statement, user manual objectives and scope, target user, tools used for the development, flow chart, testing and installation, advantages of the user manual and also the conclusion.

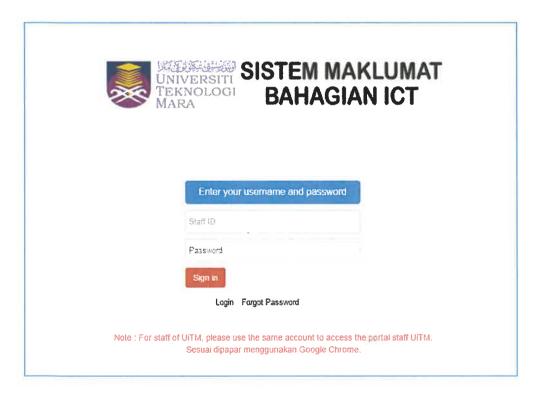


Figure 3.35 The main interface of the system - Log in Page

This system is named as the Information System of ICT Department (Sistem Maklumat Bahagian ICT). This system is to store record manually into the database and reduce the risk of manual systems such as data loss problems where the possibility of mail or saved form is lost or the writing color-faded. In addition, the system is also is to help the department avoiding the data loss in the event of an undesirable occurrence such as fire or natural disaster. The system is also to facilitate storage of information and the generation of information. The system also provide an easy way to store information stored manually under the ICT Division.

#### 3.3.2 Problem Statement

Even though this system may look all fancy and great but it is nothing without a user manual. A user manual is consider as a backbone to any step-by-step activities. Whether it be a system or anything. User manual was also a great help for users, new or existing to understand the system and using it without facing any difficulties.

The problem occurred is when there are too many different kind of users whom could access the system and there are too many steps taken in completing a task in the system. This can be found in this system. This system are consider major in this ICT Department. It may be new developed system but it will be used by the department 100% starting today. Because it would store every details of the department, from the beginning of time and for the future.

#### 3.3.3 User Manual Objectives and Scope

This manual explained the full methods and steps on how to use the Information System of ICT Department. This user manual also includes defining the objectives and scope of using Information System of ICT Department, designing the way it will be used and then how the users carrying out the implementation. The Information System of ICT Department's User Manual consists of the actual steps of using the system from step one (the Logging In) and final step (Logging Out). This manual is intended as a guide to all levels of users.

Section 1.0 - General Information provides a general description of the system's background which is the main objective of the system and the main reason this system is set up. This section also describes the features contained in this system. In the Development Group section, it is explained to users who are involved directly and indirectly in the establishment of this system and there is also a system chart of the system.

Section 2.0 - System Summary describes the system architecture which is the names web browser that can be used to access this system as well as who can use it. System schema is a description of the modules, listed in the system menu and accessible to the user. User access level is a limit to which users can access.

Section 3.0 - System Usage explains how users are getting started with the system. Here it will explain how users can log in, change user IDs and passwords and also how to log out from the system using the right way.

Section 4.0, Section 5.0, Section 6.0 and Section 7.0 - Using the System for System Administrator, Head of ICT Division, Head of Unit and also Administrative Staff respectively explains the right ways and steps users should apply to use the system.

#### 3.3.4 Target User

The target user for the Information System of ICT Department's User Manual would be these four (4) types of main users which are System Administrator, Head of ICT Division, Head of Unit and also Administrative Staff.

For System Administrator, this user manual would limiting their access to the system only to the levels of:

- i. Maintaining the parameters An interface where system administrator can easily update existing parameters.
- ii. Maintaining the user An interface where system administrator can easily update records of ICT staffs.
- iii. Updating the records An interface which system administrator can update the information of each module such as Technical Assistance Record, Record of Payments, Contract Record and Industrial Training-Practice Students records

For Head of ICT Divisions, this user manual would limiting the access only to:

- i. Maintaining the record An interface where the Head of ICT Division can easily update certain records.
- ii. Generate Reports Head of ICT Division could generate reports for each module including the ICT Staff Profile, Technical Assistance Record, Payment Record, Contract Record, and Industrial Training-Practice Student for recording and storage purposes.

For Head of Unit, this user manual would limiting the access only to:

- i. Maintaining the record An interface where the Head of Unit can easily update certain records.
- ii. Generate Reports Head of Unit could generate reports for each module including the ICT Staff Profile, Technical Assistance Record, Payment Record, Contract Record, and Industrial Training-Practice Student for recording and storage purposes.

For Administrative Staff, this user manual would limiting the access only to:

#### i. Maintaining the user

An interface where system administrator can easily update records of ICT staffs.

#### ii. Updating the records

An interface which system administrator can update the information of each module such as Technical Assistance Record, Record of Payments, Contract Record and Industrial Training-Practice Students records.

#### iii. Generate Reports

Head of Unit could generate reports for each module including the ICT Staff Profile, Technical Assistance Record, Payment Record, Contract Record, and Industrial Training-Practice Student for recording and storage purposes.

#### 3.3.5 Tools Used for Development



Figure 3.36 Microsoft Word Logo

Tools used for the development of Information System of ICT Department's User Manual are Microsoft Office – Word. This Microsoft Word are already installed in my desktop. Microsoft Word or MS-WORD (often called Word) is a graphical word processing program that users can type with. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents. Thus, Information System of ICT Department's User Manual are fully completed using Microsoft Word.



Figure 3.37 Portable Document Format (PDF) Logo

Then, it has been exported or changed format to Portable Document Format (PDF) file before the developer upload it onto system. PDF is a file format used to present and exchange documents reliably, independent of software, hardware or operating system. Invented by Adobe, PDF is now an open standard maintained by the International Organization for Standardization (ISO). PDFs can contain links and buttons, form fields, audio, video, and business logic. They can also be signed electronically and are easily viewed using free Acrobat Reader DC software.

#### 3.3.6 Flow Chart

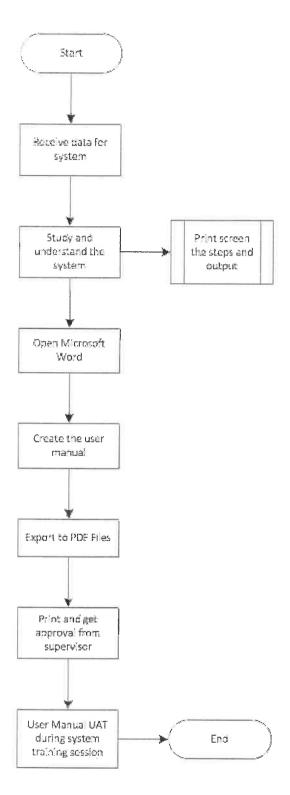


Figure 3.38 Information System of ICT Department's User Manual Workflow Chart

#### 3.3.7 Testing

The testing for the system is done on 21<sup>st</sup> of June 2017 on the Discussion Room, Level 5 Plaza Satelite B, UiTM Puncak Alam Campus from 3 pm to 5 pm, attended by all types of user. The system is tested by all users of all levels and the user manual also been viewed and approved on the very same day. Below are the picture of the testing session:



Figure 3.39 The training session of the system and user manual

#### 3.3.8 Installation

The installation of the user manual onto the system is finishes on the 20<sup>th</sup> of June 2017. The user manual is uploaded into the system under the User Manual section where it can be viewed easily by the users. The special case was, the user manual are divided into separate users and categories and then be uploaded into the system. This means that, each users can only viewed their very own user manual. The sample are as below:

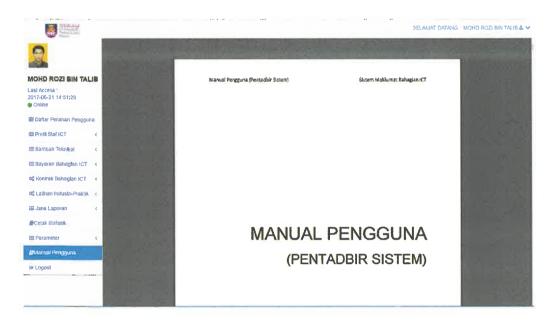


Figure 3.40 The interface for user manual for system administrator

The user manual also can be downloaded easily. The user only have to click on the button

as below and the user manual are automatically downloaded to the desktop or laptop.

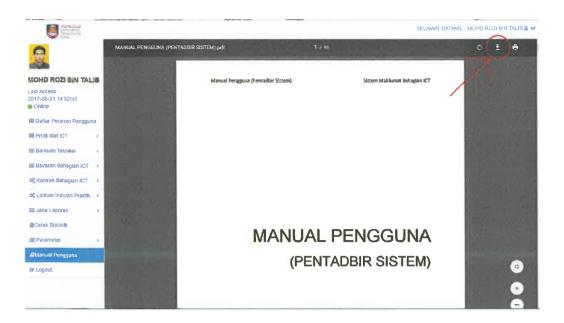


Figure 3.41 The download button for user manual

The user also can print out the user manual straight out from the system. This is easy for them in case of the system corrupted so at least they already have the manual copies of the user manual for their references. Users would only have to click on the button as below:

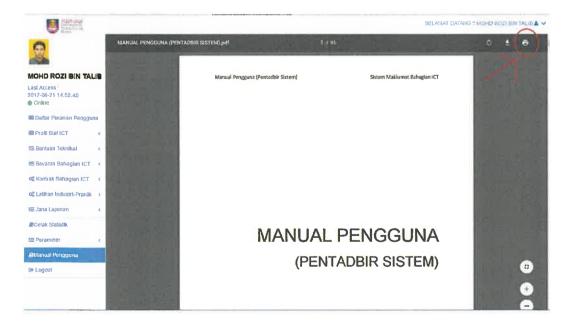


Figure 3.42 The print button for user manual

#### 3.3.9 Advantages of the User Manual

#### a) Basic Knowledge

This Information System of ICT Department's User Manual are actually providing the users with the basic knowledge. Most people would know exactly how to get into the system but some people maybe clueless about anything, even to log in. Thus, this user manual gives the customer a basic knowledge on how to start using the system in the most stress-free way to learn.

#### b) Dealing with Problems

Information System of ICT Department's User Manual can help users dealing with any problems as the user manual will explain every steps that the users will need to take in order to use the system systematically without being confused.

#### c) Safety

The safety can be obtained if the users could follow the instructions on the user manual efficiently. This means that, the user would not simply do anything or click on anything that will give harm the system so that the information on the system would not be leaking.

#### d) Time Saving

The user manual will directly take the users to complete the task that the users intended to do since the first place.

#### e) Cost

A user manual could save the developers' cost in providing trainings and classes for users. This will cost a lot every time the users change. Change means whenever the staff a changing units or department, the new training have to be conducted for the new users to understand. With this Information System of ICT Department's User Manual, the new users would only have to study the manuals to understand the system as the instructions are very clear and easy to understand.

#### 3.3.10 Conclusion

A user manual is a technical communication document intended to give assistance to people using a particular system. Information System of ICT Department's User Manual provides important information on 'how to use the system' to end-users. With proper use of a device there is much less risk of bringing the device out-of-order unintentionally. This is important to every products, whether it be a system or a tools, especially tools which can cause serious injuries or death, when used improperly.

For a system, a user manual could save the developers time to consult a user. The more comprehensive the manual is, the less time the developers will use for explaining the customer, how to use and run the system. This of course requires very good skill of a user manual writer. I put myself into the users' shoes and act like an end-user that really needs to understand and use the system effectively.

Even though the developer team have already provide a brochure on explaining the system, but only this user manual will give everything in one place and often it is a user manual. Other than that, the developer really doesn't want the users to be confused, angry or thinking that the system developed wasted their time and are unusable. This user manual would bring such a great impact to the organization as it will be the ways for them to understand better the system rather than getting into classes and conducting the training session for so many times.

#### **Chapter 4: Conclusion**

#### 4.1 Introduction

Through my 5 months of the industrial training program in ICT Department of UiTM Selangor Branch Puncak Alam Campus, Selangor, I've gained a lot of valuable knowledge, skills and of course experience that I would not simply get in class because it only applies in working environment. It is totally different from the study environment and working environment. So this chapter will conclude the application of knowledge, skills and experience in undertaking the task (knowledge gained), personal thoughts and opinion, lesson learnt and limitations and recommendations.

#### 4.2 Knowledge gained

There is a lot of valuable knowledges, skills and experience that I've experienced and gained during my 5 months as a trainee in ICT Department of UiTM Selangor Branch Puncak Alam Campus, Selangor. All of those experience and knowledge are sure can be learnt verbally in class but not practically or hands-on.

#### 4.2.1 Software Installation

Since I was trained under ICT Department, thus in my desktop already has been installed all the software that needed by me, for example Microsoft Office. In fact, most of the desktop in UiTM Puncak Alam Campus has already been installed with the basic computer software so that the staff or students wouldn't have to waste time installing anything. I was only required to do clerical work. The only software that I was required to install was the Bizagi Application. I, indirectly have gained an experienced on installing an online software straight from the internet.

#### 4.2.2 Knowledge Sharing Session

Knowledge are gained during every training session and also briefing session by the supervisor and also other staff. UiTM Puncak Alam, especially the ICT Department are accepting a various numbers or practical students for UiTM or any other education organization to do their practical training and finishes their program here. Thus, a lot of briefing session has been conducted, specifically every time they are welcoming the new students. As for me, I've experienced one briefing session for 7 students from UiTM Segamat, UiTM Jasin and UiTM Raub campuses.

Through this briefing session, and also my own briefing session, I gained a lot from the supervisors especially on the history, objectives, purpose and scope of works of this ICT Department of UiTM Puncak Alam. In my 5 months also, I get to experience to training session for Sistem Pemantauan Projek ICT and also Sistem Maklumat Bahagian ICT, both conducted by the developers itself, which are the practical students. The training is very clear for even me, someone that apparently not the user of the system, could understand clearly on how to use the system. I could say that the knowledge sharing session conducted by them were very good and informative.

#### 4.2.3 Filing and Documentation

In previous semester, I had learnt about filing system in subject Filing and Classification System (IMR504). So, during this practical training, I used the knowledge and experience before to finish up the task given. The task given by Mr. Sajudin is just a simple filing task for the department such as compiling the records of previous practical students, compiling the records of ICT Department from 2009, compiling the records of furniture inventories for whole offices (ICT Department only), compiling the records of application systems that the department developed and

completing most of checklist for every documents that needs a long lists of documentations. I gained a lot of experiences through this because I was corrected by the supervisor especially in the format and the use of language (Bahasa Malaysia).

#### 4.2.4 Designing Flowchart

Mr. Sajudin assigned me to complete the Standard of Procedure (SOP) for Practical Students, System Requirement Specification (SRS), Work Process Module (MPK) which including the designing of the flowchart. The flowchart is important for the reader and also the users to better understand the flow of the process without having to read a complete and long essay of work that might be unnecessary because the users and readers probably don't have much time to spend on reading.

This task is quite familiar because I had done it before in completing the assignments for subject Information System Analysis for Information Professionals I (IMS606) and Information System Analysis for Information Professionals II (IMS 655). Those subject required the students to design the flowchart for the system we proposed. I've also improved on the communication skills while finishing this task. This is because I needs to ask the staff if there is part of the flow of the system that does not clear and understand. At the same time, I also gained the skills of designing the flowchart in short period time using Microsoft Visio and Bizagi Applications.

Table 4.1 Knowledge Gained

| No | Tasks                               | Knowledge   | Skills   | Experiences   | Related<br>Course   |
|----|-------------------------------------|---|--|---|---|
| 1. | Software<br>Installati<br>on        | Able to install own software program based on Youtube and the internet  | <ol> <li>Technical skills</li> <li>Self-learning skills</li> </ol>   | I've downloaded Microsoft Office and Bizagi Application through internet and learned to install online                  | None  |
| 2. | Knowled<br>ge<br>Sharing<br>Session | Gained much knowledge from each session, I didn't have chance to present anything but through all other presentation by others, I learnt a lot of skills.           | <ol> <li>Presentation skills</li> <li>Communicat ion skills</li> </ol>   | Knowledge on developing system and documents needed to develop those system and after system developed                  | Presentation<br>Skills<br>(BEL 492)   |
| 3. | Filing<br>and<br>Documen<br>tation  | Able to create the file and classified according to its needs & able to gather all important information needed by supervisor (based on task) and create Word files | Time managemen t     Filing and classificatio n skills     Gathering important information only and sort it out  | Needs to sort the files for JITEN and also records for practical students and to complete the report for ICT Department | Filing and<br>Classificatio<br>n System<br>(IMR504)   |
| 4. | Designin<br>g<br>Flowchar<br>t      | Learnt how to design the flowchart of particular event/project/activity   | <ol> <li>Computer skills         (Microsoft Visio)</li> <li>Designing skills</li> <li>Communica tion skills</li> <li>Time managemen t</li> <li>Bizagi Application s</li> </ol> | Designs flowchart<br>for SOP and also<br>reports  | Information System Analysis for Information Professional s I (IMS606) & Information System Analysis for Information Professional s II (IMS 655) |

#### 4.3 Personal thoughts and opinion

Mara University of Technology (UiTM) has grown into the largest higher education institution in Malaysia by physical infrastructure, staff organization (academic and non-academic) and student enrollment. Established in 1956 as RIDA (Rural & Industrial Development Authority) Training Centre, it opened its door to some 50 students with a focus to help the rural Malays. Their management is experienced and strong enough throughout their development. I've completed the industrial training program in one of their satellite campuses which in UiTM Selangor Branch, Puncak Alam Campus. Throughout the industrial training program, I have been observing the ICT Department, the department where I was put under, on how they do their daily task and handle their problems daily. From day to day, I learnt indirectly on how to remain calm in any kind of situation. The high level of patience is very important to work in ICT Department in this big organization. ICT Department of UiTM Puncak Alam not only covers Puncak Alam, but also the whole campuses in Selangor such as Puncak Perdana, Dengkil, Sungai Buloh and Selayang as well. Thus their clients came from many and different levels of people as the organization consists of academic and non-academic staff so it also requires different ways to communicate. I was impressed on how the staff solved the problem. It really took me into the real working life.

The working space in ICT Department Puncak Alam also was quite vast. The working area took up the whole level which consists 3 offices that caters 3 units, Store Rooms, Server Room, Files Room and few other rooms which are very comfortable and not too crowded. From here, I could make a conclusion that the management emphasizes the comfort to ensure all staffs enjoying the working environment. At the same time, the facilities provided are also very sufficient. There have a Meeting Room, a Discussion Room, Pantry and other facilities. Meanwhile, they also provide each staff and practical training students the ICT equipment such as desktop, laptop and projector for presentation that can be used at any time. All staffs can rent the ICT equipment only for working purpose. All the facilities provided creates an effective and efficient working environment. The trainees also can use all the facilities same as the staffs. The management aided fairly between staff and trainees and there is no term biased as the trainees also been treated the same.

However, there is not much of work that I could do. This means that, the work given are not continuously and I need to find more task by myself. Most of the time, I referred to video tutorial on YouTube and other website. It is more like self-learning process. And since the I was required to do most of compiling jobs, since the records need to be extract from every unit, I need to walk here and there to meet the right person to go get the information from and the information that need to be collected are delayed as the staff are likely busy to handle their own work task and doesn't care much about the information that I was asked for. It was a bit tough to communicate and discuss with the staffs as they also have their own work to complete.

From working environment aspect, I would suggests that ICT Department of UiTM Puncak Alam Campus was a great place to learn and complete the practical training program even there are few flaws here and there. The major is just because all the facilities are provided complete for all staffs and also trainees. The supervisor also would provide the trainees with the programs that are organized by ICT Department itself order for the trainees gain extra knowledge and experiences. Indirectly, those programs can make the trainee and staffs become closer because we could work together as a team. I thought it was a good decision made to complete my practical training in ICT Department, UiTM Puncak Alam Campus.

#### 4.4 Lesson Learnt

In ICT Department, UiTM Puncak Alam Campus, I've learnt and improves a lot in certain skills. Below are some of the skills that the trainee gained during the industrial training program:

#### 4.4.1 Teamwork

I had been involved in several small training sessions organized by ICT Department, UiTM Puncak Alam Campus especially by the practical students. Each program cultivated a great teamwork spirit and awaken the trainee on how important it was to work well in team in order to make sure the program successful. In team, they guided the trainees in every task given to make sure all tasks are performing well. For each program, I learnt new things and gain new experiences. I was able to contribute the ideas and insights in every task.

#### 4.4.2 Communication Skills

I've improved a lot in communication skill during the industrial training program. This is because communication is the best key to express the ideas and views clearly to others. I learnt how to communicate with professional level and also lower level as well as to respect others. There is a bit different way to communicate with them but respect is the key to success. A good communication skill can encourage the trainee to be more confident in delivering ideas and views.

#### 4.4.3 Problem Solving

I learnt on how solve the problem by myself. While doing the special project, there are a lot of restraints the trainee face. The trainee not expect too much help from the developer because they are very busy. So I solved the restraints by myself by referring to tutorials on websites and YouTube and understanding the system myself. So far, YouTube is one of the best guider for the people who want to learn by themselves. Throughout the industrial training program, I've improved more in problem solving skills.

#### 4.4.4 Time and Self-Management

In working life, time-management as well as self-management is very important. This is because time is gold. So the trainee trained to come to work on time at 8.30 a.m. and end at 5.30 p.m. every day. To make sure the trainee come early to work, discipline also play their role. Besides that, the supervisor trained the trainee to submit all tasks on time without any delays. So that the trainee can kept track with other project and everything could be finished on time. From the observation, an efficient time-management and self-management are very important in ICT Department, or every other department and also in life. It will ease the trainee in future working life because I have been trained throughout the 5 months of the industrial training program.

#### 4.5 Limitations and Recommendations

#### 4.5.1 Limitations

#### 4.5.1.1 Allowances

The organization stated earlier in the offer letter that allowances are not providing for the trainee. Throughout my 5 months of industrial training program, I needs to use my own saving to spend on the transportation. There are no public transportation such as train or bus from my house to the work place, thus I have to spend money on gas to bring car to work every day and the distance is quite distant. The money will not be a problem if the training only took up 2 months, but the duration is 5 months which was quite worrisome.

#### 4.5.1.2 Lack of Expert Staff

In this ICT Department, there were only one Deputy Chief of Information Technology Officer, three (3) Senior Information Technology Officer. 3 of those Senior Information Technology Officer are responsible for each units which is Network Units, IT Service Units and Application System Units. The staffs are quite few thus it was not very compatible with the workload in the department. As in the Administration Unit, there was only one clerk to handle every staff and payments for the department. So far, I only get to interact directly with Deputy Chief of Information Technology Officer regarding all my task and if he's busy, I would have to wait long to get chance to consult with him.

#### 4.5.1.3 Task for the Trainee

Since I've been assigned in the Administration Unit in ICT Department, thus my work task also has the limit. I only required to do all the basic administration work instead of creating system and maintaining it. There was also a lot of other practical students here and they were all in the course of Computer Science which majoring in developing a system thus my organization supervisor prefer them to complete the system task rather than me, thinking that my course are more relevant with thus administration work. My work is sometimes related to the system because I was required to complete some of the documentation that needs to be submitted. Through that, I gained a lot of experienced in learning Microsoft Words and do all kind of documentation.

#### 4.5.2 Recommendations

#### 4.5.2.1 Allowances

UiTM Puncak Alam or any UiTM should provide allowances for the trainee. There's was no need to provide a high amount money but as long as it is enough for the trainee to survive from beginning to the end of the industrial training program that took up long until 5 months. The allowances may at least cover the meals expenses which are quite expensive to because the café charges the students according to staff standard here. At the same time, the allowances also may cover the transportation cost include the gas for the transportation.

#### 4.5.2.2 Hire Extra Expert Staff

UiTM should consider on getting more and enough staff for ICT Department. As if one staff on leave, there were no one there to handle the task. This is hard for most people especially the one with emergency cases. For example in Network Unit, there were various problems occurred regarding network in Selangor campuses and it often took up a very long time to settle down and usually needed more than one staff to handle it. Thus, it commonly took up weeks to settle one problem before the staff could move to settle another problem and this would be a problem if there were other department that need to settle the problem promptly. And as for me, since I only could communicate with my supervisor, it usually cost me a lot of time waiting for him to be in the office to actually consult with him.

#### 4.5.2.3 Giving Related Task for the Trainee

As mention at the limitation part about the task for the trainee, here is the suggestion for the department to improve. If the trainees are from the IT background thus the given tasks must be related with IT also. It must be the same if the trainee from management, finance or anything else. But it will not be a problem for the staff to ask the trainees for a little help in another task that does not related to them. It will gives the trainee more experience and knowledge.

### References

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**Appendices** 

# Appendix 1 Industrial Training Student's Checklist

#### INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name

ELYN FARDYANA BINTI MOHAMMAD HOOR AZAM

Student's Id

2013514201

Unit / Department : 101 DEPARTMENT

Organization

· YITM PUNCAK ALAM

Semester

: Mac - July 2017

| NO. | DESCRIPTION   | APPENDICES<br>IN REPORT | TICK<br>(√)  | DATE         |
|-----|---|-------------------------|--------------|--------------|
| 1.  | Receive, read and understand the documents;  1. Industrial Training Handbook  |                         | <b>/</b>     | 28/12/16     |
|     | 2. IMC690 Assessment  |                         | V            | 10-14/7/2017 |
|     | 3. Definition of Special Project (IM225/245 Only)   | 。在是的影響                  | /            |              |
|     | 4. Insurance Letter (UiTM)  |                         | V            |              |
|     | 5. Industrial Training Report Overall Contents  |                         | V            |              |
|     | 6. Cover & Title Page Guideline   | HE PARTY OF             | $\checkmark$ |              |
|     | 7. Declaration Guideline  | THE RESERVE             | V            |              |
|     | 8. Abstract Guideline   |                         | V            |              |
| 2.  | Receive, read and understand the rubrics;   |                         |              |              |
|     | Rubric – Industrial Evaluation  |                         | · V          |              |
|     | 2. Rubric - Individual Presentation   |                         | V            |              |
|     | 3. Rubric - Industrial Training Report (Overall)  |                         | /            |              |
|     | 4. Rubric - Industrial Training Report (Reflection  | THE WAR STANFALL        | ,            |              |
|     | Assessment)   |                         | <b>✓</b>     |              |
| 3.  | Receive, read and understand all the forms  |                         | /            |              |
| 4.  | Report duty to organization and submit report duty form to the Industrial Training Coordinator ('Borang Report Duty') within the first week of internship Email: nurul1217@kelantan.uitm.edu.my OR Fax: 09-9762156 – HEA (please put a note: "U.P:  |                         | ✓            | 1–10/2/2017  |
| 5.  | Puan Nurulannisa Binti Abdullah")  Understand that students are NOT ALLOWED to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically FAIL. Get the permission from Organizational Supervisor before taking any leave.  **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary** | YES<br>(MC / Letter)    | ✓ ·          |              |
| 6.  | Understand that NO semester break during internship.  |                         | <b>✓</b>     |              |

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

#### NOTES:

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

### Appendix 2 Attendance Records

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Employee Time Card

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| Elyn | Fardyana | Noor | Azam | (Student | LI) |
|------|----------|------|------|----------|-----|

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|---|-----------|-----------------------------|--------------|----------|--------|--------|-------|----|----------|---|----------|------|-------------|------------------|
| Date  | Weekday   | Day Type                    | Schedul      | In       | Break  | Resume | Out   | OT | Done     | Work  | Overtime |      | Leave Taken | Remar            |
| 01/02/2017  | Wednesday | WORKDAY                     | 23           | 1-       | :      |        | 17:34 | -  | :        |   | 0.34     |      |             |                  |
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| 03/02/2017  | Friday    | WORKDAY                     | 23           | 08:24    | ;      | :      | 17:36 |    | 1        | 3.36  | 0.36     |      |             |                  |
| 04/02/2017  | Saturday  | RESTDAY                     | 23           | 1        | 1      |        | :     | :  | ;        |   |          |      |             |                  |
| 05/02/2017  | Sunday    | OFFDAY                      | 23           |          |        | 1      |       | :  |          |   |          |      |             | Į.               |
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| 08/02/2017  | Wednesday | WORKDAY                     | 23           | 08:31    | ľ      |        | 17:35 |    |          | 8.29  | 0.35     |      | ļ           | 1                |
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| 13/02/2017  | Monday    | WORKDAY                     | 23           | 08:20    | :      | :      | 17:33 |    | ;        | 8.40  | 0.33     |      |             |                  |
| 14/02/2017  | Tuesday   | WORKDAY                     | 23           | 08:27    |        | :      | 17:36 | :  | :        | 8.33  | 0.36     | 0    | ]           |                  |
| 15/02/2017  | Wednesday | WORKDAY                     | 23           | -        | }      | :      | -     | i  | ;        |   |          |      |             | Cuti sakit       |
| 16/02/2017  | Thursday  | WORKDAY                     | 23           | 08:25    | :      | :      | 17:33 | :  | ;        | 8.35  | 0.33     |      | Į           | ļ                |
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Supervisor /Date: Elyn Fardyana Noor Azan (Student LI) /Date: 16/03/2017

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| Date  | Weekday    | Day Type | Schedul      | In       | Break          | Resume         | Out   | OT | Done | Work  | Overtime |   | Leave Taken     | Rema |
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| 24/03/2017  | Friday     | WORKDAY  | 23           | 08:37    | :              |                | 17:36 |    | :    | 8.23  | 0.36     |   | 1               |      |
| 25/03/2017  | Saturday   | RESTDAY  | 23           | į .      | ;              |                | :     | ;  | 1    |   | 1        |   |                 | 1    |
| 26/03/2017  | Sunday     | OFFDAY   | 23           |          | 1              | 1              |       | :  | [    | ľ   |          |   |                 |      |
| 27/03/2017  | Monday     | WORKDAY  | 23           | 03:32    | }              |                | 17:32 | :  | :    | 8.28  | 0.32     |   |                 | 1    |
| 28/03/2017  | Tuesday    | WORKDAY  | 23           | 08:34    |                |                | 17:34 |    |      | 8,26  | 0,34     |   |                 | 1    |
| 29/03/2017  | Wednesday  | WORKDAY  | 23           | 6.70     |                | ľ              | 17.32 |    |      |   | : :      |   | Lupa punch      | 1    |
| 30/03/2017  | Thursday   | WORKDAY  | 23           | 08:35    | 1              |                | 17:33 |    | İ    | 8.25  | 0.33     |   | 1 1             | -    |
| 31/03/2017  | Frida y    | WORKDAY  | 23           | 1 -      |                | 1              | -     | 41 |      |   | i i      |   | 1 Cuti          | 1    |
| Day Type<br>VORKDAY<br>IOLIDAY<br>RESTDAY<br>DFFDAY | Total Days | Present  | Absent<br>17 | Wor<br>6 | rk<br>117.18   | Overtime<br>7. | 54    |    |      | CUTI REHAT<br>CUTI SAKIT<br>CUTI TANPA I<br>CUTI BERSAL |          | CUTI RA'<br>CUTI RA'<br>CUTI UM<br>CUTI GAI | UM              |      |
| 1   | 3          |          | 17           | 6        | 117.18         | 7.             | 54    |    |      | CUTI KECEMA   |          |   |                 |      |
| 110   | ill.       |          | 1.           |          |                |                |       |    | -    | KURSUS  |          |   |                 | (    |

1 10000 Supervisor /Date:

Elyn Fardyana Noor Am Student LI) /Date: 5/4/2017

UNIVERSITI TEKNOLOGI MARA

06/04/2017

Employee Time Card Elyn Fardyana Noor Azam (Student LI)

05/05/2017 07:00:17

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| 59  | 62        | √=Excused |              | Ely      | n Faro | dyana N  | loor Az | am (St  | udent           | LI)   |          |  | 03/03/2017 07.5 | INFOTECH         |
|---|-----------|-----------|--------------|----------|--------|----------|---------|---------|-----------------|---|----------|--|-----------------|------------------|
| Date  | Weekday   | Day Type  | Schedul      | In       | Break  | Resume   | Out     | OT      | Done            | Work  | Overtime | Short                                    | Leave Taken     | Remar            |
| 01/04/2017  | Saturday  | RESTDAY   | 3            |          |        | :        | :       |         |                 | 1   |          | :  |                 |                  |
| 02/04/2017  | Sunday    | OFFDAY    | 3            | 1        | ;      | :        |         |         | ;               | T   | :        | }  | I               | >                |
| 03/04/2017  | Monday    | WORKDAY   | 3            | 08:30    |        | 1        | 17.30   | i       | :               | -   | •        | ì  | 1               | 1 Lupu punch     |
| 04/04/2017  | Tuesday   | WORKDAY   | 3            | 08:11    |        | :        | 17:33   | :       | :               | 9.00  | :        | ;  | 1 -             |                  |
| 05/04/2017  | Wednesday | WORKDAY   | 3            | -        | 1      |          | 17:32   | ;       |                 |   | }        |  | 1               | 1 Lupu punch     |
| 06/04/2017  | Thursday  | WORKDAY   | 3            | 08:26    | :      | :        | 17:31   |         |                 | 9.00  | i        | ì  | 1               |                  |
| 07/04/2017  | Friday    | WORKDAY   | 3            | 08:26    | •      | :        | 17:31   | 1       | 1               | 9.00  | :        | }  | 1               |                  |
| 08/04/2017  | Saturday  | RESTDAY   | 3            | 1        |        | :        |         | :       |                 | i   |          | į  |                 | 1                |
| 09/04/2017  | Sunday    | OFFDAY    | 3            |          | :      | 1        |         | :       | (4)             |   |          | ;  |                 |                  |
| 10/04/2017  | Monday    | WORKDAY   | 3            | 08:24    | ;      | :        | 17.33   | :       |                 | 1   | ;        | }  | i               |                  |
| 11/04/2017  | Tuesday   | WORKDAY   | 3            | 08:36    | ,      |          | 17:33   | ;       | 1               | 8.54  | }        | 0.06                                     | !               |                  |
| 12/04/2017  | Wednesday | WORKDAY   | 3            | 1 -      | ;      |          | -       | :       |                 |   |          | }  | I               | Appointment Klin |
| 13/04/2017  | Thursday  | WORKDAY   | 3            | 08:35    | ;      | :        | 17:58   | :       |                 | 8.55  | -        | 0.05                                     | 1               | 1                |
| 14/04/2017  | Friday    | WORKDAY   | 3            | -        | 1      | :        | -       | :       | 1               |   |          | }  | 1               | 1 Cuti kecemasa  |
| 15/04/2017  | Saturday  | RESTDAY   | 3            | 1        | :      | ;        | 1       | :       |                 |   | 1        | •  | 1               |                  |
| 16/04/2017  | Sunday    | OFFDAY    | 3            | 1        | :      | :        | 1       |         |                 | 1   | :        | :  | 1               |                  |
| 17/04/2017  | Monday    | WORKDAY   | 3            | 08:26    | :      | :        | 17:34   |         | :               | 9.00  |          | }  | 1               | 1                |
| 18/04/2017  | Tuesday   | WORKDAY   | 3            | 08:30    | :      | :        | 17:32   | :       | }               | 9.00  | :        | :  | 1               | 1                |
| 19/04/2017  | Wednesday | WORKDAY   | 3            | 08:32    |        | -        | 17:47   | !       |                 | 8.58  | i        | 0.02                                     | 1               | 1                |
| 20/04/2017  | Thursday  | WORKDAY   | 3            | 08:28    | :      | :        | 17:32   | :       |                 | 9.00  | ;        | }  | 1               |                  |
| 21/04/2017  | Friday    | WORKDAY   | 3            | 08:25    |        | :        | 17.32   | :       |                 | ł   | į        | 1  | 1               | 1 Lupa punch     |
| 22/04/2017  | Saturday  | RESTDAY   | 3            | 1        |        | :        |         |         | 1               |   | ; ,      |  | 1               | Lupa punch       |
| 23/04/2017  | Sunday    | OFFDAY    | 3            | 1        | 1      | :        |         | :       |                 | i   | ;        |  | 1               | 1                |
| 24/04/2017  | Monday    | HOLIDAY   | 3            | 1        | ;      |          | :       | ;       | :               | 1   | :        | }  | 1               | I public Holida  |
| 25/04/2017  | Tuesday   | WORKDAY   | 3            | 16.27    | :      | -        | 17:34   |         |                 |   | į        | ;  |                 | Lupa punch       |
| 26/04/2017  | Wednesday | WORKDAY   | 3            | 08:27    | :      | :        | 17:41   |         | ;               | 9.00  | 1        | ;  | 1               | 1 1 1            |
| 27/04/2017  | Thursday  | WORKDAY   | 3            | 18.27    | 1      | :        | 17:40   |         |                 |   |          | :  | 1               | Lupa punch       |
| 28/04/2017  | Friday    | WORKDAY   | 3            | 08:31    | ;      | :        | 17:36   |         | :               | 8.59  | ;        | 0.01                                     |                 | I ka kana        |
| 29/04/2017  | Saturday  | RESTDAY   | 3            | 1        | :      | :        | -       | :       | ;               |   | :        | 1  | 1               | 1                |
| 30/04/2017  | Sunday    | OFFDAY    | 3            | 1        |        |          |         |         | ľ.              |   | 1        |  |                 |                  |
| Day Type<br>WORKDAY<br>HOLIDAY<br>RESTDAY<br>OFFDAY |           |           | Absent<br>16 | Wor<br>3 | 98.46  | Overtime |         | Short N | linutes<br>0.14 | CUTI REHAT<br>CUTI SAKIT<br>CUTI TANPA<br>CUTI BERSAI |          | CUTI RA<br>CUTI RA<br>CUTI UM<br>CUTI GA | 1UM             |                  |
| Aic   | lle 30    |           | 16           | 3        | 98.46  |          |         | F       | 0.14            | CUTI KECEM<br>KURSUS                                  |          |  |                 | 0.0              |

Supervisor /Date:

Elyn Fardya ANoor Azam (Student LI) /Date: 12 Mai 217

19/05/2017

Employee Time Card

Elyn Fardyana Noor Azam (Student LI)

01/06/2017 07:00:18

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√ =Excused Date Weekday Schedul In Break Resume Out OT Done Work Overtime Short Day Type Leave Taken Remark HOLIDAY 3 01/05/2017 Monday WORKDAY 3 8,20 17:33 02/05/2017 Tuesday Lupa punch 03/05/2017 Wednesday WORKDAY 3 04/05/2017 Thursday WORKDAY 3 05/05/2017 WORKDAY 3 Friday 3 06/05/2017 Saturday RESTDAY 07/05/2017 OFFDAY 3 Sunday 08/05/2017 Monday WORKDAY 3 09/05/2017 Tuesday WORKDAY 3 appointment 10/05/2017 Wednesday HOLIDAY 3 WORKDAY 3 11/05/2017 Thursday 12/05/2017 WORKDAY 3 08:27 17:34 9.00 Friday 13/05/2017 RESTDAY 3 Saturday 14/05/2017 OFFDAY 3 Sunday 3 17:34 15/05/2017 WORKDAY 08:27 9.00 Monday 3 08:28 17:33 16/05/2017 WORKDAY 9.00 Tuesday Lupa punch 3 08:37 17.33 0.07 17/05/2017 Wednesday WORKDAY 18/05/2017 Thursday WORKDAY 3 08:24 17:34 9.00 3 08:33 17:33 8.57 0.03 19/05/2017 Friday WORKDAY 20/05/2017 3 Saturday RESTDAY 21/05/2017 Sunday OFFDAY 3 3 08:27 17:31 22/05/2017 Monday WORKDAY 9.00 08:34 18:25 0.04 3 8.56 23/05/2017 Tuesday WORKDAY 17.711 Lupa pmoh 24/05/2017 Wednesday WORKDAY 3 8.30 17:37 25/05/2017 Thursday WORKDAY 3 08:25 9.00 WORKDAY 3 08:33 17:33 8.57 0.03 26/05/2017 Friday RESTDAY 3 27/05/2017 Saturday 3 28/05/2017 OFFDAY Sunday 17:02 0.28 29/05/2017 WORKDAY 3 08:28 8.32 Monday 3 08:35 17:03 0.32 30/05/2017 WORKDAY 8.28 Tuesday Lupa punch 17.02 08:33 0.03 31/05/2017 Wednesday WORKDAY 3 Short Minutes **CUTI RAYA PUASA** Day Type **Total Days** Present Absent Overtime 21 14 97.50 1.20 **CUTI REHAT CUTI RAYA HAJI** WORKDAY HOLIDAY **CUTI SAKIT** CUTI UMUM **CUTI TANPA REKD CUTI GANTIAN** RESTDAY OFFDAY **CUTI BERSALIN** 97.50 1.20 **CUTI KECEMASAN** KURSUS

Supervisor /Date:

Elyn Fardyana Noor Azam (Student LI) /Date:

09106/2017

5962

6/6/2017

0.00

Elyn Fardyana Noor Azam (Student LI)

04/07/2017 07:00:12

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| Date   | Weekday         | Day Type | Schedul      | In      | Break        | Resume   | Out         | OT    | Done              | Work  | Overtime | Short                                       | Leave Taken |
|--|-----------------|----------|--------------|---------|--------------|----------|-------------|-------|-------------------|---|----------|---|-------------|
| 01/06/2017                                     | Thursday        | WORKDAY  | 3            | 08:31   | 4            | !        | 17:14       |       | 7                 | 8.43  | -        | 0.17  |             |
| 02/06/2017                                     | Friday          | WORKDAY  | 3            | 08:29   |              |          | 17:02       |       |                   | 8.32  |          | 0.28  |             |
| 03/06/2017                                     | Saturday        | RESTDAY  | 3            |         |              |          |             |       |                   |   |          |   |             |
| 04/06/2017                                     | Sunday          | OFFDAY   | 3            | 1       |              |          |             |       |                   |   | 1        |   |             |
| 05/06/2017                                     | Monday          | WORKDAY  | 3            | 08:29   | -            |          | 17:08       |       | -                 | 8.38  |          | 0.22  |             |
| 06/06/2017                                     | Tuesday         | WORKDAY  | 3            | 08:34   |              |          | 17:04       |       |                   | 8.30  |          | 0.30  |             |
| 07/06/2017                                     | Wednesday       | WORKDAY  | 3            | 08:39   |              | 1        | 17:03       |       |                   | 8.24  |          | 0.36  |             |
| 08/06/2017                                     | Thursday        | WORKDAY  | 3            | -       |              |          |             |       |                   | _   | 1        |   |             |
| 09/06/2017                                     | Friday          | WORKDAY  | 3            | 08:33   |              |          | 17:05       | -     |                   | 8.32  |          | 0.28  | i           |
| 10/06/2017                                     | Saturday        | RESTDAY  | 3            | i       |              |          |             |       |                   |   |          |   |             |
| 11/06/2017                                     | Sunday          | OFFDAY   | 3            | i       |              |          |             |       |                   | i   |          |   |             |
| 12/06/2017                                     | Monday          | WORKDAY  | 3            | 8.30    | =            |          | 17.01       |       |                   | i -   |          |   |             |
| 13/06/2017                                     | Tuesday         | WORKDAY  | 3            | 08:32   |              |          | 17:04       |       |                   | 8.32  |          | 0.28  |             |
| 14/06/2017                                     | Wednesday       | WORKDAY  | 3            | 08:25   |              |          | 17:06       |       |                   | 8.36  | -        | 0.24  |             |
| 15/06/2017                                     | Thursday        | WORKDAY  | 3            | 08:30   | -            |          | 17:03       |       | -                 | 8.33  | -        | 0.27  |             |
| 16/06/2017                                     | Friday          | WORKDAY  | 3            | 08:25   |              |          | 17:05       |       |                   | 8.35  |          | 0.25  | i           |
| 17/06/2017                                     | Saturday        | RESTDAY  | 3            | İ       |              |          | _           |       |                   | j   | 1        |   |             |
| 18/06/2017                                     | Sunday          | OFFDAY   | 3            | i       | ;            | :        | :           | _     |                   |   | :        |   |             |
| 19/06/2017                                     | Monday          | WORKDAY  | 3            | 08:25   | 1            | :        | 17:03       |       |                   | 8.33  | ;        | 0.27  |             |
| 20/06/2017                                     | Tuesday         | WORKDAY  | 3            | 08:35   | :            | :        | 17:03       | :     | i                 | 8.28  | :        | 0.32  |             |
| 21/06/2017                                     | Wednesday       | WORKDAY  | 3            | 08:36   | : -          | 1        | 17:05       | -     |                   | 8.29  | 1        | , 0.31                                      |             |
| 22/06/2017                                     | Thursday        | WORKDAY  | 3            | 08:27   | 1            |          | 17:05       | ;     |                   |   | :        |   |             |
| 23/06/2017                                     | Friday          | WORKDAY  | 3            | 18.30   | í .          |          | 17.01       |       |                   | -   | :        | -   |             |
| 24/06/2017                                     | Saturday        | RESTDAY  | 3            |         | •            | :        | 1 1 1 1 1 1 | :     | *                 | İ   | :        |   |             |
| 25/06/2017                                     | Sunday          | OFFDAY   | 3            |         | 1            | 1        | :           |       |                   |   | :        |   |             |
| 26/06/2017                                     | Monday          | WORKDAY  | 3            |         |              | -        | :           | ;     | -                 |   |          | Ť   |             |
| 27/06/2017                                     | Tuesday         | HOLIDAY  | 3            |         | :            |          |             |       |                   |   |          |   |             |
| 28/06/2017                                     | Wednesday       | WORKDAY  | 3            |         |              | 90       |             |       | 1                 | 1   |          | 0.175.0                                     |             |
| 29/06/2017                                     | Thursday        | WORKDAY  | 3            |         | 1            |          | :           |       | 1                 |   | 1        |   |             |
| 30/06/2017                                     | Friday          | WORKDAY  | 3            |         |              |          |             |       |                   |   | 1        | Ţ   |             |
| ay Type<br>ORKDAY<br>OLIDAY<br>ESTDAY<br>FFDAY | Total Days<br>2 | 1<br>1   | Absent<br>14 | Wo<br>7 | rk<br>111.05 | Overtime |             | Short | t Minutes<br>5.55 | CUTI REHAT<br>CUTI SAKIT<br>CUTI TANPA<br>CUTI BERSAI |          | CUTI RA'<br>CUTI RA'<br>CUTI UM<br>CUTI GAI | UM          |
| Àw   | Zi;             |          | 14           | 7       | 111.05       |          |             |       | 5.55              | CUTI KECEM<br>KURSUS                                  |          |   |             |

05/07/2011

Elyn Fardyana Noor Atam (Student LI) /Date: #17/2017

## Appendix 3 Leave Application Forms and Medical Certificates



| Α. | (Ruang ini hendaklah diisi sebelum Pegawai mohon cuti)  |
|----|---|
|    | Pemohon masih mempunyai baki cuti sebanyak hari untuk perkhidmatan sehingga 31 Disember.                            |
|    | Tandatangan kerani bertugas : Tarikh :  |
|    |   |
| В. | UNTUK DIPENUHI OLEH PEMOHON   |
|    | Ketua Bahagian / Fakulti / Pengarah Kampus BAHAGIAN ICT   |
|    | Saya ingin memohon cuti selama 1 hari mulai 15/02/2017 hingga 15/02/2017 kerana tid. 4k Sih. 4t .                   |
|    | Nombor telefon yang boleh dihubungi semasa cuti. Telefon: 016 - 977 1002  |
|    | Nama Pemohon: ELYN FARDYANA BT MOHAMMAD NOOK AZAM   |
|    | Jawatan: PELAJAR LATIHAN INDUST RI  |
|    | Fakulti/Bahagian/Cawangan BAHAGIAN 1CT - CUHM MACHANG)  |
|    | Tandatangan :   |
| C. | UNTUK KEGUNAAN KETUA BAHAGIAN/FAKULTI/PENGARAH<br>(Sila pastikan ruangan A telah diisi sebelum pertimbangan dibuat) |
|    | *Permohonan cuti diluluskan / tidak diluluskan dari   |
|    | Tandatangan: Aulli Tarikh: 17/02/2017   |
|    | *Potong mana yang tidak berkenaan   |
|    | INGATAN :<br>nohonan untuk bercuti keluar negara hendaklah diluluskan oleh Naib Canselor UiTM.                      |
|    | Bahagian ini untuk diisi oleh Pegawai Kerani Cuti dan dikembalikan kepada pemohon.                                  |
| D. |   |
| υ. |   |
|    |   |
|    | Cuti tuan/puan berbaki hari / sudah dihabiskan hingga 31 Disember   |
|    | Tandatangan   |



| ٥. | (Ruang ini hendaklah diisi sebelum Pegawai mohon cuti)  |
|----|---|
|    | Pemohon masih mempunyai baki cuti sebanyak hari untuk perkhidmatan sehingga 31 Disember.                            |
|    | Tandatangan kerani bertugas : Tarikh :  |
|    |   |
| В, | UNTUK DIPENUHI OLEH PEMOHON   |
|    | Ketua Bahagian / Fakulti / Pengarah Kampus BAHAGIAN ICT   |
|    | Saya ingin memohon cuti selama 1 hari mulai 24/2/2017 hingga 24/2/2017  |
|    | kerana urusan keluarga  |
|    | Nombor telefon yang boleh dihubungi semasa cuti. Telefon : 018 - 977 1002   |
|    | Nama Pemohon : ELYN FARDYAMA BINTI M. NOOR 12 Am No. Pekerja: 201351420   |
|    | Jawatan: PELAJAN LATIHAN INDUSTRI   |
|    | Fakulti/Bahagian/Cawangan ICT PUNCAL ALAM   |
|    | Tandatangan : Tarikh : 22   2   2   7   |
|    |   |
| C. | UNTUK KEGUNAAN KETUA BAHAGIAN/FAKULTI/PENGARAH<br>(Sila pastikan ruangan A telah diisi sebelum pertimbangan dibuat) |
|    | *Permohonan cuti diluluskan / tidak diluluskan dari 24/02/2017 hingga   |
|    | Tandatangan: Audit Tarikh: 23/02/2017   |
| ä  | *Potong mana yang tidak berkenaan   |
|    | NGATAN :<br>nohonan untuk bercuti keluar negara hendaklah diluluskan oleh Naib Canselor UiTM.                       |
|    |   |
|    | Bahagian ini untuk diisi oleh Pegawai Kerani Cuti dan dikembalikan kepada pemohon.                                  |
| D. | Tuan/Puan   |
|    |   |
|    |   |
|    | Cuti tuan/puan berbaki hari / sudah dihabiskan hingga 31 Disember.  |
|    | 1 = 00 = 1 = 0 = 0 = 1 = 1 = 1 = 1 = 1 =  |

# AA 908743

# SIJIL CUTI SAKIT

| Dengan ini saya mengesahkan bahawa saya telah emeriksa Encik/Cik/Puan Elyn fardyana Bt   |
|--|
|  |
| Mohammad Noor Asom Cyc: 920922 - 14  |
| ıri Kementerian/Jabatan  |
|  |
| ın mendapati yang beliau:  |
| (a) Tidak sihat untuk menjalankan tugasnya   |
| dengan sempurna selama Sutu (') hari   |
| daripada 21/3/17 hingga -  |
| (b) Boleh bertugas semula pada   |
| (c) Beliau dikehendaki datang semula untuk   |
| pemeriksaan pada   |
| [Potong (b) atau (c) mengikut mana yang tidak  |
| erkenaan]  |
| to Say   |
| 21/3/17  |
|  |
| THE THE STATE OF STATE OF THE S |
| NO, 6 & 8 (Ground Floor),  Jalan Bidara 6/7, Bandar Saujana Utama,   |
| 4/UUU Sungai Bulch, Selangor Danut Ehsan:  |
| Klinik/Hospeta93-60387220 Nama   |
| (Cop Rasmi) (Huruf Besar)  |

JF000492-PNMB.. K.L.



| A. | UNTUK DIISI OLEH PEGAWAI KERANI CUTI<br>(Ruang ini hendaklah diisi sebelum Pegawai mohon cuti)                      |
|----|---|
|    | Pemohon masih mempunyai baki cuti sebanyak hari untuk perkhidmatan sehingga 31 Disember.                            |
|    | Tandatangan kerani bertugas : Tarikh :  |
|    | X v   |
| В. | UNTUK DIPENUHI OLEH PEMOHON   |
|    | Ketua Bahagian / Fakulti / Pengarah Kampus BAHAGIAN ICT   |
|    | Saya ingin memohon cuti selama 1 hari mulai 31 Mdc 2017 hingga 31 Mgc 2017 kerana urusuh kulumu                     |
|    | Nombor telefon yang boleh dihubungi semasa cuti. Telefon : 019 - 977 (002   |
|    | Nama Pemohon: Plyn Fardyana bt Mahammad Neov Azam No. Pekerja: 2013514201   |
|    | Jawatan: Pulifor Lothan Praktik   |
|    | Fakulti/Bahagian/Cawangan buhugtan Pentudbiran Bahugran Wi  |
|    | Tandatangan: Tarikh : 30 Mac 2017   |
| C. | UNTUK KEGUNAAN KETUA BAHAGIAN/FAKULTI/PENGARAH<br>(Sila pastikan ruangan A telah diisi sebelum pertimbangan dibuat) |
|    | *Permohonan cuti diluluskan / tidak diluluskan dari 31/03 he17 hingga   |
| ,  | Tandatangan: Auth: Tarikh: 29/03/2017 *Potong mana yang tidak berkenaan   |
|    | NGATAN :<br>ohonan untuk bercuti keluar negara hendaklah diluluskan oleh Naib Canselor UiTM.                        |
| ii | Bahagian ini untuk diisi oleh Pegawai Kerani Cuti dan dikembalikan kepada pemohon.                                  |
| D. | Tuan/Puan   |
|    | Cuti tuan/puan bagi tempoh diluluskan / tidak diluluskan.   |
|    | Cuti tuan/puan berbaki hari / sudah dihabiskan hingga 31 Disember.  |
|    | Tandatangan   |



| /~· | (Ruang ini hendaklah diisi sebelum Pegawai mohon cuti)  |
|-----|---|
|     | Pemohon masih mempunyai baki cuti sebanyak hari untuk perkhidmatan sehingga 31 Disember.                            |
|     | Tandatangan kerani bertugas : Tarikh :  |
|     |   |
| В.  | UNTUK DIPENUHI OLEH PEMOHON   |
|     | Ketua Bahagian / Fakulti / Pengarah Kampus BAHAGIAN ICT   |
|     | Saya ingin memohon cuti selama / hari mulai 12/4/2017 hingga 12/4/2017  |
|     | kerana temujunji bersama doktor   |
|     | Nombor telefon yang boleh dihubungi semasa cuti. Telefon : 018 977 1002   |
|     | Nama Pemohon: Etyn Furdyung bi Mohummud Noor Azum No. Pekerja: 2013514201   |
|     | Jawatan: Pelajur Lytihan Industri   |
|     | Fakulti/Bahagian/Cawangan bahayian 161  |
| 1   | Tandatangan : Tarikh : 13  4 20 7   |
|     |   |
| c.  | UNTUK KEGUNAAN KETUA BAHAGIAN/FAKULTI/PENGARAH<br>(Sila pastikan ruangan A telah diisi sebelum pertimbangan dibuat) |
|     | *Permohonan cuti diluluskan / tidak diluluskan dari 12/04/2017 hingga   |
| 27  | Tandatangan: Audle Tarikh: 13/04/2017   |
|     | *Potong mana yang tidak berkenaan   |
|     | NGATAN :<br>nohonan untuk bercuti keluar negara hendaklah diluluskan oleh Naib Canselor UiTM.                       |
|     |   |
|     |   |
|     | Bahagian ini untuk diisi oleh Pegawai Kerani Cuti dan dikembalikan kepada pemohon.                                  |
| D,  | Tuan/Puan   |
|     | Cuti tuan/puan bagi tempoh diluluskan / tidak diluluskan.   |
|     | Cuti tuan/puan berbaki hari / sudah dihabiskan hingga 31 Disember.  |
|     | Tandatangan : Tarikh  |



| Α, | (Ruang ini hendaklah diisi sebelum Pegawai mohon cuti)  |
|----|---|
|    | Pemohon masih mempunyai baki cuti sebanyak hari untuk perkhidmatan sehingga 31 Disember.  |
|    | Tandatangan kerani bertugas : Tarikh :  |
|    |   |
| В. | UNTUK DIPENUHI OLEH PEMOHON   |
|    | Ketua Bahagian / Fakulti / Pengarah Kampus BAHAGIAN ICT   |
|    | Saya ingin memohon cuti selama 1 hari mulai 14/4/2017 hingga 14/4/2017 kerana hul kecemusun   |
|    | Nombor telefon yang boleh dihubungi semasa cuti. Telefon : 018 977 (002   |
|    | Nama Pemohon : Elyn Fardyunu bt Mohummad Noor Azam No. Pekerja: 2013 514201   |
|    | Jawatan: Pelagar Latihun Industri   |
|    | Fakulti/Bahagian/Cawangan 64h4yiqn 101  |
|    | Tandatangan : Tarikh : 17 4 20 17   |
| C. | UNTUK KEGUNAAN KETUA BAHAGIAN/FAKULTI/PENGARAH<br>(Sila pastikan ruangan A telah diisi sebelum pertimbangan dibuat)   |
|    | *Permohonan cuti diluluskan / tidak diluluskan dari 14/04/2017 hingga   |
|    | Tandatangan: Awelle: Tarikh: 18/04/2017   |
|    | *Potong mana yang tidak berkenaan   |
|    | NGATAN :<br>nohonan untuk bercuti keluar negara hendaklah diluluskan oleh Naib Canselor UiTM.   |
|    | Balanci and the second |
|    | Bahagian ini untuk diisi oleh Pegawai Kerani Cuti dan dikembalikan kepada pemohon.  |
| D. | Tuan/Puan   |
|    | Cuti tuan/puan bagi tempoh diluluskan / tidak diluluskan.   |
|    | Cuti tuan/puan berbaki hari / sudah dihabiskan hingga 31 Disember.  |
|    | Tandatangan : Tarikh :  |



| Α,   | (Ruang ini hendaklah diisi sebelum Pegawai mohon cuti)  |
|------|---|
|      | Pemohon masih mempunyai baki cuti sebanyak hari untuk perkhidmatan sehingga 31 Disember.                            |
|      | Tandatangan kerani bertugas: Tarikh :   |
|      |   |
| В.   | UNTUK DIPENUHI OLEH PEMOHON   |
|      | Ketua Bahagian / Fakulti / Pengarah Kampus BAHAGIAN ICT   |
|      | Saya ingin memohon cuti selama 5 hari mulai 3 Mei 2017 hingga 9 Mei 2017  |
|      | kerana urusan keluarga  |
|      | Nombor telefon yang boleh dihubungi semasa cuti. Telefon : 0   8 - 977   0 0 2                                      |
|      | Nama Pemohon: Elyn Fardyana bt Mohammad Noor Azum No. Pekerja: 2013514201   |
|      | Jawatan: Pelajar Lafikan Praktik  |
|      | Fakulti/Bahagian/Cawangan Bahagian Puntadbiran LCT  |
|      | Tandatangan: Tarikh : 5 Mú 2017   |
|      |   |
| C.   | UNTUK KEGUNAAN KETUA BAHAGIAN/FAKULTI/PENGARAH<br>(Sila pastikan ruangan A telah diisi sebelum pertimbangan dibuat) |
|      | *Permohonan cuti diluluskan / tidak diluluskan dari 03/05/2017 hingga 09/05/2017  Tandatangan : Tarikh : 06/04/2017 |
| -    | Tandatangan: Audio Tarikh: 06/04/2017   |
|      | *Potong mana yang tidak berkenaan   |
|      | INGATAN:  |
| Pern | nohonan untuk bercuti keluar negara hendaklah diluluskan oleh Naib Canselor UiTM.                                   |
|      |   |
|      | Bahagian ini untuk diisi oleh Pegawai Kerani Cuti dan dikembalikan kepada pemohon.                                  |
| ٥.   | Tuan/Puan   |
|      | Cuti tuan/puan bagi tempoh diluluskan / tidak diluluskan.   |
|      | Cuti tuan/puan berbaki hari / sudah dihabiskan hingga 31 Disember   |
|      | Tandatangan:  |



| A,       | UNTUK DIISI OLEH PEGAWAI KERANI CUTI<br>(Ruang ini hendaklah diisi sebelum Pegawai mohon cu   | ti)                                |                 |
|----------|---|------------------------------------|-----------------|
|          | Pemohon masih mempunyai baki cuti sebanyak  | hari untuk perkhidmatan sehing     | ga 31 Disember. |
|          | Tandatangan kerani bertugas :   | Tarikh :                           |                 |
| В.       | UNTUK DIPENUHI OLEH PEMOHON   |                                    |                 |
|          | Ketua Bahagian / Fakulti / Pengarah Kampus <u>BAHAG</u>                                       | IAN ICT                            |                 |
|          | Saya ingin memohon cuti selama 1 hari mulai   | 8 6 2017 hingga                    | 8/6/2017        |
|          | kerana temujanji doktor   |                                    |                 |
|          | Nombor telefon yang boleh dihubungi semasa cuti.  | Telefon: 018 - 97.71               | 002             |
|          | Nama Pemohon : ELYN FAR DYBNA BT MOH  | AmmAD NOOR AZAMNO. Pekerja:        | 2013514201      |
|          | Jawatan : PELAJAR LATIHAN INDUSTRI  |                                    |                 |
|          | Fakulti/Bahagian/Cawangan 411% Puncak A   | 71.Am                              | n 5             |
|          | Tandatangan :   | Tarikh : S (6/L0(                  | 7               |
| c.       | UNTUK KEGUNAAN KETUA BAHAGIAN/FAKULTI/I<br>(Sila pastikan ruangan A telah diisi sebelum perti | PENGARAH<br>mbangan dibuat)        |                 |
|          | *Permohonan cuti diluluskan / tidak diluluskan dari   | 08/06/2017 hingga                  |                 |
|          | Tandatangan: Anulue   | Tarikh : 09/06                     | hon             |
|          | *Potong mana yang tidak berkenaan   |                                    |                 |
|          | :NGATAN :<br>nohonan untuk bercuti keluar negara hendaklah dil                                | uluskan oleh Naib Canselor UiTM.   |                 |
| <u>=</u> | Bahagian ini untuk diisi oleh Pegawai   | Kerani Cuti dan dikembalikan kepad | da pemohon.     |
| D.       | Tuan/Puan   | ×                                  |                 |
|          | Cuti tuan/puan bagi tempoh  | diluluskan / tidak diluluska       | n.              |
|          | Cuti tuan/puan berbaki hari / sudah   | dihabiskan hingga 31 Disember.     |                 |
|          | Tandatangan   | Tarikh :                           |                 |

# Appendix 4 Application for Student Industrial Training & Acceptance Letter



### Fakulti Pengurusan Maklumat

Faculty of Information Management www.fpmkelantan.com

### Universiti Teknologi MARA (Kelantan)

Bukit Ilmu, 18500 Machang, Kelantan, Malaysia Website: http://www.kelantan.uitm.edu.my Tel: (09) 976 2266 / 976 2162 Faks: (09) 976 2156 Emel: tpheakln@kelantan.uitm.edu.my



Ref. No. Date 100-FPMK (14/3/4)

tua Pusat Pengajian M, FSPPP & FUU

of. Madya Dr. Mohd Nasir Ismail l: 09-9762240 mel: nasir733@kelantan.uitm.edu.my

enyelaras Program IM245 1. Mohd Zafian Mohd Zawawi 21: 09-9762278

mel: zaffian@kelantan.uitm.edu.my

enyelaras Program IM110 n. Nur Shaliza Sapiai

el: 09-9762474 mel: shaliza@kelantan.uitm.edu.my

en. Penyélaras Program IM245 n. Nor Kamariah Chik

:l: 09-9752324 -mel: norkamariah@kelantan.uitm.edu.my

en. Penyelaras Program IM110

ik Noor Azreen Alimin el: 09-9762505 -mel: azreen07@kelantan.uitm.edu.my

etiausaha Fakulti IM245

'n. Noor Rahmawati Alias 'el: 09-9762562 -mel: rahmawati@kelantan.uitm.edu.my

Setiausaha Fakulti IM110

a. Noor Arina Md Arifin Fel: 09-9762539 3-mel: arina848@kelantan.uitm.edu.my

Setiausaha Fakulti IM110

Pn. Siti Aishah Mokhtar Tel: 09-9762539 E-mel: aishah835@kelantan.uitm.edu.my

AJK ÖBE Fakulti IM245

ب. Khadijah Abd Rahman دا: 09-9762489 E-mel: khadijah@kelantan.uitm.edu.my

AJK OBE Fakulti IM110

En. Mohd Akmal Faiz Osman Tel: 09-9762484 E-mel: akmalfaiz@kelantan.uitm.edu.my Encik Sajudin Samad Timbalan Ketua Pegawai Teknologi Maklumat Universiti Teknologi MARA Kampus Puncak Alam 42300 BANDAR PUNCAK ALAM, SELANGOR DARUL EHSAN

Dear Sir/Madam

APPLICATION FOR STUDENT INDUSTRIAL TRAINING ATTACHMENT - BACHELOR OF INFO. SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT, UNIVERSITI TEKNOLOGI MARA (UITM) - KELANTAN BRANCH

Kindly refer to the above matter.

- 2. Faculty of Information Management is planned to place our students to perform their industrial training attachment with your organization. The "Industrial Training" course (IMC690) is a 12 credit hours course that is compulsory for all final semester students of our *Bachelor of Science (Hons) Information System Management* program. The duration of the industrial training is **5 months** from **01 February 2017 30 June 2017**.
- 3. The purpose of the industrial training is to:
  - a. Gain experience and learn about the industry of it discipline and related environment.
  - b. Provide opportunity for students to apply knowledge and skills that are learned during their studies to actual workplace.
  - c. Provide opportunity for students to learn new knowledge, technologies and other discipline with their related environment within fields of studies.
  - d. Giving opportunity to students to acquire interpersonal skills and ability for team work through interaction with professionals in their field of industries.
  - e. Providing opportunity to obtain knowledge of how to make optimal decisions to resolve work challenges.
  - f. Comprehend the values of professional ethics in their respected fields.
- 4. Below are the details of the student.

| Name                                   | UITM ID    | Phone No.   |
|--|------------|-------------|
| ELYN FARDYANA BINTI MOHAMMAD NOOR AZAM | 2013514201 | 017-3035748 |
| *                                      |            |             |

### ACCEPTANCE LETTER

(To be completed by the organization / firm / company who receives students for industrial training)

Your Ref No

Our Ref No.

: 100-FPM(14/3/4)

Phone No.

: 033258 4545

Phone No.

: 09-9762000

Fax No.

1033258 3218

Fax No

: 09-9762156 (HEA)

Email

nurul1217@kelantan.uitm.edu.my

Ketua Pusat Pengajian

Fakulti Pengurusan Maklumat

Universiti Teknologi MARA

Cawangan Kelantan

Bukit Ilmu

18500 Machang

Kelantan Darul Naim

(Att.: Nurulannisa Abdullah)

Dear Sir/Madam,

APPLICATION FOR STUDENT INDUSTRIAL TRAINING ATTACHMENT - BACHELOR OF INFO. SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT, UNIVERSITI TEKNOLOGI MARA (UITM) KELANTAN

Kindly refer to the above matter.

Please be informed that we \*Agree / Disagree-to accept the students for an industrial training attachment at our organization beginning from 01 February 2017 - 30 June 2017.

| *NAME                                  | STUDENT ID | UNIT/DEPARTMENT/SECTION |
|--|------------|-------------------------|
| ELYN FARDYANA BINTI MOHAMMAD NOOR AZAM | 2013514201 | BAHAGIAN ICT            |

Report Duty to

SAJUDIN

SAMAD

(Officer Name)

Report Duty Time

0800 101 FEBRUARY 2017

Thank You.

Yours sincerely

Name of Officer:

SAJUDIN SAMAD

Position:

Position:

Timbalan Ketua Pegawai Teknologi Maklumat
Universiti Teknologi Maklumat
Universiti Teknologi MARA
Kampus Puncak Alam
\*cross which are not relation Parall Epoca Selangor Darul Ehsan

Organization Stamp

Info Tech

Universiti Teknologi MARA Kampus Puncak Alam 42300 Bandar Puncak Alam

SELANGOR

# Appendix 5 Report Duty Declaration Form



# FACULTY OF INFORMATION MANAGEMENT UNIVERSITI TEKNOLOGI MARA (UITM) KELANTAN BRANCH

# REPORT DUTY DECLARATION FORM (Semester March – July 2017)

| То                | Puan Nurulannisa Bint<br>Industrial Training Coo | i Abdullah<br>rdinator IM245 – UiTM Kelar | ntan  |
|-------------------|--|---|---|
| Name              | : ELYH FARDYAHA BI                               | MOHAMMAD NOOR                             | A2 A m  |
| UiTM ID:          | 2013514201                                       |   |   |
| Program Code      | : 1m 245   |   |   |
| H/P No            | : 017-3035748                                    |   |   |
|                   |  |   |   |
| I hereby, confirm | ned and report my duty toU17                     | M PUNCAK ALAM ( Student Signature         | (organization).   |
|                   | 5  | Verified by,                              |   |
|                   |  | Signature                                 | Aute  |
|                   |  | Name                                      |   |
|                   |  | Designation                               | SAJUDIN SAMAD Timbalan Ketua Pegawai Teknologi Makluma Bahagian Teknologi Maklumat          |
|                   |  | Official Stamp                            | Universiti Teknologi MARA<br>Kampus Puncak Alam<br>42300 Puncak Alam<br>Selangg Darul Ebasa |

<sup>\*\*</sup> Email to : nurul1217@kelantan.uitm.edu.my or fax to 09-9762156 (HEA)



| BAHAGIAN A : MAKLUMAT PELAJAR  |
|--|
| Nama Penuh ELYH FARDYANA BINTI MOHAMMAD HOOR AZAM  |
| No KP 920922 - 14 5962 No Pelajar 2013514201   |
| No Telefon <u>017                                   </u>   |
| Program Pengajian PEKGURUSAN SISTEM MAKLUMAT (IM 245)  |
| Institusi UITM KELANTAN CCAWANGAN MACHANG  |
| Tempoh Latihan Mulai   FEbRuffR  2017 Hinggga 30 Jun 2017  |
| Alamat Tempat Tinggal Semasa: NO 20 JALAH BSC BANDAR SERI COALFLELDS,  |
| 47000 SO BULDH SELANGOR  |
|  |
| Saya akan mematuhi arahan & peraturan pejabat serta arahan yang diberikan oleh Ketua Bahagian/Pegawai Penyelia.  |
| Saya akan menjaga tatasusila & nama baik UiTM sepanjang masa.  |
| Saya akan menyimpan rahsia berkaitan pejabat daripada pihak luar.  |
| 1/2/2017   |
| Tandatangan Tarikh   |
|  |
| BAHAGIAN B: PENGESAHAN BAHAGIAN:ICT  |
| Saya mengesahkan bahawa pelajar di atas telah melaporkan diri seperti berikut :  SAJUDIN SAMAD Timbalan Ketua Pegawai Teknologi Maklumat Bahagian Teknologi Maklumat Universiti Teknelogi MARA Kampus Puncak Alam 42300 Puncak Alam Selangor Darul Ehsan  Salamor Selangor Darul Ehsan |
| BAHAGIAN C: KEGUNAAN BAHAGIAN ICT  |
| Cadangan Penyelia SAJUDIKI RIKI SAMAD  Skop Projek Diberikan Rengunsan mahlami deslam Pengeniwan  Projek 107 B.; Jawadan Kerasa IT & Elektronik Kageri Citteri J  B Penegediaan dakumen keperlaan pengguna untuk pearbarojuna.  Sis kin aplikusi                                       |
| & Penozedraan dakumen heperlaan pengguna unthe pearbaroguna  |
| So ku aplikeer   |

# Appendix 6 Staggered Working Hours Form



### UNIVERSITI TEKNOLOGI MARA BORANG PEMILIHAN WAKTU BEKERJA BERPERINGKAT (WBB) **BAGI TAHUN 2017**

Nama Pelajar: ELYN FARDYANA BINTI MOHAMMAD NOOR AJAM

No Kad Pengenalan: 920922-14-5962 Tempoh Latihan: | FEBRUARI - 30 JUN 2017

(5 BULAN) Program Pengajian: 1M145

Institusi: 417M KELAHTAN

Bahagian/Cawangan/Fakulti/Unit: BAHAGIAN TEKNOLOGI MAKLUMAT

### Arahan

Tuan/puan adalah dikehendaki membuat pilihan waktu peringkat (WP) bagi bulan Januari hingga Disember Tahun 2017 dengan mengisi salah satu pilihan di dalam petak 'A' yang disediakan di bawah ini.

PETAK 'A'

| BULAN     | PILIHAN WP      |
|-----------|-----------------|
| JANUARI   |                 |
| FEBRUARI  | WP3=0830-1730   |
| MAC       | WP3=0830-1730   |
| APRIL:    | WP3=0830-1730   |
| MEI .     | W13 = 0830-1730 |
| JUN       | WP3=0830-17:30  |
| JULAI     |                 |
| ogos      |                 |
| SEPTEMBER |                 |
| OKTOBER   |                 |
| NOVEMBER  |                 |
| DISEMBER  |                 |

Saya membuat pilihan WP seperti

di petak 'A'

Tandatangan:

Pelajar: ELYN FAR DY ANA

Tarikh: 2 2 2017

PETAK 'B'

| BULAN         | PILIHAN WP |
|---------------|------------|
| JANUARI       |            |
| FEBRUARI      | ( )        |
| MAC           |            |
| APRIL         | wr3        |
| MEI           | (          |
| JUN           |            |
| JULAI         | 8          |
| OGO <u>\$</u> |            |
| SEPTEMBER     | x          |
| OKTOBER       |            |
| NOVEMBER      |            |
| DISEMBER      |            |

Selepas mengambil kira pilihan WP di Petak 'A', penetapan WP tuan/puan adalah seperti di Petak 'B'

Tandatangan:

Penyelia: Saudo IK Sambo

Aurille

Tarikh:

02/02/2017

\* Sekiranya ingin mengubah WP yang telah ditetapkan, borang baru hendaklah dikemukakan bagi tujuan pengesahan Penyelia sebelum bulan berikutnya

Pilihan - WP1: 0730-1630

WP2:0800-1700

WP3:0830-1730

# Appendix 7 Appointment Letter

### Bahagian ICT Pejabat Pengurusan Fasiliti & ICT

Universiti Teknologi MARA Cawangan Selangor, Kampus Puncak Alam, 42300 Puncak Alam Selangor Darúl Ehsan Tel : +603-3258-4949



Surat Kami: 500-UITMSEL (BICT) 23/4

Tarikh: 2 Mei 2017

### PUAN ELYN FARDYANA MOHAMMAD NOOR AZAM

Pelajar Latihan Industri Universiti Teknologi MARA (UiTM) Cawangan Kelantan Kampus Machang 18500 Machang Kelantan Darul Naim

Puan

# PELANTIKAN SEBAGAI PENYELARAS DOKUMENTASI BAGI PROJEK PEMBANGUNAN SISTEM SISTEM MAKLUMAT BAHAGIAN ICT

Dengan hormatnya perkara di atas adalah dirujuk dan berkaitan.

- 2. Sukacita dimaklumkan bahawa Puan adalah dilantik sebagai **Penyelaras Dokumentasi** bagi pembangunan **Sistem Maklumat Bahagian ICT**. Justeru itu, Puan perlu melaporkan semua perkembangan dan status penyediaan dokumentasi kepada Encik Mohd Rozi Talib, Puan Rashidah Yah dan Puan Norhidayat Kamarudin yang bertindak sebagai Ketua Pembangun Sistem berkuatkuasa 2 Mei 2017 hingga 23 Jun 2017.
- 3. Bidang tugas Puan sebagai Penyelaras Dokumentasi adalah seperti berikut:
  - a. Bertanggungjawab memastikan semua dokumentasi berkaitan pembangunan sistem Pemantauan Projek ICT adalah lengkap dan disimpan di tempat yang mudah untuk diakses.
- 4. Semoga dengan perlantikan ini, Puan dapat memberikan kerjasama dan sumbangan yang terbaik kepada Universiti Teknologi MARA (UiTM).

Sekian, terima kasih.

Yang benar

**SAJUDIN SAMAD** 

Timbalan Ketua Pegawai Teknologi Maklumat

# Appendix 8 Organization's Appreiation and Thank You Letter

### www.uitm.edu.my

### Bahagian ICT Pejabat Pengurusan Fasiliti & ICT

Universiti Teknologi MARA Cawangan Selangor, Kampus Puncak Alam, 42300 Puncak Alam Selangor Darul Ehsan Tel: +603-3258-4949



Surat Kami

:100-UiTMSEL(BICT 17/5)

Tarikh

:30 Jun 2017

### ELYN FARDYANA BINTI MOHAMMAD NOOR AZAM

Universiti Teknologi MARA Cawangan Kelantan Bukit ilmu 18500 Machang Kelantan Darul Naim

Puan

### PENGHARGAAN DAN TERIMA KASIH

Dengan hormatnya perkara di atas adalah dirujuk dan berkaitan.

- 2. Sukacitanya dimaklumkan bahawa Bahagian ICT, UiTM Cawangan Selangor, Kampus Puncak Alam merakamkan setinggi-tinggi penghargaan dan terima kasih kepada Elyn Fardyana Binti Mohammad Noor Azam (No KP: 920922-14-5962; No. Pelajar: 2013514201) atas sumbangan tenaga yang telah diberikan ketika menjalani latihan industri di Bahagian ICT, UiTM Cawangan Selangor, Kampus Puncak Alam dari 2 Mei 2017 hingga 23 Jun 2017. Sesungguhnya jasa puan dalam menjalani latihan praktik ini amat kami hargai.
- Skop sumbangan yang diberikan adalah :
   Pendokumentasian Unit Pentadbiran
   Bersama-sama surat ini dilampirkan senarai aktiviti yang telah dihadiri sepanjang menjalani latihan praktik di sini.
- 4. Semoga segala kerjasama dan jasa baik puan dalam membantu pihak kami ini mendapat keberkatan daripada Allah S.W.T.

Sekian, terima kasih.

Yang menjalankan tugas

Sajudin Samad

Timbalan Ketua Pegawai Teknologi Maklumat





Sarjana Muda (Kepujian) Pengurusan Sistem Maklumat Universiti Teknologi MARA Cawangan Kelantan Kampus Machang

# telah menyertai aktiviti seperti berikut:

| BIL | AKTIVITI   | TEMPAT  | TARIKH           | MASA                            |
|-----|--|---|------------------|---------------------------------|
| 1   | Urusetia Jawatankuasa IT & Elektronik<br>Negeri (JITEN) UiTM Cawangan Selangor Bil.<br>2/2017              | Bilik Mesyuarat HEP, Aras 3<br>FF1, UiTM Kampus Puncak<br>Alam              | 22 Februari 2017 | 09.30 pagi – 1.00 petang .      |
| 2 . | Sesi Perkembangan Teknologi : Projektor<br>Casio oleh Casio Malaysia Sdn Bhd                               | Bilik Seminar 1 Perpustakaan<br>Tun Abdul Razak, UiTM<br>Kampus Puncak Alam | 10 Mac 2017      | 10.00 pagi — 11.30<br>pagi      |
| 3   | Latihan Penggunaan Sistem Pemantauan<br>Projek ICT   | Bilik Perbincangan,<br>Aras 5, Plaza Satelit B, UiTM<br>Kampus Puncak Alam  | 13 April 2017    | 11.45 pagi – 12.30<br>tengahari |
| 4   | Urusetia Jawatarikuasa IT & Elektronik<br>Negeri (JITEN) UiTM Cawangan Selangor Bil.<br>3/2017             | Bilik Mesyuarat HEP, Aras 3<br>FF1, UiTM Kampus Puncak<br>Alam              | 13 April 2017    | 3.55 petang – 5.45 petang       |
| 5   | Taklimac Skop Projek Latihan Praktik Untuk<br>Pelajar Latihan Praktik UiTM Cawangan<br>Melaka Kampus Jasin | Bilik Perbincangan,<br>Aras 5, Plaza Satelit B, UiTM<br>Kampus Puncak Alam  | 2 Mei 2017       | 9.00 pagi — 1.00<br>petang      |
| 6   | Taklimat Pengenalan Pengurusan Projek IT   | Bilik Perbincangan,<br>Aras 5, Plaza Satelit B, UiTM<br>Kampus Puncak Alam  | 2 Mei 2017       | 2.00 petang – 5.00 petang       |
| 7   | Bacaan Yasin Sempena Menyambut<br>Ramadan  | Bilik Perbincangan,<br>Aras 5, Plaza Satelit B, UiTM<br>Kampus Puncak Alam  | 26 Mei 2017      | 11.00 pagi — 12.00<br>tengahari |
| 8   | Latihan Penggunaan Sistem Maklumat<br>Bahagian ICT   | Bilik Perbincangan,<br>Aras 5, Plaza Satelit B, UiTM<br>Kampus Puncak Alam  | 21 Jun 2017      | 12.00 tengahari – 2.00 petang   |



# Appendix 9 Sample of JITEN Application



### Fakulti Filem, Teater & Animasi

Faculty of Film, Theatre & Animation



40150 Shah Alam, Selangor, MALAYSIA • Tel : (+03)-7962 2402/2411/2414

Faks: (+03)-7962 2405 E-mel: dekanfita@salam.uitm.edu.my



Surat Kami

: 300-FiTA (4/1)

Tarikh

: /7 April 2017

YBhg. Profesor Dato' Dr Abu Bakar Abdul Majeed Penolong Naib Canselor (Pemangku Rektor) UiTM Kampus Sungai Buluh, Selayang & Teluk Intan Aras 4, Pejabat Rektorat UiTM Cawangan Selangor Kampus Puncak Alam 42300 Bandar Puncak Alam Selangor Darul Ehsan

YBhg. Profesor Dato'

PERMOHONAN KELULUSAN BAGI KERJA-KERJA MEMBEKAL, MEMASANG, MENGHANTAR DAN MENGUJILARI 'DSLR CAMERA DAN AKSESORI' UNTUK TUJUAN PENGAJARAN DAN PEMBELAJARAN DI FAKULTI FILEM, TEATER DAN ANIMASI MENGGUNAKAN PERUNTUKAN TABUNG PERKHIDMATAN PELAJAR.

Dengan hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan, Fakulti Filem Teater dan Animasi ingin memohon kelulusan YBhg. Profesor Dato' untuk membekal, memasang, menghantar dan mengujilari 'DSLR Kamera dan Aksesori' untuk kegunaan Pengajaran dan Pembelajaran serta mengambil gambar-gambar bagi program pelajar dan rasmi di Fakulti Filem, Teater dan Animasi. Peruntukan yang diperlukan bagi pembelian tersebut adalah seperti butiran berikut:

| Bil | ltem                     | Kuantiti | Harga Seunit | Jumlah    |  |  |
|-----|--------------------------|----------|--------------|-----------|--|--|
| 1   | DSLR Kamera dan Aksesori | 2 unit   | 5,830.00     | 11,660.00 |  |  |
| 2   | Lensa                    | 2 Unit   | 4,470.00     | 8,940.00  |  |  |
|     |                          |          | Jumlah       | 20,600.00 |  |  |
|     | %6 GST                   |          |              |           |  |  |
|     | Jumlah Keseluruhan       |          |              |           |  |  |

- 3. Untuk pengetahuan YBhg. Profesor Dato' pembelian ini amatlah diperlukan di fakulti ini bagi memenuhi keperluan pengajaran dan pembelajaran. Berikut dinyatakan justifikasi bagi pembelian peralatan ini :
  - i) Peralatan kamera sedia ada telah mengalami kerosakan (pembelian tahun 2007) dan tidak boleh diperbaiki lagi dan telah dilupuskan pada tahun 2016.
  - Untuk mengambil gambar-gambar program pelajar dan program rasmi fakulti.
  - iii) la juga bagi keperluan pengajaran dan pembelajaran terutama sekali yang melibatkan subjek fotografi dan pengambaran

# SENARAI SEMAKAN PEGAWAI YANG MENGURUSKAN PEMBELIAN TERUS BARANGAN / PERKHIDMATAN MELEBIHI RM1,000 DI PTJ

Borang ini hendaklah diisi dan dilampirkan bersama-sama dengan dokumen yang berkaitan dan diserahkan ke Pejabat Bendahari Pusat Tanggungjawab yang berkenaan.

| BIL | PEMBELIAN   | SEMAKANI                                    | DAN PENGESAHAN<br>PTJ   |                                  |
|-----|---|---|---|----------------------------------|
|     | Membekal dan Menghantar Kamera DSLR untuk FiTA.   | Ya(√)<br>Tidak(X)<br>Tidak<br>Berkaitan (-) | Tanda Tangan , Nama<br>dan Tarikh   |                                  |
| 1.  | Pelawaan telah dibuat mengikut format Pekeliling Bendahari Bil 4 Tahun 2012. Bagi pembelian peralatan, jika vendor menggunakan kepala surat masing-masing, semua maklumat syarat seperti tempoh serahan, jaminan dan sebagainya adalah lengkap dan tempoh sebut harga masih sah laku  | Fakulti<br>UiTM                             | Penolong Jurutera<br>(Ketua Unit Teknikal)<br>(Filem, Tealer DamAri<br>(Kamp) Spin 34 Perus<br>40150 Shan Alam  | lmasi<br>ana                     |
| 2.  | Jika lebih dari satu vendor dipelawa, pelawaan telah dibuat <u>secara</u> <u>berasingan</u> kepada <u>vendor yang berasingan</u> .  | Faku  | Pano<br>Ketu Unit Tenikal<br>Iti Filem, Teater Dan A<br>M Kampus Tunda Te   | himasi                           |
| 3.  | Mempelawa di kalangan Panel Pembekal Kementerian Kewangan bagi item yang telah ditetapkan oleh Kementerian Kewangan misalannya panel perabot berasaskan kayu, perabot logam, perabot kerusi berasaskan kain dan seumpamanya. (Sila rujuk: <a href="http://www.bendahari.uitm.edu.my/e-pekeliling/pekeliling-kontrak-perbendaharaan.html">http://www.bendahari.uitm.edu.my/e-pekeliling/pekeliling-kontrak-perbendaharaan.html</a> ) |   | 40150 Shahlalan<br>SELANGOR   | ISMA                             |
| 4.  | Prestasi vendor yang dipilih adalah baik dan memuaskan. (Berdasarkan Laporan Prestasi Vendor/ Senarai Vendor Bermasalah yang disediakan oleh PTJ atau UKZ/Pejabat Bendahari dari semasa ke semasa).   |   | (Ketua Unit<br>Fakulti Filem, Toater<br>UITM Kangus Para<br>ABA 101 55 Shay (F  | icra<br>nikal)<br>appAni<br>Ferd |
| 5.  | Pegawai yang memilih vendor dan membuat pelawaan tidak mempunyai perhubungan persaudaraan atau mempunyai kepentingan peribadi dengan vendor yang dipelawa.  | _   | Penolons of land and | utera<br>(nikal)<br>Βαπ Α        |
| 6.  | Disertakan: (a) Borang PB 3/80 Pindaan (1/2002) atau surat kelulusan lain yang berkaitan (Jika berkenaan).  |   | SELANGO   | M                                |
| 1   | (b) Dokumen sebut harga dari vendor.  | Pegal                                       | ATNASARY SUARDI<br>wai Eksekulif (Pentadbirar   | n)                               |
|     | (c) Jadual Penilaian atau Lampiran A, lengkap dan telah disahkan oleh Jawatankuasa Teknikal yang berkaitan dan diluluskan oleh Ketua Jabatan.   | I CAURE                                     | ti Filem, Teater dan Anima<br>Kampus Puncak Perdana<br>40150 Shah Alam<br>SELANGOR  | i o i                            |
| 7.  | Sebut harga diterima dalam sampul surat yang tertutup dan dibuka oleh 2 orang pegawai PTJ serentak pada tarikh tutup yang ditetapkan.   | SITING                                      | 1   |                                  |
| 8.  | Pegawai / pegawai-pegawai yang telah menandatangani dokumen ini a<br>sepenuhnya di atas penyemakan dan pengesahan yang diberi di atas.  | adalah bertang<br>UiTM                      | Per Saftar Ranan (Akadin<br>gungjawabr dan Animati<br>ampus Puncak Perdana<br>40150 Shah Alam   | i i                              |

Sebarang kemusykilan, sila rujuk kepada Unit Kewangan Zon/ Pejabat Bendahari UiTM Negeନି/ଫିର୍କ୍ୟକିମ୍ବରିମ yang berkenaan.







| Catalan                                | 8,940.00 1,14,17,23 | 1,18            | 1,18            |              | uan  |  | ut Harga   | Jepas Masa Tutup   |  |  |                                      |  |   |  |  |
|--|---------------------|-----------------|-----------------|--------------|--|--|--|--|--|--|--------------------------------------|--|---|--|--|
| Jumlah Harga (RM)                      | 8,940.00            | 9,400.00 1,18   | 9,700.00 1,18   |              | - Harga lidak berpatutuan                      | <ul> <li>Harga tidak dicatat</li> </ul>  | <ul> <li>Tidak Isi Borang Sebut Harga</li> </ul>   | Terima Dokumen Selepas Masa Tutup                        | - Disyorkan  |  |                                      |  |   |  |  |
| Harga/Unit<br>(RM)                     | 4,470.00            | 4,700.00        | 4,850.00        |              | 19   | 20                                       | 21   | . 22   | 23   |  |                                      |  |   |  |  |
| Kuantiti<br>(Unit)                     | 2                   | 2               | 2               |              |  |  |  | _  | -  |  |                                      |  |   |  |  |
| Tempoh<br>Serahan<br>( Minggu )        | 2-4                 | 4               | 4               |              | . Kesilapan perkiraan harga                    | Tempoh jaminan tidak dicalat             | . Tempoh serahan minimum                           | . Tempoh serahan terlalu lama                            | Tempoh serahan tidak dicatat                               | dah  | alutan                               | į:   | ng Catatan  |  |  |
| Tempoh<br>Jaminan<br>(Tahun)           | -                   | 1               | -               |              | . Kesilapan p                                  | . Тетроћ јап                             | - Tempoh ser                                       | . Tempah ser   | . Tempoh ser   | · Harga terendah                                       | <ul> <li>Harga berpalutan</li> </ul> |  | da setiap rua   |  |  |
| Negara<br>Pembuat                      | JPN/THAI            | JPN/THAI        | JPN/THAI        |              | 12   | 13                                       | 14   | 15   | 16   |  | 18                                   |  | atau 1 WAJIB pa   | pakej  |  |
| Jenama dan Model                       | Nikon 12-24 F4G     | Nikon 12-24 F4G | Nikon 12-24 F4G |              | - Contoh tidak disertakan                      | - Kualiti diragui                        | <ul> <li>Mempunyai pengalaman berkaitan</li> </ul> | <ul> <li>Tidak mempunyai pengalaman berkaitan</li> </ul> | <ul> <li>Prestasi Pembekalan Syanikat memuaskan</li> </ul> | <ul> <li>Prestasi Pembekalan Syarikat tidak</li> </ul> | memuaskan                            | Jadual Penilaian hendaklah disusun mengikut urutan harga terendah hingga tertinggi | Sila catitkan Kod Penilaian berkaitan (0-23) di ruangan Catatan dengan Kod Penilaian 🛭 0 atau 1 WAJIB pada setiap ruang Catatan | Sila sediakan satu penilaian bagi setiap item kecuali jika tawaran hendak dibuat secara pake |  |
| Pendaftaran<br>PKK                     | ı                   | r               | 1               |              | 9  | 7  | 80   | 6  | 10 .   | 1  |                                      | ndaklah disusu   | inilaian berkaita   | enilaian bagi se   |  |
| Pendaftaran<br>Kem. Kewangan           | /                   | _               |                 |              | <ul> <li>Tidak mengikul spesifikasi</li> </ul> | sesifikasi ·                             | ertakan  | <ul> <li>Tiada sebarang katalog disertal</li> </ul>      | <ul> <li>Katalog berbeza daripada tawa</li> </ul>          | ertakan  |                                      | Jadual Penilaian he  | Sila catitkan Kod Pe  | Sila sediakan satu p   |  |
| Status Syk<br>(Bumil<br>Bukan<br>Bumi) | В                   | В               | В               |              | - Tidak meng                                   | <ul> <li>Mengikut spesifikasi</li> </ul> | <ul> <li>Katalog disertakan</li> </ul>             | - Tiada sebai  | <ul> <li>Katalog ber</li> </ul>                            | <ul> <li>Contoh disertakan</li> </ul>                  |                                      | , ·  | 7.  |  |  |
| Kod<br>Syarikat                        | 1/3                 | 2/3             | 3/3             | nalisa:      |  |  |  |  |  |  |                                      |  | •   |  |  |
| B                                      | -                   | 5               | က               | Kod Analisa: | 0  | _  | 53   | က  | 4  | c)   |                                      | Nota:  |   |  |  |

Adalah dengan ini, kami yang berlandatangan di bawah ini mengaku bahawa kami adalah tertakluk kepada Akta Pencegahan Rasuah 1997, yang mana berkenaan seperti berikut:

- (I) Sabarang perbuatan atau percubaan rasuah untuk menawar atau memberi, meminta atau menerima apa-apa suapan secara rasuah kepada dan daripada mana-mana orang berkaitan perolehan ini merupakan suatu kesalahan jenayah di bawah Akta Pencegahan Rasuah 1997.
- (ii) Sekiranya mana-mana pihak ada menawar atau memberi apa-apa suapan kepada mana-mana anggota pentadbiran awam, maka pihak yang ditawar atau diberi suapan dikehendakl membuat aduan dengan segera ke pejabat Badan Pencegah Rasuah atau balal polis yang berhampiran. Kegagalan berbuat demikian adalah merupakan satu kesalahan di bawah Akta Pencegahan
- (iii) Tanpa prejudis kepada tindakan-tindakan lain, tindakan tatatertib terhadap anggota perkhidmatan awam dan menyenaraihitamkan kontraktor atau pembekal boleh diambil sekIranya pihak-pihak terlibat dengan kesalahan rasuah di bawah Akta Pencegahan Rasuah 1997.
- (iv) Mana-mana kontraktor atau pembekai yang membuat tuntutan bayaran berkaitan perolehan ini walaupun tiada kerja dibuat atau tiada barangan dibekal mengikut spesifikasi yang ditetapkan atau tiada perkhidmatan diberi dan mana-mana anggota perkhidmatan awam yang mengesahkan tuntutan berkenaan adalah melakukan kesalahan di bawah Akta Pencegahan Rasuah 1997

| Diluluskan oleh Ketua PTJ                | Nama Nama Nama Nama NamatanDATO* I ROF. DR. A. RAZAN HJ. RIGHADEE Dekan Dekan Pakulil Filem, Teater dan Animasi UITM Cawangan Selanger Kampus Puncak Porteina 40150 Shan Alam SELANGOR        |            |
|--|---|------------|
| Disahkan oleh J/kuasa Teknikal Berkenaan | Tandatangan  TULLIC Nama SETIAUSAHA Jawatankuasa IT & Elektronik Negeri (JITEN) Jawatan UITM Cawangan Selangor  | 27/02/2017 |
| Disahkan Oleh:                           | Tandatangan  Nama  SYED HABUN BIN SAID MOHD Jawatan Penciong Pendaftar (Penradbiran) Fakulf Filem, Teater Oan Animasi UTIM Cawangan Selangor Kampus Puncak Perdana 40150 Shah Alam, Selangor: |            |
| Disediakan Oleh:                         | Tandatangan  Nama: (PM FM FM SUARD)  Jawatan ATNASARY SUARD)  Pegenet Ekokulii (Pentedbiran)  Fakulti Piem. Teefor den Animasi  JITM Kampus Pencak Ferdana  1) 151-5 neh Alam  SELAHGOR       |            |

Bahagian ICT
Pejabat Pengurusan Fasiliti & ICT

Universiti Teknologi MARA Cawangan Selangor, Kampus Puncak Alam, 42300 Puncak Alam Selangor Darul Ehsan Tel: +603-3258-4945



Surat Kami

100-UITMSEL (JITEN 9/11/3)

Tarikh

27 Jun 2016

Dato' Profesor A.Razak Hj. Mohaideen Dekan

Dekan Fakulti Filem, Teater dan Animasi UiTM Kampus Puncak Perdana

Y.Bhg. Prof/Prof Madya/Dr/Tuan/Puan,

KELULUSAN PERMOHONAN BAGI KERJA-KERJA MEMBEKAL, MEMASANG, MENGHANTAR DAN MENGUJILARI 'DSLR CAMERA DAN AKSESORI' UNTUK TUJUAN PENGAJARAN DAN PEMBELAJARAN DI FAKULTI FILEM, TEATER DAN ANIMASI

Perkara di atas adalah berkaitan dan dirujuk.

Permohonan Y.Bhg. Prof/Prof Madya/Dr/Tuan/Puan adalah:

Mesyuarat Jawatankuasa IT & Elektronik Negeri (JITEN) UiTM Cawangan Selangor di dalam mesyuarat Bil 02/2016 yang diadakan pada 27 Jun 2016 (Isnin), jam 9.00 pagi Ahli Jawantankuasa telah membuat keputusan seperti berikut:-

Diluluskan
Tidak diluluskan
Ditangguhkan
Lain-Lain
RM 21,836.00 / Syarikat:
Ulasan Pengerusi Jawatankuasa:
Ulasan Alas beform Ala.



### UNIVERSITI TEKNOLOGI MARA CAWANGAN SELANGOR, KAMPUS PUNCAK ALAM D/A: BAHAGIAN TEKNOLOGI MAKLUMAT, ARAS 3, BANGUNAN FFI

Tajuk Tawaran

CADANGAN MEMBEKAL, MENGHANTAR, MENGUJILARI DAN MENYELENGGARA PERALATAN PANDANG DENGAR DIGITAL SLR CAMERA

| Nama Fakulti/ Jabatan/ Unit                   | FAKULTI FILEM, TEATER & ANIMASI, UITM KAMPUS PUNCAK PERDANA |
|---|---|
| No. Rujukan Śebutharga Fakulti/ Jabatan/ Unit |   |
| Tarikh Tutup Tawaran Perolehan Runcit         | •   |

Arahan Mengisi Borang:

i. Bahagian (A) perlu dilengkapkan oleh pemohon berdasarkan keperluan PTJ

- ii. Bahagian (B) dan (C) hanya diisi oleh pihak syarikat/pembekal setelah mendapat pengesahan spesifikasi dari JAPD.
  - \* (/) jika butiran keperluan dipenuhi.
  - \*(x) jika butiran keperluan tidak dipenuhi.

|     | BUTIR KEPERLUAN UITM   | TAWARAN  |                          |                         |                |                             |  |
|-----|--|----------|--------------------------|-------------------------|----------------|-----------------------------|--|
|     | (A)  |          |                          |                         | (C)            |                             |  |
|     |  | KUANTITI | MODEL YANG<br>DITAWARKAN | HARGA<br>SEUNIT<br>(RM) | JUMLAH<br>(RM) | *TANDA<br>(/)Ya<br>(X)Tidak |  |
| 1.0 | GENERAL REQUIREMENT  |          | ARITOGRAMA               | A 11 s . 18             |                |                             |  |
| 1.1 | The proposal equipment must have a local services centre near to UiTM Shah Alam to provide a full technical support and maintenance. |          |                          |                         |                |                             |  |
| 1.2 | Catalog must be attached upon submission of tender documents.  |          |                          |                         |                |                             |  |
| 2.0 | GENERAL SPECIFICATION  |          | 0 0 m                    | 3.4                     | ्राहुचा क      | 13                          |  |
| 2.1 | Type Of Camera   | 2 SET    | D7200                    |                         |                |                             |  |
|     | Single-lens reflex digital camera  |          |                          |                         |                |                             |  |
| 2.2 | Lens Mount   |          |                          |                         |                |                             |  |
|     | Nikon F mount (with AF coupling and AF contacts)   |          |                          |                         |                |                             |  |
| 2.3 | Effective Angle Of View  |          |                          |                         |                |                             |  |
|     | Nikon DX format; focal length in 35 mm [135] format equivalent to approx. 1.5× that of lenses with FX format angle of view           | 3        |                          |                         |                |                             |  |
| 2.4 | Effective Pixels   |          |                          | ·                       |                |                             |  |
|     | 24.2 million   |          |                          |                         |                |                             |  |
| 2.5 | Image Sensor   |          |                          |                         |                |                             |  |
|     | 23.5 x 15.6 mm CMOS sensor   |          |                          |                         |                |                             |  |
| 2.6 | Total pixels   |          |                          |                         |                |                             |  |
|     | 24.72 million  |          |                          |                         |                |                             |  |
| 2.7 | Dust-reduction system  |          |                          |                         |                |                             |  |
|     | Image sensor cleaning, Image Dust<br>Off reference data  |          |                          |                         |                |                             |  |

| Kegunaan JNIT SELANGDR :                               |
|--|
| Pengesahan Spesifikasi Teknikal Perolehan Runcit/Terus |

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SETIAUSAHA

Jawatankuasa IT & Elektronik Negeri (JITEN) UITM Cawangan Selangor



Kagunaan JNIT SELANGOR :

Pengesahan Spesifikasi Teknikal Perolehan Runcit/Terus

Nama Fakulti/ Jabatan/ Unit

CADANGAN MEMBEKAL, MENGHANTAR, MENGUJILARI DAN MENYELENGGARA PERALATAN PANDANG DENGAR DIGITAL SLR CAMERA

: FAKULTI FILEM, TEATER & ANIMASI, UITM KAMPUS PUNCAK PERDANA

|         | No. Rujukan Sebutharga Fakulti/ Jabatan/ Unit   |      | <br> |   |
|---------|---|------|------|---|
|         |   |      |      |   |
|         | Tarikh Tutup Tawaran Perolehan Runcit   |      | <br> |   |
| 044     | Minus disada u  | <br> | <br> |   |
| 2.14    | Viewfinder  |      |      |   |
|         | Eye-level pentaprism single-lens reflex viewfinder  |      |      |   |
| 2.15    | Frame coverage  |      |      |   |
| 2.10    | • DX (24×16) image area: Approx.  |      |      |   |
|         | 100% horizontal and   |      |      |   |
|         | 100% vertical • 1.3× (18×12) image  |      |      |   |
|         | area: Approx. 97%   |      |      |   |
|         | horizontal and 97% vertical   |      |      |   |
| 2.16    | Magnification   |      |      |   |
|         | Approx. 0.94× (50 mm f/1.4 lens at  |      |      |   |
|         | infinity, -1.0 m-1)   |      |      |   |
| 2.17    | Eyepoint  |      |      |   |
| Š.      | 19.5 mm (-1.0 m-1; from center  |      |      |   |
|         | surface of viewfinder   |      |      |   |
| 2.40    | eyepiece lens)  |      |      |   |
| 2.18    | Diopter adjustment<br>-2 to +1 m-1  |      |      |   |
| 2.19    | Focusing screen   |      |      |   |
| 4.10    | Type B BriteView Clear Matte Mark II  |      |      |   |
|         | screen with AF area   |      |      |   |
|         | brackets (framing grid can be   |      |      |   |
|         | displayed)  |      |      |   |
| 2.20    | Reflex mirror   |      |      |   |
|         | Quick return  |      |      |   |
| 2.21    | Depth-of-field preview  |      |      |   |
|         | Pressing Pv button stops lens   |      |      |   |
| N N     | aperture down to value  |      |      |   |
|         | selected by user (A and M modes) or   |      |      |   |
| 0.00    | by camera (other modes)   |      |      |   |
| 2.22    | Lens aperture   |      |      |   |
|         | Instant return, electronically controlled   |      |      |   |
|         |   |      |      |   |
| 100     |   |      |      |   |
|         |   |      |      |   |
| 4       |   |      |      |   |
| Trial B |   |      |      |   |
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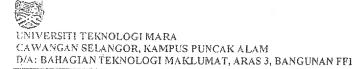
\*\*\*kuasa IT & Elektronik Negeri (JITEN)

\*\*\*soruan Selangor



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Nama Fakulti/ Jabatan/ Unit

CADANGAN MEMBEKAL, MENGHANTAR, MENGUJILARI DAN MENYELENGGARA PERALATAN PANDANG DENGAR DIGITAL SLR CAMERA

: FAKULTI FILEM, TEATER & ANIMASI, UITM KAMPUS PUNCAK PERDANA

|  | No. Rujukan Sebutharga Fakulti/ Jabatan/ Unit             | 4)  |    | <br> |   |
|--|---|-----|----|------|---|
|  | Tarikh Tutup Tawaran Perolehan Runcit                     | •   |    |      |   |
| 75   |   |     |    |      |   |
| 2.28   | Approximate frame advance rate                            |     |    |      |   |
| E<br>E   | JPEG and 12-bit NEF (RAW)                                 |     |    |      |   |
|  | images recorded with DX (24×16)                           |     |    |      |   |
|  | selected for image area: Cl 1 to 6 fps, Ch 6 fps          |     |    |      |   |
|  | JPEG and 12-bit NEF (RAW)                                 |     |    |      |   |
|  | images recorded with 1.3×                                 |     |    |      |   |
|  | (18×12) selected for image area: Cl 1                     |     |    |      |   |
| ALC: N   | to 6 fps, Ch 7 fps  |     |    |      |   |
|  | • 14-bit NEF (RAW) images recorded                        |     |    |      |   |
|  | with DX (24×16)   |     |    |      |   |
|  | selected for image area: Cl 1 to 5 fps, Ch 5 fps • 14-bit |     |    |      |   |
|  | NEF (RAW) images recorded with                            |     |    |      |   |
| 0<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10  | 1.3× (18×12) selected for                                 |     |    |      |   |
| THE STATE OF THE S | image area: Cl 1 to 6 fps, Ch 6 fps                       |     |    |      |   |
|  | Maximum frame rate in live view is                        |     |    |      |   |
| 2.29   | 3.7 fps   |     |    |      |   |
| 2.29   | Self-timer<br>2 s, 5 s, 10 s, 20 s; 1 to 9 exposures      | -   |    |      |   |
|  | at intervals of 0.5, 1, 2                                 |     | 21 |      | - |
|  | or 3 s  |     |    |      |   |
| 2.30   | Remote control modes (ML-L3)                              |     |    |      |   |
|  | Delayed remote, quick-response                            | = 1 |    |      |   |
| 2.31   | remote, remote mirror-up                                  |     |    |      |   |
| 2.31   | Exposure metering TTL exposure metering using 2016-       |     |    | <br> |   |
|  | pixel RGB sensor  |     |    |      |   |
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Kegunaan JNIT SELANGOR :

Pengesahan Spesifikasi Teknikal Perolehan Runcit/Terus

Nama Fakulti/ Jabatan/ Unit

CADANGAN MEMBEKAL, MENGHANTAR, MENGUJILARI DAN MENYELENGGARA PERALATAN PANDANG DENGAR DIGITAL SLR CAMERA

: FAKULTI FILEM, TEATER & ANIMASI, UITM KAMPUS PUNCAK PERDANA

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Nama Fakulti/ Jabatan/ Unit

CADANGAN MEMBEKAL, MENGHANTAR, MENGUJILARI DAN MENYELENGGARA PERALATAN PANDANG DENGAR DIGITAL SLR CAMERA

🖟 FAKULTI FILEM, TEATER & ANIMASI, UITM KAMPUS PUNCAK PERDANA

|      | No. Rujukan Sebutharga Fakulti/ Jabatan/ Unit          | ( <u> </u> |    | <br> |  |
|------|--|------------|----|------|--|
|      | Tarikh Tutup Tawaran Perolehan Runcit                  |            |    |      |  |
| 2.53 | Nikon Creative Lighting System (CLS)                   |            |    |      |  |
|      | Nikon CLS supported; commander mode option available   |            |    |      |  |
| 2.54 | Sync terminal  |            |    |      |  |
| 1100 | AS-15 Sync Terminal Adapter                            |            |    |      |  |
|      | (available separately)                                 |            |    |      |  |
| 2.55 | White balance  |            |    |      |  |
|      | sunlight, flash, cloudy, shade, preset                 |            |    |      |  |
| Ř    | manual (up to 6 values                                 |            |    |      |  |
|      | can be stored, spot white balance                      |            |    |      |  |
| ĺ    | measurement available                                  |            |    |      |  |
|      | during live view), choose color temperature (2500 K to |            |    |      |  |
|      | 10000 K), all with fine-tuning                         |            |    |      |  |
| 2.56 | Bracketing types                                       |            |    |      |  |
| 2.00 | Exposure, flash, white balance and                     |            |    |      |  |
|      | ADL  |            |    |      |  |
| 2.57 | Live view modes  |            |    |      |  |
|      | photo live view, movie live view                       |            |    |      |  |
| 2,58 | Live view lens servo                                   |            |    |      |  |
|      | • Autofocus (AF): Single-servo AF                      |            |    |      |  |
|      | (AF-S); full-time servo AF                             |            |    |      |  |
|      | (AF-F) • Manual focus (M)                              |            |    |      |  |
| 2.59 | AF-area modes  |            |    |      |  |
|      | Face-priority AF, wide-area AF,                        |            |    |      |  |
|      | normal-area AF, subjecttracking                        |            |    |      |  |
|      | AF   |            |    |      |  |
| 2.60 | Autofocus  |            |    |      |  |
|      | Contrast-detect AF anywhere in frame                   |            | Vi |      |  |
|      | (camera selects focus point automatically when face-   |            |    |      |  |
|      | priority AF or subjecttracking                         |            |    |      |  |
|      | AF is selected)  |            |    |      |  |
| 2.61 | Movie metering   |            |    |      |  |
|      | TTL exposure metering using main                       |            |    |      |  |
|      | image sensor   |            |    |      |  |
| 2.62 | Movie metering method                                  |            |    |      |  |
|      | Matrix or center-weighted                              |            |    |      |  |
| 2.63 | Frame size (pixels) and frame rate                     |            |    |      |  |
| 2.00 | • 1920 × 1080; 60p (progressive),                      |            |    |      |  |
| 6000 | 50p, 30p, 25p, 24p                                     |            |    |      |  |
|      | • 1280 × 720; 60p, 50p                                 |            |    |      |  |
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J.I.M. Cawangan Selangar



Nama Fakulti/ Jabatan/ Unit

CADANGAN MEMBEKAL, MENGHANTAR, MENGUJILARI DAN MENYELENGGARA PERALATAN PANDANG DENGAR DIGITAL SLR CAMERA

: FAKULTI FILEM, TEATER & ANIMASI, UITM KAMPUS PUNCAK PERDANA

|  | No. Rujukan Sebutharga Fakulti/ Jabatan/ Unit |   |     |   |   |
|--|---|---|-----|---|---|
|  | Tarikh Tutup Tawaran Perolehan Runcit         |   |     |   |   |
|  |   |   |     |   |   |
| 2.73   | HDMI output                                   |   |     |   |   |
|  | Type C HDMI connector                         |   |     |   |   |
| 2.74   | Accessory terminal                            |   |     |   |   |
|  | Wireless remote controllers: WR-1             |   |     |   |   |
|  | and WR-R10, Remote                            | 1 |     |   |   |
|  | cord: MC-DC2, GPS unit: GP-1/GP-              | 1 |     |   |   |
|  | 1A (all available                             |   |     | 1 |   |
|  | separately)                                   |   |     |   |   |
| 2.75   | Audio input                                   |   |     |   |   |
|  | Stereo mini-pin jack (3.5-mm                  |   |     |   |   |
|  | diameter; plug-in power                       | İ |     |   |   |
|  | supported)                                    |   |     |   |   |
| 2.76   | Audio output                                  |   |     |   |   |
|  | Stereo mini-pin jack (3.5-mm<br>diameter)     |   |     |   |   |
| 2.77   | Wireless standards                            |   |     |   |   |
| 2.77   | IEEE 802.11b, IEEE 802.11g                    |   |     |   |   |
| 2.78   | Operating frequency                           |   |     |   |   |
| 2.70   | 2412 to 2462 MHz (channels 1 to 11)           |   |     |   | + |
| 2.79   | Range (line of sight)                         |   |     |   |   |
| 2.75   | Approx. 30 m/98 ft (assumes no                |   |     |   |   |
|  | interference; range may                       |   |     |   |   |
|  | vary with signal strength and                 |   |     |   |   |
|  | presence or absence of                        |   |     |   |   |
|  | obstacles)                                    | 1 |     |   |   |
| 2.80   | Data rate                                     |   |     |   |   |
|  | 54 Mbps; maximum logical data rates           |   |     |   |   |
|  | according to IEEE                             |   |     |   |   |
|  | standard; actual rates may differ             |   |     |   |   |
| 2.81   | Authentication                                |   |     |   |   |
|  | Open system, WPA2-PSK                         |   |     |   |   |
| 2.82   | Wireless setup                                |   |     |   |   |
|  | Supports WPS                                  |   |     |   |   |
| 2.83   | Access protocols                              |   |     |   |   |
|  | Infrastructure                                |   | V.  |   |   |
| 2.84   | NFC operation                                 |   |     |   |   |
| B  | NFC Forum Type 3 Tag                          |   |     |   |   |
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UNIVERSITI TEKNOLOGI MARA CAWANGAN SELANGOR, KAMPUS PUNCAK ALAM D/A: BAHAGIAN TEKNOLOGI MAKLUMAT, ARAS 3, BANGUNAN FF1

Tajuk Tawaran

Kegunaan JNIT SELANGOR :

Pengesahan Spesifikasi Teknikal Perolehan Runcit/Terus

Nama Fakulti/ Jabatan/ Unit

CADANGAN MEMBEKAL, MENGHANTAR, MENGUJILARI DAN MENYELENGGARA PERALATAN PANDANG DENGAR DIGITAL SLR CAMERA

FAKULTI FILEM, TEATER & ANIMASI, UITM KAMPUS PUNCAK PERDANA

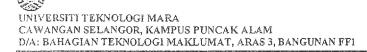
|  | No. Rujukan Sebutharga Fakulti/ Jabatan/ Unit                            |              |   |   |                        |      |
|--|--|--------------|---|---|------------------------|------|
|  | Tarikh Tutup Tawaran Perolehan Runcit                                    |              |   |   |                        |      |
| 2.93   | Supplied accessories   |              |   |   |                        |      |
| 2.55   | EN-EL15 Rechargeable Li-ion  |              |   |   |                        |      |
|  | Battery, MH-25a Battery Charger,   |              |   |   |                        |      |
| 1000   | UC-E17 USB Cable, AN-DC1 BK  |              |   |   |                        |      |
|  | Camera Strap,  |              |   |   |                        |      |
|  | BF-1B Body Cap, DK-5 Eyepiece  |              |   |   |                        |      |
| STATE OF THE PERSON OF THE PER | Cap, DK-23 Rubber Eyecup   |              |   |   |                        |      |
| 2.94   | Standard Lens  |              |   |   |                        |      |
|  | AF-S DX NIKKOR 18-140MM  |              |   |   |                        |      |
|  | f/3.5 - 5.6G ED VR   |              |   |   |                        |      |
| #X   |  |              |   |   |                        |      |
| E<br>E   | <ul> <li>Lens construction:</li> </ul>                                   |              |   |   |                        |      |
|  | 17 elements in 12 groups   |              |   |   |                        |      |
|  | Minimum focus distance :   |              |   |   |                        |      |
|  | 0.45m/1.48ft (AF),   |              |   |   |                        |      |
|  | <ul> <li>Maximum reproduction ratio</li> <li>1/4.3x</li> </ul>           |              |   |   |                        |      |
|  | Filter-attachment size : 67m   |              |   |   |                        |      |
|  | Accessories : Hood HB-   |              |   |   |                        |      |
|  | 32(optional)/Case CL-  |              |   |   |                        |      |
| 0  | 1018(optional)   |              |   |   |                        |      |
| 2.95   | ADDITIONAL ACCESSORIIES  |              |   |   |                        |      |
|  | AF-S DX NIKKOR 10-24MM   |              |   | 1 |                        |      |
| B  | f/3.5 - 4.5G ed  |              |   |   |                        |      |
|  | <ul> <li>Lens construction :</li> <li>14 elements in 9 groups</li> </ul> |              |   |   |                        |      |
|  | Minimum focus distance   |              |   |   |                        |      |
|  | 0.24m/0.8ft (AF),  |              |   |   |                        |      |
|  | 0.22m/0.7ft (MF)   |              |   |   |                        |      |
|  | <ul> <li>Maximum reproduction ratio</li> </ul>                           |              |   |   |                        |      |
|  | 1/5×   |              |   |   |                        |      |
|  | <ul> <li>Filter-attachment size: 77m</li> </ul>                          |              |   |   |                        |      |
|  | Accessories : Hood HB-   |              |   |   |                        |      |
| 2.96   | 23/Case CL-1118<br>Camera Bag ( 2 Unit )                                 |              |   |   |                        |      |
| 2.97   | Lens Case ( 2 Unit )   |              |   |   |                        |      |
| 3.0  |  | Fit The Wall |   |   |                        | 74.4 |
| 3.1  | Manufacturer's Direct support  |              |   |   | erover on the majorite |      |
|  | (Please do provide letter from the local                                 |              | 1 |   |                        |      |
|  | or authorized manufacturer or<br>Distributor for support to render the   |              |   |   |                        |      |
|  | after sales service)   |              |   |   |                        |      |
|  |  |              |   |   | <u> </u>               |      |
| 3.3  | Cost of Delivery   |              |   |   |                        |      |
| 5  | Cost of delivery of the equipment is borne                               |              |   |   |                        |      |
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CADANGAN MEMBEKAL, MENGHANTAR, MENGUJILARI DAN MENYELENGGARA PERALATAN PANDANG DENGAR DIGITAL SLR CAMERA

|                 | Nama Fakulti/ Jabatan/ Unit  | : FAKULTI FILEM, TEATER & ANIMASI, UITM KAMPUS PUNCAK PERDANA   |
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|                 | No. Rujukan Sebutharga Fakulti/ Jabatan/ Unit  | \$<br>\$ <u>z</u>   |
|                 | Tarikh Tutup Tawaran Perolehan Runcit  | ž   |
| Pembe<br>Bumipi | A PENTING:<br>ekal/ Kontraktor yang mengambil bahagian<br>utera dengan Kementerian Kewangan bersa<br>ekal/ Kontraktor. | perlu menyertakan salinan pendaftaran syarikat dan salinan syarikat<br>ma-sama dokumen ini. Semua maklumat di bawah ini perlu dipenuhi oleh |
|                 | keterangan lanjut.sila berhubung dengan<br>Pegawai dan no. telefon utk dihubungi ( P                                   | TJ): Abdul Shukur Bin Ismail ( 012-3842364 )  |
| 4               | Tempoh Jaminan (minimum 1 Tahun)   | 1   |
| 5               | Tempoh akhir sah laku tawaran  |   |
| 6               | Tempoh serahan   | :   |
| 7               | Tarikh borang ini dilengkapkan   | :   |
| 8               | Keterangan Syarikat:   |   |
|                 | Nama Pegawai Bertanggungjawab<br>Tandatangan<br>Tarikh .<br>Jawatan<br>Cop Rasmi Syarikat<br>No. Telefon<br>No. Faks   |   |

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Jawatankupsa IT & Elektronik Negeri (JITEN)
U: IM Cawangan Selangor

| Kegunaan JNIT SELANGOR :                             |
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# SENARAI PERALATAN DAN HARGA YANG DITAWARKAN

Tidak Bumiputera Sila sertakan sijil yang berkenaan 30 Hari Pembekal Tunggal: Tempoh Sahlaku: Status Syarikat:

Bukan Bumiputera

Adalah dengan ini, kami yang bertandatangan di bawah ini mengaku bahawa kami adalah tertakluk kepada Akta Pencegahan Rasuah 1997, yang mana berkenaan seperti berikut:

Sebarang perbuatan atau percubaan rasuah untuk menawar atau memberi, meminta atau menerima apa-apa suapan secara rasuah kepada dan daripada mana-mana orang berkaitan perolehan ini merupakan suatu kesalahan jenayah di bawah Akta Pencegahan Rasuah 1997.

Sekiranya mana-mana pihak ada menawar atau memberi apa-apa suapan kepada mana-mana anggota pentadbiran awam, maka pihak yang ditawar atau diberi suapan dikehendaki membuat aduan segera ke pejabat Badan Pencegah Rasuah atau balai polis yang berhampiran. Kegagalan berbuat demikian adalah merupakan satu kesalahan di bawah Akta Pencegahan Tanpa prejudis kepada tindakan-tindakan lain, tindakan tatatertib terhadap anggota perkhidmatan awam dan menyenaraihitamkan kontraktor atau pembekal boleh diambil sekiranya pihak-

Mana-mana kontraktor atau pembekal yang membuat tuntutan bayaran berkaitan perolehan ini walaupun tiada kerja dibuat atau tiada barangan dibekal mengikut spesifikasi yang ditetapkan atau tiada perkhidmatan dibawah Akta Pencegahan Rasuah 1997 pihak terlibat dengan kesalahan rasuah di bawah Akta Pencegahan Rasuah 1997.

Nama Syarikat/ : Cop Rasmi

e,

No Telefon

03-8944 9120

(4/563F-D)-E

Nombor Fax : 03-8944 128

Nama Pegawai Yang Mengisi :/ Steven Wan

# Appendix 10 Training Record Attendance

No Kad Pengenalan

: 920922-14-5462

Nama Pelajar

Tempoh Latihan Institusi Program Elyn Fardywna binti Mahammad Noor Azam No kad P. Diptoma/Sarjana Muda Pengurusan Sistem Maklumat : Universiti Teknologi Mara Curtm) nachang kelantun : I Februam 2017 Hingga 20 Jun 2017

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| of tool 701 food the way to the substitution of the substitution o | Saciliable Debica across School Rolling to Babrican Ict | Bacaan Yussin Bulah Ramadhan | Taklimat Pengenalan Pengurusan Projek IT | Taklimat Skop Lathan Praktik | Urusotia SITEN Bil 3/2017 WITM CAMANGAN Selangor 1555-1745 | Sosi Latinan Penggunaan Sistem Pengaituan Projek (c/)145-1230 | Sesi Perkembanyan Teknologi: Projektor Casio | arusetia 11764 bil 2/2017 uitm Camangan Selanger 0930 - 1300 |            | Nama Latihan |
| 7.00   | 1700  | 00 41 - 00 1                 | 1400 - 1700                              | 0900-1200                    | 1555-1745  | 1145-1230   | 1000 - 1230                                  | 0930 - 1300  | Jam        | Jumlah       |
|  | - CA  | [Q                           | 101                                      | 10                           | 119  | 2   | 2  | 101  | (Umum/ICT) | Kompetensi   |
| p anagan 1 Cr  | 0 21  | Dahodan 17                   | BOHOLOGO I CI                            | Bahaa                        | Bahasa   | Bahagian 101  | Bahagian 1 CT                                | Bahagian   |            | Anjuran      |

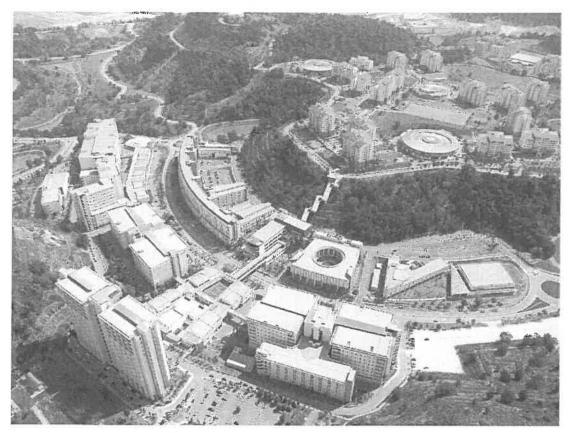
# Appendix 11 Sample of Minute of Meeting Paper



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# Appendix 12 ICT Department's Annual Report





Laporan Bahagian
Teknologi Maklumat
UiTM Cawangan Selangor
Kampus Puncak Alam

## **BAHAGIAN 1**

#### A. PENGENALAN BAHAGIAN TEKNOLOGI MAKLUMAT

Bahagian Teknologi Maklumat diketuai oleh seorang Timbalan Ketua Pegawai Teknologi Maklumat, tiga orang Pegawai Teknologi Maklumat Kanan, seorang Pegawai Teknologi Maklumat dengan dibantu oleh 4 orang Penolong Pegawai Teknologi Maklumat Kanan, 10 orang Penolong Pegawai Teknologi Maklumat, seorang Juruteknik Komputer dan seorang Pembantu Tadbir (Perkeranian/Operasi).

#### VISI

Merealisasikan visi UiTM melalui penyediaan perkhidmatan ICT yang menyeluruh dan berkualiti.

## MISI

Mempertingkatkan pengurusan infrastruktur & infostruktur UiTM dengan teknologi ICT terkini agar mencapai kecemerlangan Universiti.

#### **ALAMAT**

Bahagian ICT Aras 5 Plaza Satelit B Universiti Teknologi MARA Cawangan Selangor Kampus Puncak Alam 42300 Bandar Puncak Alam Selangor Darul Ehsan

## **HUBUNGI KAMI**

+603-32584554

# C. FUNGSI BAHAGIAN TEKNOLOGI MAKLUMAT

Laporati Bahagian Taknologi Maklumat UTPM Cawangiin Selango. Kampus Pancal, Alam

| Hasil Utama           | <ul> <li>Dokumen Perancangan Strategik IT Kampus</li> <li>Laporan Perkembangan Projek IT</li> <li>Senarai Prosedur IT</li> </ul>                      | <ul> <li>Laporan Keperluan Pengguna</li> <li>Dokumen System Requirement Specification</li> <li>Dokumen Reka bentuk Sistem</li> <li>Dokumen Ujilari</li> <li>Dokumen Ujilari</li> <li>Dokumen Hakhir Pengesahan Pengguna</li> <li>Manual Teknikal</li> <li>Manual Pengguna</li> <li>Senarai Latihan Kepada Pengguna Sistem</li> <li>Log Bantuan Teknikal</li> </ul>  | <ul> <li>Pelan Reka Bentuk Rangkaian Kampus</li> <li>Rekod Perkakasan Rangkaian</li> <li>Rangkaian</li> </ul>   |
|-----------------------|---|---|---|
| Skop Bidang Kuasa     | <ul> <li>Menyediakan perancangan strategik IT</li> <li>Memantau perkembangan projek IT</li> <li>Melaksanakan prosedur IT yang berkuatkuasa</li> </ul> | <ul> <li>Mengumpulkan keperluan pengguna daripada pemilik proses terlibat</li> <li>Menganalisa proses &amp; kumpulan pengguna</li> <li>Menambahbaik proses sedia ada &amp; cadangan baru</li> <li>Mencadangkan reka bentuk sistem yang baru</li> <li>Melaksanakan proses pembangunan sistem</li> <li>Melaksanakan Ujian Pengesahan Pengguna</li> <li>Melaksanakan latihan kepada pengguna sistem</li> <li>Memantau operasi sistem setelah diimplementasikan</li> <li>Menyelenggara server pangkalan data</li> <li>Pentadbir sistem pangkalan data</li> <li>Melaksanakan selenggaraan sistem</li> <li>Melaksanakan selenggaraan sistem</li> <li>Melaksanakan salinan sistem dan pangkalan data</li> <li>Memberi bantuan teknikal sistem aplikasi peringkat universiti</li> </ul> | <ul> <li>Merancang, analisa dan reka bentuk sistem rangkaian kampus</li> <li>Melaksanakan pengoperasian harian sistem rangkaian kampus</li> <li>Menyelenggara perkakasan dan sistem rangkaian kampus</li> <li>Pentadbir rangkaian kampus</li> </ul> |
| ıgsi Utama            | Perancangan Strategik IT<br>Pemantauan Projek IT<br>Pengurusan Prosedur IT  | Pembangunan dan<br>selenggaraan sistem<br>aplikasi peringkat kampus<br>Memberi bantuan teknikal<br>sistem aplikasi peringkat<br>universiti  | Perancangan & perkhidmatan rangkaian  |
| Aktiviti Fungsi Utama | <ul> <li>Perancangan Strategi</li> <li>Pemantauan Projek IT</li> <li>Pengurusan Prosedur</li> </ul>   | <ul> <li>Pembangunan dan selenggaraan sistem aplikasi peringkat kar</li> <li>Memberi bantuan tek sistem aplikasi pering universiti</li> </ul>   | Perancangan & perkhidmatan ra   |
| Fungsi Utama          | Ketua Bahagian  | Pengurusan<br>Sistem Aplikasi   | Pengurusan<br>Infrastruktur IT  |

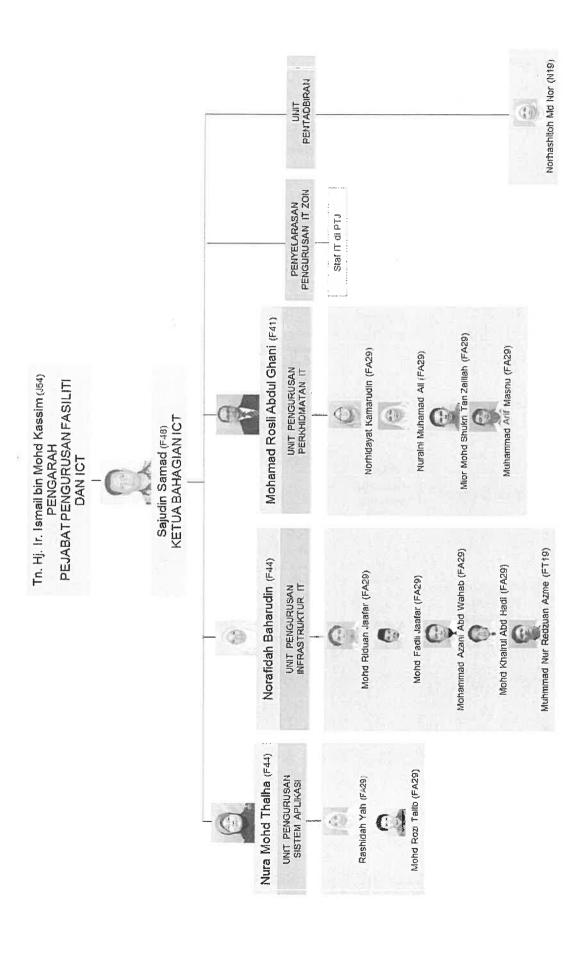
| Rekod Permohonan Emel  | <ul> <li>Rekod Aktiviti Proses Pengambilan Gambar &amp;<br/>Pengeluaran Kad Pelajar</li> <li>Rekod Penyelenggaraan Peralatan Kad<br/>Pelbagaiguna</li> </ul> | Rekod Akaun Tapak Web   | Rekod Aduan Pelanggan  | <ul> <li>Rekod Aktiviti Bantuan Teknikal Program Rasmi</li> <li>Rekod Permohonan Perisian</li> <li>Rekod Kaedah Permohonan Perisian</li> <li>Rekod Kaedah Penyelesaian Perisian</li> <li>Rekod Perolehan &amp; Agihan Perkakasan</li> <li>Sewaan/Pembelian Biasa</li> </ul> |
|--|--|---|--|---|
|  |  |   | - m  |   |
| Menyelenggara perisian emel<br>Menyelenggara akaun emel staf | Melaksana aktiviti kad pelbagai guna kepada pelajar<br>& staf<br>Menyelenggara & baikpulih peralatan berkaitan kad<br>pelbagai guna                          | Mengurus permohonan dan menyelenggara akaun<br>tapak web<br>Menyedia & mengemaskini inventori web/url<br>Webmaster kampus | Menyelesaikan aduan pelanggan tahap 1 pada hari yang sama aduan diterima (hari bekerja) Menyelesaikan aduan pelanggan tahap 2 dalam tempoh selewat-lewatnya 2 hari dari aduan diterima (hari bekerja) Memastikan maklumbalas mohon khidmat sokongan dibuat 2 hari bekerja dari tarikh permohonan diterima Memastikan maklumbalas aduan kerosakan peralatan IT dibuat 1 hari bekerja dari tarikh tiket aduan diterima Memastikan maklumbalas arahan semakan perkakasan IT yang hendak dilupus dibuat 1 hari bekerja dari tarikh arahan diterima | Memberi khidmat bantuan teknikal dan sokongan perkakasan untuk program rasmi universiti Memberi khidmat bantuan teknikal dan sokongan perisian Mengurus perolehan & pengagihan perkakasan komputer desktop/notebook secara sewaan/geran/pembelian biasa                     |
| • •  | • •  | • • •   | • • • • •  | • • •   |
| Perkhidmatan emel  | Perkhidmatan kad<br>pelbagai guna  | Perkhidmatan web  | Pengurusan insiden IT  | Perkhidmatan sokongan<br>pengguna   |
| •  | •  | •   | •  | •   |
| Pengurusan<br>Perkhidmatan IT                                |  |   | Þ  |   |

| <ul> <li>Rekod Cuti Staf</li> <li>Rekod Keluar Waktu Pejabat</li> <li>Laporan Pelanggaran Waktu</li> <li>Log Latihan Staf</li> </ul>   | <ul> <li>Senarai Klasifikasi Surat</li> <li>Senarai fail</li> <li>Senarai dokumen</li> </ul>   | Rekod inventori/aset  | Rekod Pembayaran  | <ul> <li>Rekod Keahlian JITEN</li> <li>Rekod Kehadiran Mesyuarat</li> <li>Surat Keputusan Permohonan</li> <li>Minit Mesyuarat JITEN</li> </ul>         |
|--|--|---|---|--|
| Menyediakan minit mesyuarat Menyediakan minit mesyuarat Mengurus dan mengawal selia staf bahagian (cuti, keluar waktu pejabat, latihan, tuntutan lebih masa, penilaian prestasi, pengesahan jawatan, lapor diri & pertukaran staf) Pembangunan modal insan (latihan/kursus/seminar) Moderator Sistem eKPW Moderator Sistem Biometrik Kehadiran | Menentukan nombor fail pada dokumen masuk dan<br>keluar<br>Mengkelaskan dokumen mengikut kod nombor fail<br>untuk dimasukkan ke dalam fail<br>Menguruskan dokumen terperingkat<br>Menyediakan dokumen yang diperlukan<br>Melupuskan fail yang tidak diperlukan | Simpanan rekod perolehan inventori/aset & bekalan pejabat Melaksanakan perolehan bekalan pejabat (kertas, tonner & alat tulis) & kelengkapan pejabat (papan tanda & perabot) Perolehan inventori/aset & bekalan pejabat | Perolehan projek ICT, aset, inventori & bekalan pejabat Bil IP Telefon Sewaan peralatan (komputer & mesin photostat) Bayaran am (pendahuluan, wang panjar, penginapan & jamuan) | Menyemak permohonan daripada Pusat Tanggung Jawab Membuat panggilan mesyuarat JITEN Menyediakan Surat Keputusan Permohonan Menyediakan minit mesyuarat |
| • Pengurusan Sumber<br>Manusia   | Pengurusan Fail  | Inventori/Aset & Bekalan     Pejabat  | Pengurusan pembayaran   | Keurusetiaan     Jawatankuasa IT &     Elektronik Negeri     (JITEN)   |

Laporau Bahagian Teknologi Maklurat Di M Cavangan Selangor Lampsis Princal. Alam

# CARTA ORGANISASI BAHAGIAN TEKNOLOGI MAKLUMAT

ш



# 2. Nod

| Bil | Lokasi                                      | Kaedah                                      | Blok Bangunan   | Kuantiti |
|-----|---|---|---|----------|
| 1.  | Satelit A Fasa 1                            | Reka &<br>Bina                              | Kolej Rafflesia &<br>Angsana  | 2,832    |
| 2.  | Satelit B Fasa 1                            | Reka &<br>Bina                              | Fakulti Fakulti Farmasi,<br>Fakulti Sains Kesihatan,<br>Dewan Kuliah,<br>Bangunan Petandbiran   | 4,656    |
| 3.  | Satelit A Fasa 2                            | Private<br>Financial<br>initiative<br>(PFI) | Kolej Casuarina &<br>Surau Ibnu Sina  |          |
| 4.  | Satelit B Fasa 2                            | Private<br>Financial<br>Initiative<br>(PFI) | Fakulti Perakaunan, Fakulti Pengurusan Hotel & Pelancongan, Fakulti Pengurusan Perniagaan, PTAR, Dewan Serbaguna, Pejabat Pengurusan Fasiliti, Pusat Kesihatan, Pusat Kegiatan Pelajar & Kafeteria                              | 2,668    |
| 5.  | Satelit A Fasa 3                            | Private<br>Financial<br>Initiative<br>(PFI) | Kolej Dahlia  | -        |
| 6.  | Satelit C (Kompleks Alambina &<br>Senireka) | Private<br>Financial<br>Initiative<br>(PFI) | Fakulti Seni Lukis & Seni Reka, Fakulti Senibina Perancangan & Ukur, Pejabat Polis Bantuan, Dewan Berlian, Tadika, Bengkel Am, Unit Pengurusan Fasiliti, Depoh Kenderaan, PTAR 2, Kolej Baiduri 1 & 2, Kolej Zamrud, Budi Siswa | -        |
|     |   |   | Jumlah  | 10,156   |

# 4. Distribution Switch

| Bil | Lokasi                                      | Kaedah                                      | Blok Bangunan   | Kuantit |
|-----|---|---|---|---------|
| 1.  | Satelit A Fasa 1                            | Reka &<br>Bina                              | Kolej Rafflesia &<br>Angsana  | 12      |
| 2.  | Satelit B Fasa 1                            | Reka &<br>Bina                              | Fakulti Fakulti Farmasi,<br>Fakulti Sains Kesihatan,<br>Dewan Kuliah,<br>Bangunan Petandbiran   | 9       |
| 3.  | Satelit A Fasa 2                            | Private<br>Financial<br>Initiative<br>(PFI) | Kolej Casuarina &<br>Surau Ibnu Sina  | 1       |
| 4.  | Satelit B Fasa 2                            | Private<br>Financial<br>Initiative<br>(PFI) | Fakulti Perakaunan, Fakulti Pengurusan Hotel & Pelancongan, Fakulti Pengurusan Perniagaan, PTAR, Dewan Serbaguna, Pejabat Pengurusan Fasiliti, Pusat Kesihatan, Pusat Kegiatan Pelajar & Kafeteria                              | 7       |
| 5.  | Satelit A Fasa 3                            | Private<br>Financial<br>Initiative<br>(PFI) | Kolej Dahlia  | 5       |
| 6.  | Satelit C (Kompleks Alambina &<br>Senireka) | Private<br>Financial<br>Initiative<br>(PFI) | Fakulti Seni Lukis & Seni Reka, Fakulti Senibina Perancangan & Ukur, Pejabat Polis Bantuan, Dewan Berlian, Tadika, Bengkel Am, Unit Pengurusan Fasiliti, Depoh Kenderaan, PTAR 2, Kolej Baiduri 1 & 2, Kolej Zamrud, Budi Siswa | 6       |
|     |   |   | Jumlah  | 40      |

# 6. Wireless Access Point

| Bil | Jumlah <i>wireless a</i><br>Lokasi          | Kaedah                                      | Blok Bangunan   | Kuantiti |
|-----|---|---|---|----------|
| 1.  | Satelit A Fasa 1                            | Reka &<br>Bina                              | Kolej Rafflesia &<br>Angsana  | 8        |
| 2.  | Satelit B Fasa 1                            | Reka &<br>Bina                              | Fakulti Fakulti Farmasi,<br>Fakulti Sains Kesihatan,<br>Dewan Kuliah,<br>Bangunan Petandbiran   | 438      |
| 3.  | Satelit A Fasa 2                            | Private<br>Financial<br>Initiative<br>(PFI) | Kolej Casuarina &<br>Surau Ibnu Sina  | 153      |
| 4.  | Satelit B Fasa 2                            | Private<br>Financial<br>Initiative<br>(PFI) | Fakulti Perakaunan, Fakulti Pengurusan Hotel & Pelancongan, Fakulti Pengurusan Perniagaan, PTAR, Dewan Serbaguna, Pejabat Pengurusan Fasiliti, Pusat Kesihatan, Pusat Kegiatan Pelajar & Kafeteria                              | -<br>:20 |
| 5.  | Satelit A Fasa 3                            | Private<br>Financial<br>Initiative<br>(PFI) | Kolej Dahlia  | 198      |
| 6.  | Satelit C (Kompleks Alambina &<br>Senireka) | Private<br>Financial<br>Initiative<br>(PFI) | Fakulti Seni Lukis & Seni Reka, Fakulti Senibina Perancangan & Ukur, Pejabat Polis Bantuan, Dewan Berlian, Tadika, Bengkel Am, Unit Pengurusan Fasiliti, Depoh Kenderaan, PTAR 2, Kolej Baiduri 1 & 2, Kolej Zamrud, Budi Siswa | 288      |
|     | -   |   | Jumlah  | 1085     |

# C. SENARAI APLIKASI YANG DIGUNAPAKAI OLEH SEMUA UITM

| Bil | Nama Sistem   | Pemilik Proses  | Staf | PTJ | Pelajar |
|-----|---|---|------|-----|---------|
| 1   | Sistem SIMS Akademik                                | Hal Ehwal Akademik  | V    |     | V       |
| 2   | Sistem SIMS Pengambilan                             | Bahagian Pengambilan Pelajar  | 6    |     | ~       |
| 3   | Financial Application Information System (FAIS)     | Pejabat Bendahari   | 1    |     |         |
| 4   | FinePortal  | Pejabat Bendahari   | 6/   | 6   | V       |
| 5   | Staff Resources Information<br>System (STARS)       | Pejabat Pendaftar   | V    |     |         |
| 6   | Portal I-Staf                                       | Pejabat Pendaftar   | 6    |     |         |
| 7   | eProses STARS                                       | Pejabat Pendaftar   | 1    | V   |         |
| 8   | Integrated Service<br>Management System (iSMS)      | InfoTech  | V    |     |         |
| 9   | Vendor Monitoring System (VMS)                      | InfoTech  | 4    |     |         |
| 10  | Sistem ePelekat Kenderaan                           | Pejabat Polis Bantuan   | V    |     |         |
| 11  | Sistem eSPAK (Pelajar)                              | Pejabat Polis Bantuan   | 6    |     | 4       |
| 12  | Fasilities Management System                        | Pejabat Pengurusan Fasiliti   | V    |     |         |
| 13  | Sistem Pengurusan Kaunseling                        | Pusat Kerjaya dan Kaunseling, Bahagian<br>Hal Ehwal Pelajar, UiTM Shah Alam | V    |     |         |
| 14  | eKaunseling Staf V2                                 | Unit Kerjaya&Kaunseling, UiTM Shah<br>Alam                                  | V    |     |         |
| 15  | Sistem Pengurusan Tempahan<br>Ruang Tanpa Kelulusan | Tiada (pada masa kini di bawah InfoTech<br>UiTM Shah Alam)                  | V    |     |         |
| 16  | Sistem Tempahan Universiti                          | Tiada (pada masa kini di bawah InfoTech<br>UiTM Shah Alam)                  | V    |     |         |
| 17  | eMeeting System                                     | Pentadbiran PTJ   | V    |     |         |
| 18  | Letter Tracking System                              | Pentadbiran PTJ   | V    |     |         |

LAMPIRAN 1 - Caj Bil IP Telefon Tahun 2013 - 2015

| Bulan     |           | Tempatan  |        |           | STD #44.8 |          | Jumlah    |
|-----------|-----------|-----------|--------|-----------|-----------|----------|-----------|
|           | Panggilan | Tempoh    | Caj    | Panggilan | Tempoh    | Caj      | Panggilan |
| Januari   | 4777      | 202:45:41 | 661.20 | 5965      | 162:42:55 | 6,941.70 | 7,602.90  |
| Februari  | 3959      | 165:39:11 | 546.00 | 4937      | 131:29:37 | 5,625.40 | 6,171.40  |
| Mac       | 5618      | 211:06:53 | 723.68 | 6961      | 163:33:49 | 7,036.90 | 7,760.58  |
| April     | 5032      | 203:23:00 | 680.72 | 6732      | 170:37:22 | 7,269.80 | 7,950.52  |
| Mei       | 4606      | 184:45:24 | 617.20 | 5979      | 150:18:58 | 6,402.20 | 7,019.40  |
| Jun       | 4392      | 179:03:33 | 596.12 | 6491      | 166:50:40 | 7,046.50 | 7,642.62  |
| Julai     | 4806      | 210:10:58 | 681.24 | 5924      | 147:52:22 | 6,332.30 | 7,013.54  |
| Ogos      | 3329      | 137:29:18 | 456.88 | 4278      | 108:17:57 | 4,605.10 | 5,061.98  |
| September | 4810      | 195:03:09 | 650.52 | 5923      | 145:36:54 | 6,220.30 | 6,870.82  |
| Oktober   | 4149      | 176:14:49 | 574.68 | 5858      | 132:09:26 | 5,700.00 | 6,274.68  |
| November  | 4167      | 162:36:06 | 546.56 | 5470      | 120:20:36 | 5,220.70 | 5,767.26  |
| Disember  | 3994      | 147:35:22 | 499.76 | 6076      | 130:02:12 | 5,593.20 | 6,092.96  |
|           |           |           |        | 2210      |           | Jumlah   | 81,228.66 |

| Bil Telefon Tahun 2014 |           |           |        |           |            |          |           |  |
|------------------------|-----------|-----------|--------|-----------|------------|----------|-----------|--|
| Bulan                  |           | Tempatan  |        |           | STD        |          | Jumlah    |  |
|                        | Panggilan | Tempoh    | Caj    | Panggilan | Tempoh     | Caj      | Panggilan |  |
| Januari                | 4263      | 173:09:08 | 565.80 | 5118      | 119:37:56  | 5,101.50 | 5,667.30  |  |
| Februari               | 3713      | 159:31:50 | 513.48 | 4861      | 118:04:52  | 5,067.60 | 5,581.08  |  |
| Mac                    | 4535      | 183;04:30 | 600.32 | 5628      | 128:28:24  | 5,432.20 | 6,032.52  |  |
| April                  | 4044      | 162:05:14 | 533.76 | 4942      | 122:27:38  | 5,190.30 | 5,724.06  |  |
| Mei                    | 3968      | 156:21:08 | 522.12 | 5184      | 130:33:33  | 5,529.10 | 6,051.22  |  |
| Jun                    | 3983      | 159:10:45 | 527.52 | 5389      | 127:24:09  | 5,399.60 | 5,927.12  |  |
| Julai                  | 3603      | 166:45:10 | 528.40 | 3729      | 99:35:50   | 4,241.40 | 4,769.80  |  |
| Ogos                   | 3678      | 157:42:00 | 513.28 | 5154      | 125:24:03  | 5,286.20 | 5,799.48  |  |
| September              | 5152      | 230:08:02 | 730.36 | 7916      | 183:26:10  | 7,801.70 | 8,532.06  |  |
| Oktober                | 5466      | 232:00:02 | 759.84 | 6674      | 167:12:44" | 7,169.30 | 7,929.14  |  |
| November               | 5200      | 227:14:48 | 731.52 | 6852      | 167:58:06  | 7,174.60 | 7,906.12  |  |
| Disember               | 4801      | 202:21:27 | 661.08 | 6762      | 168:03:30  | 7,206.70 | 7,867.78  |  |
|                        |           |           |        |           |            | Jumlah   | 77,787.68 |  |

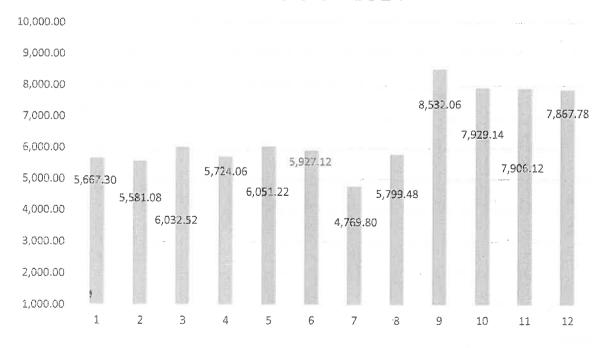
## Graf Perbandingan Bayaran Bil IP Phone

# Mengikut tahun secara keseluruhan

Bil IP Telefon 2013

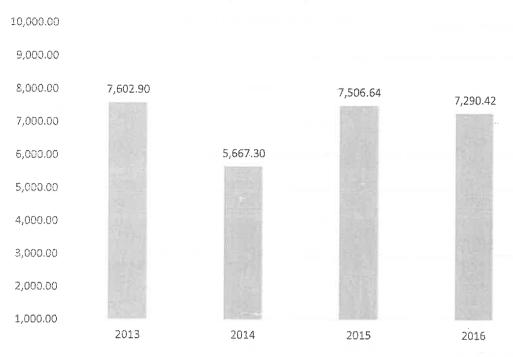


Bil iP Telefon 2014

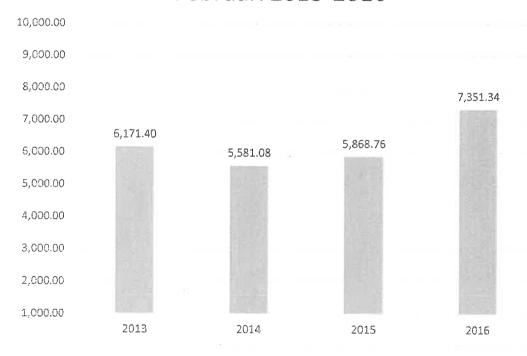


# Mengikut setiap bulan

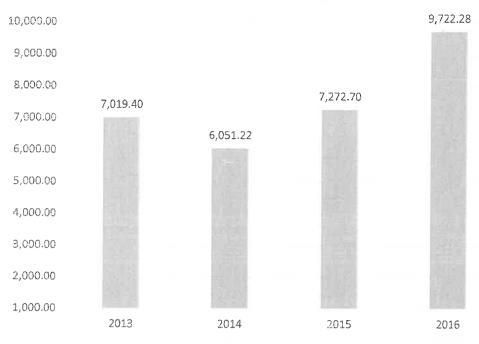
# Januari 2013-2016



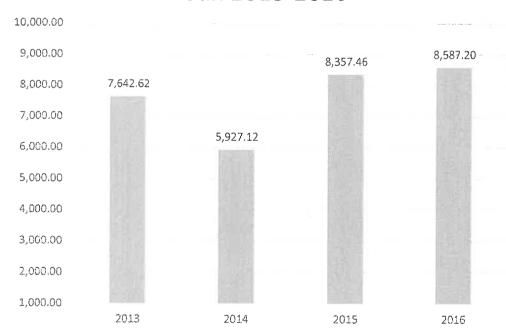
# Februari 2013-2016



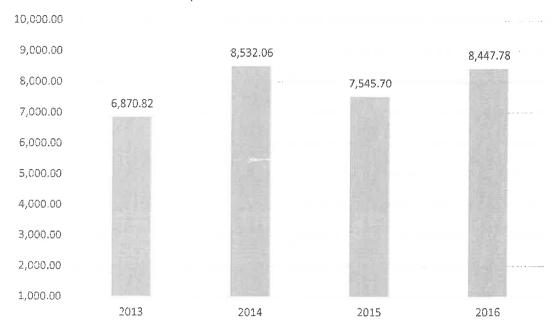
# Mei 2013-2016



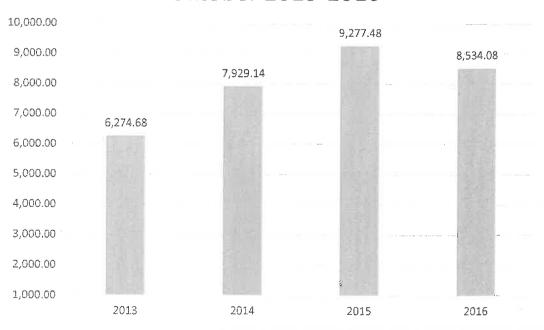
# Jun 2013-2016



# September 2013-2016

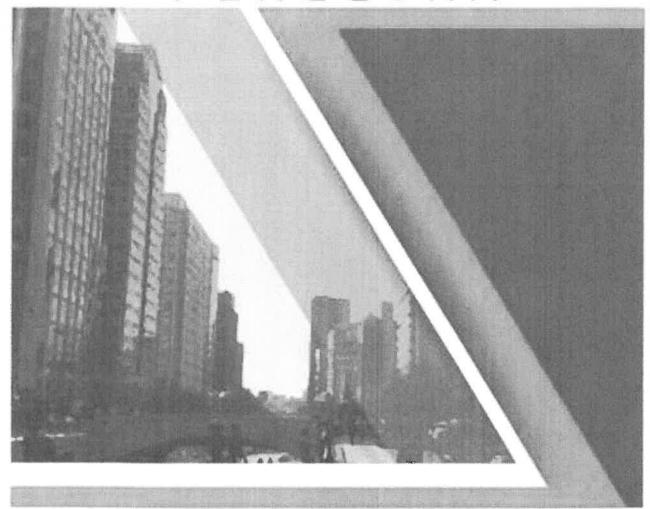


# Oktober 2013-2016



# Appendix 13 Special Project – Information System of ICT Department's User Manual

# MANUAL PENGGUNA



# SISTEM MAKLUMAT BAHAGIAN ICT

(UITM CAWANGAN SELANGOR KAMPUS PUNCAK ALAM)

# MANUAL PENGGUNA

# SISTEM MAKLUMAT BAHAGIAN ICT

Bahagian ICT Universiti Teknologi MARA (UiTM) Cawangan Selangor Kampus Puncak Alam

Jun, 2017

# Manual Pengguna Memorandum Kebenaran

Saya telah menilai dengan teliti Manual Pengguna untuk Sistem Maklumat Bahagian ICT. Dokumen ini telah disiapkan mengikut keperluan Bahagian ICT UiTM Cawangan Selangor Kampus Puncak Alam.

PENSIJILAN PENGURUSAN - Sila tandakan kenyataan yang bersesuaian.

Dokumen ini diterima.

Dokumen ini diterima sementara menunggu perubahan diperhatikan.

Dokumen ini tidak diterima.

Audia

22/06/2017

TARIKH

Pemilik Sistem

TARIKH

22/6/2017

TARIKH

Penyelia Sistem

NAMA DUITA BT ZHINAL ABIDIN

Pengaturcara Sistem

| 4.8 Cetak Statistik  | 4-75          |
|--|---------------|
| 4.8.1 Cetak Statistik – Profil Staf lct                        | 4-76          |
| 4.8.2 Cetak Statistik – Modul Bantuan Teknikal                 | 4-77          |
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| 4.8.4 Cetak Statistik – Modul Kontrak Bahagian Ict             |               |
| 4.8.5 Cetak Statistik – Modul Pelajar Latihan Industri Praktik | 4-80          |
| 4.9 Parameter  |               |
| 4.9.1 Parameter – Jenis Sumber Peruntukan                      | 4-81          |
| 4.9.2 Parameter – Kategori                                     |               |
| 4.9.3 Parameter – Penganjur                                    |               |
| 4.9.4 Parameter – Jenis Kelayakan                              |               |
| 5.0 Menggunakan Sistem   | 5-1           |
| 5. Menggunakan Sistem (Ketua Bahagian Ict)                     |               |
| 5.1 Profil Staf Ict  |               |
| 5.2 Bantuan Teknikal   |               |
| 5.3 Bayaran Bahagian Ict                                       |               |
| 5.4 Kontrak Bahagian lct                                       | · ·           |
| 5.5 Latihan Industri-Praktik                                   |               |
| 5.6 Jana Laporan   |               |
| 5.6.1 Jana Laporan – Profil Staf Ict                           |               |
| 5.6.2 Jana Laporan – Bantuan Teknikal                          |               |
| 5.6.3 Jana Laporan – Bayaran Bahagian Ict                      |               |
| 5.6.4 Jana Laporan – Kontrak Bahagian Ict                      |               |
| 5.6.5 Jana Laporan – Latihan Industri-Praktik                  |               |
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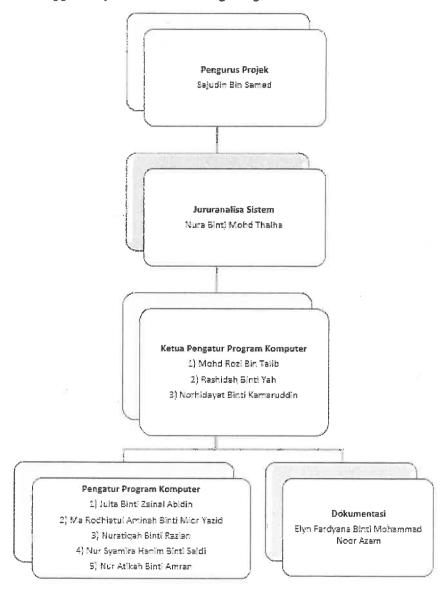
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| Gambarajah 494 Skrin Jana Laporan Pelajar Latihan Industri-Praktik dan butang Laporan   |      |
| Pelajar Praktik Keseluruhan   | 7-70 |
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| Gambarajah 496 Skrin Jana Laporan Pelajar Latihan Industri-Praktik dan butang Laporan   |      |
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| Gambarajah 497 Skrin Jana Laporan Senarai Pelajar Praktik Mengikut Status               |      |
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| Gambarajah 499 Cetak Statistik Mengikut Modul   | 7-72 |
| Gambarajah 500 Cetak Statistik Mengikut Modul dan butang Modul Profil Staf ICT          |      |
| Gambarajah 501 Skrin Laporan Statistik Profil Staf ICT                                  | 7-73 |
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| Gambarajah 503 Skrin Laporan Statistik Bantuan Teknikal                                 | 7-74 |
| Gambarajah 504 Cetak Statistik Mengikut Modul dan butang Modul Pembayaran Bahagian      |      |
|   | 7-75 |
| Gambarajah 505 Skrin Laporan Statistik Pembayaran Bahagian ICT                          |      |
| Gambarajah 506 Cetak Statistik Mengikut Modul dan butang Modul Kontrak Bahagian ICT.    |      |
| Gambarajah 507 Skrin Laporan Statistik Kontrak Bahagian ICT                             |      |
| Gambarajah 508 Cetak Statistik Mengikut Modul dan butang Modul Pelajar Latihan Industri |      |
| Praktik   |      |
| Gambarajah 509 Skrin Laporan Statistik Pelajar Latihan Industri Praktik                 | 7-77 |

1.0 MAKLUMAT AM

# 1.4 Kumpulan Pembangunan

# 1.4.1 Carta Organisasi Sistem

Sistem ini merupakan sistem yang dibangunkan oleh 5 orang pelajar latihan praktik dari Diploma Sains Komputer, Fakulti Sains Komputer dan Matematik (UiTM Cawangan Melaka Kampus Jasin) yang menjalankan latihan praktik di UiTM Cawangan Selangor Kampus Puncak Alam selama 8 minggu. Projek ini adalah sebagai tugasan istimewa mereka.



Gambarajah 1 Carta Organisasi Kumpulan Projek Pembangunan Sistem Maklumat Bahagian ICT

## Bahagian 4.0 Menggunakan Sistem (Pentadbir Sistem)

Bahagian ini menerangkan cara dan langkah yang betul bagaimana pengguna yang bertindak sebagai Pentadbir Sistem untuk menggunapakai sistem.

# Bahagian 5.0 Menggunakan Sistem (Ketua Bahagian ICT)

Bahagian ini menerangkan cara dan langkah yang betul bagaimana pengguna yang bertindak sebagai Ketua Bahagian ICT untuk menggunapakai sistem.

# Bahagian 6.0 <u>Menggunakan Sistem (Ketua Unit)</u>

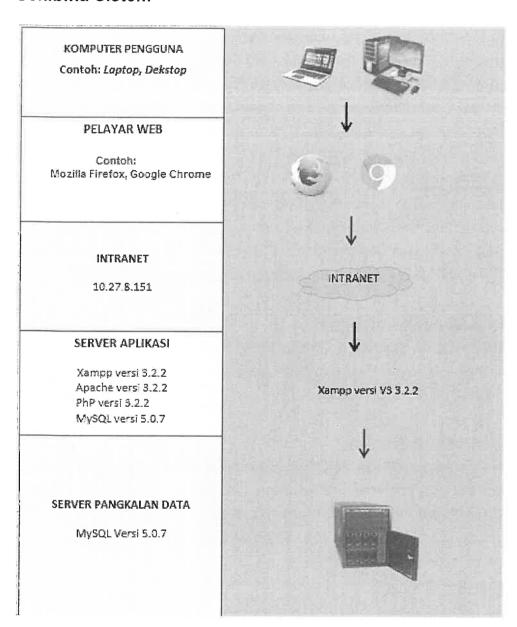
Bahagian ini menerangkan cara dan langkah yang betul bagaimana pengguna yang bertindak sebagai Ketua Unit untuk menggunapakai sistem.

# Bahagian 7.0 <u>Menggunakan Sistem (Staf Pentadbiran)</u>

Bahagian ini menerangkan cara dan langkah yang betul bagaimana pengguna yang bertindak sebagai Staf Pentadbiran untuk menggunapakai sistem.

# 2.0 RINGKASAN SISTEM

# 2.1 Senibina Sistem



Gambarajah 2 Seni Bina Sistem Maklumat Bahagian ICT

# ₩ Modul Pelajar Latihan Industri-Praktik

Maklumat Peribadi Pelajar (Nama Penuh, No Telefon, No Kad Pengenalan, No Pelajar, Alamat Rumah), Maklumat Institusi (Nama Institusi, Alamat Institusi, Nama Program Pengajian), Tarikh Mula Dan Akhir, Tugasan Utama, Tugasan Terperinci, Unit, Penyelia, Aktiviti Yang Dihadiri (Tarikh Mula, Tarikh Tamat, Masa Mula, Masa Tamat, Aktiviti, Lokasi, Anjuran)

# 2.3 Tahap Akses Pengguna

Jadual 1 Tahap Akses Pengguna Sistem Maklumat Bahagian ICT

| Pengguna<br>Perkara   | Pentadbir Sistem  | Ketua<br>Bahagian ICT  | Ketua Unit  | Staf<br>Pentadbiran                                  |
|---|---|--|---|--|
| Ciri - Ciri   | Mewujudkan akaun  – akaun baru bagi setiap pengguna yang ingin menggunakan sistem tersebut, boleh mengakses keseluruhan sistem, selenggara parameter dan selenggara projek. | Boleh<br>mengakses<br>keseluruhan<br>sistem,<br>mengemaskini<br>rekod & boleh<br>menjana<br>laporan. | Mengemaskini<br>rekod & boleh<br>menjana laporan. | Mengemaskini<br>rekod & boleh<br>menjana<br>laporan. |
| Had   | Tiada Had   | Tiada had  | Terhad kepada<br>rekod di bawah<br>kawalan        | Terhad kepada<br>rekod di bawah<br>kawalan           |
| Kekerapan<br>Penggunaan   | Tinggi  | Tinggi   | Tinggi  | Tinggi   |
| Cara Menggunakan Nama<br>Mengakses Pengguna dan Kata<br>Sistem Laluan |   | Menggunakan<br>Nama<br>Pengguna dan<br>Kata Laluan   | Menggunakan<br>Nama Pengguna<br>dan Kata Laluan   | Menggunakan<br>Nama<br>Pengguna dan<br>Kata Laluan   |

|                                     |          | 3.0 Memulakan Penggunaan Sisten |
|-------------------------------------|----------|---------------------------------|
|                                     |          |                                 |
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|                                     |          |                                 |
|                                     | 3.0      | MEMULAKAN PENGGUNAAN SISTEM     |
|                                     |          |                                 |
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|                                     |          |                                 |
|                                     |          |                                 |
|                                     |          |                                 |
| Manual Pengguna Sistem Maklumat Bah | agian IC | Т                               |

#### 3.2 Menu Sistem

Menu sistem akan **berbeza** mengikut kepada setiap pengguna sistem kerana setiap pengguna akan mempunyai menu dan **akses kepada menu tertentu sahaja**.

#### 3.3 Menukar Staff ID & Kata Laluan

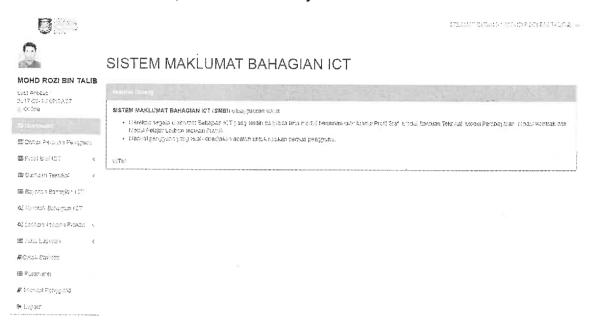
Staff ID adalah sesuatu yang tidak boleh ditukar kerana ia adalah no. pekerja bagi setiap staf UiTM sejak mula bekerja di UiTM. Untuk menukar kata laluan, anda boleh melakukannya menerusi Portal i-Staf UiTM. Setiap kata laluan yang digunakan di Portal i-Staf UiTM adalah sama dengan kata laluan yang digunakan di dalam Sistem Maklumat Bahagian ICT. Sekiranya anda mengubah kata laluan untuk Portal i-Staf UiTM, secara automatic juga kata laluan untuk Sistem Maklumat Bahagian ICT turut berubah.

#### 3.4 Keluar dari Sistem

Setelah anda Log Masuk, di dalam menu sistem dan juga setiap antara muka, akan terdapat butang . Ini akan memudahkan anda untuk Log Keluar pada bila-bila masa sahaja. Langkah ini adalah sama untuk semua jenis pengguna sistem ini.

# 4. MENGGUNAKAN SISTEM (PENTADBIR SISTEM)

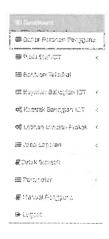
Setelah anda selesai log masuk, akan dapat melihat paparan Dashboard sebagai Pentadbir Sistem seperti dalam Gambarajah 4.



Gambarajah 4 Skrin Dashboard Pentadbir Sistem

# 4.1 Daftar Peranan Pengguna

> Sila tekan menu Daftar Peranan Pengguna. Paparan sepeti dalam Gambarajah 5.



Gambarajah 5 Menu Utama SMBI untuk Pentadbir Sistem

Anda boleh mengemaskini Level pengguna seperti didalam skrin di atas namun anda tidak dibenarkan untuk mengemaskini ID Pengguna dan nama pengguna. Sila klik ikon seperti yang ditandakan didalam Gambarajah 8 dan Pop Timbul seperti didalam Gambarajah 9 dan Gambarajah 10 akan dipaparkan.

Teruskan proces?

OK Cancel

Gambarajah 9 Pop Timbul Teruskan Proces

10.27.8.151 says:

PENGGUNA TELAH RERJAYA DIKEMASKINI

OK

Gambarajah 10 Pop Timbul Kemaskini Berjaya

#### 4.2.1 Tambah Staf

Sila tekan butang Tambah Staf didalam Menu Profil Staf seperti dalam Gambarajah 13 dan skrin Tambah Rekod Staf seperti didalam Gambarajah 14 akan dipaparkan.



Gambarajah 13 Menu Profil Staf untuk Pentadbir Sistem



Gambarajah 14 Tambah Rekod Staf

Anda boleh mengemaskini Semua Maklumat Staf namun anda tidak dibenarkan untuk mengemaskini No Staf. Setelah selesai mengemaskini maklumat seperti di dalam

Gambarajah 17, sila klik butang Gambarajah 18 akan dipaparkan.





Gambarajah 17 Skrin Senarai Rekod Staf dan Ikon Kemaskini

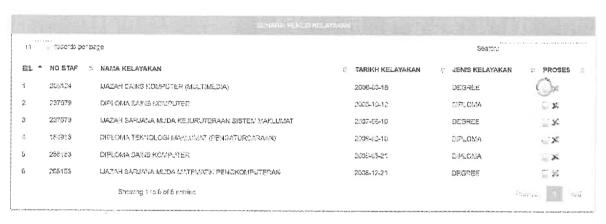


Gambarajah 18 Pop Timbul Rekod Staf Berjaya Dikemaskini



Gambarajah 21 Pop Timbul Maklumat Kelayakan Staf Berjaya Didaftarkan

Anda boleh melihat paparan **Senarai Maklumat Rekod Kelayakan** yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam **Gambarajah 22** untuk kemaskini.



Gambarajah 22 Skrin Senarai Rekod Kelayakan dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Maklumat Kelayakan Staf** namun anda tidak dibenarkan untuk mengemaskini **No Staf**. Selepas anda menekan ikon , **Gambarajah 23** akan dipaparkan.



Gambarajah 23 Skrin Kemaskini Maklumat Kelayakan Staf

Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 27 dan Gambarajah 28 akan dipaparkan.



Gambarajah 27 Pop Timbul Teruskan Hapusan

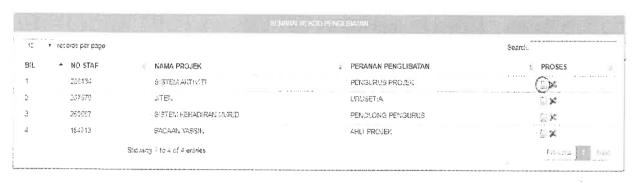


Gambarajah 28 Pop Timbul Hapusan Berjaya



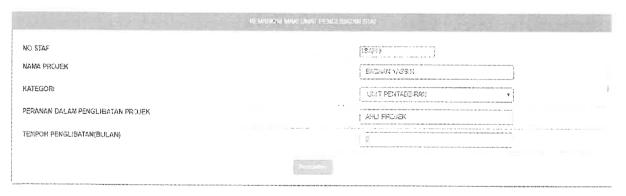
Gambarajah 31 Pop Timbul Maklumat Penglibatan Staf Berjaya Didaftarkan

Anda boleh melihat paparan Senarai Maklumat Penglibatan yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam Gambarajah 32 untuk kemaskini.



Gambarajah 32 Skrin Senarai Rekod Kelayakan dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Maklumat Penglibatan Staf** namun anda tidak dibenarkan untuk mengemaskini **No Staf**. Selepas anda menekan ikon Gambarajah 33 akan dipaparkan.



Gambarajah 33 Skrin Kemaskini Maklumat Penglibatan Staf

> Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 37 dan Gambarajah 38 akan dipaparkan.



Gambarajah 37 Pop Timbul Teruskan Hapusan



Gambarajah 38 Pop Timbul Hapusan Berjaya

memperbetulkan dan mengisi semula maklumat dan Pop Timbul seperti didalam Gambarajah 41 akan dipaparkan:-



Gambarajah 41 Pop Timbul Maklumat Sijil Profesional Staf Berjaya Didaftarkan

Anda boleh melihat paparan Senarai Rekod Sijil yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam Gambarajah 42 untuk kemaskini.



Gambarajah 42 Skrin Senarai Rekod Sijil dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Maklumat Rekod Sijil** namun anda tidak dibenarkan untuk mengemaskini **No Staf**. Selepas anda menekan ikon , **Gambarajah 43** akan dipaparkan.

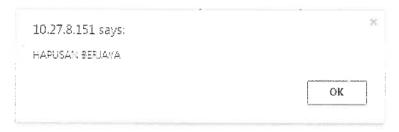


Gambarajah 43 Skrin Kemaskini Maklumat Sijil Profesional S

> Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 47 dan Gambarajah 48 akan dipaparkan.



Gambarajah 47 Pop Timbul Teruskan Hapusan



Gambarajah 48 Pop Timbul Hapusan Berjaya



Gambarajah 51 Pop Timbul Maklumat Sijil Profesional Staf Berjaya Didaftarkan

Anda boleh melihat paparan Senarai Rekod Sijil yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam Gambarajah 52 untuk kemaskini.



Gambarajah 52 Skrin Senarai Rekod Kemahiran dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Maklumat Kemahiran Staf** namun anda tidak dibenarkan untuk mengemaskini **No Staf**. Selepas anda menekan ikon ambarajah 53 akan dipaparkan.



Gambarajah 53 Skrin Kemaskini Maklumat Kemahiran Staf

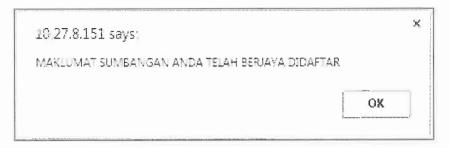
Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 57 dan Gambarajah 58 akan dipaparkan.



Gambarajah 57 Pop Timbul Teruskan Hapusan



Gambarajah 58 Pop Timbul Hapusan Berjaya



Gambarajah 61 Pop Timbul Maklumat Sumbangani Staf Berjaya Didaftarkan

Anda boleh melihat paparan Senarai Rekod Sijil yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam Gambarajah 62 untuk kemaskini.



Gambarajah 62 Skrin Senarai Rekod Sumbangan dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Sumbangan Kemahiran Staf** namun anda tidak dibenarkan untuk mengemaskini **No Staf**. Selepas anda menekan ikon , **Gambarajah 63** akan dipaparkan.



Gambarajah 63 Skrin Kemaskini Maklumat SumbanganStaf

Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 67 dan Gambarajah 68 akan dipaparkan:-



Gambarajah 67 Pop Timbul Teruskan Hapusan



Gambarajah 68 Pop Timbul Hapusan Berjaya

## 4.3.1 Tambah Program

Sila tekan butang Tambah Program didalam Menu Bantuan Teknikal seperti dalam Gambarajah 71 dan skrin Tambah Program seperti didalam Gambarajah 72 akan dipaparkan:-



Gambarajah 71 Menu Profil Staf untuk Pentadbir Sistem



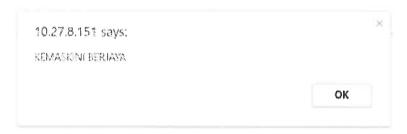
Gambarajah 72 Skrin Tambah Rekod Sijil Profesional

Anda perlu memenuhi ruang kosong yang disediakan untuk menambah rekod program. Setelah selesai, sila klik butang atau untuk memperbetulkan dan mengisi semula maklumat dan Pop Timbul seperti didalam Gambarajah 73 akan dipaparkan:-



Gambarajah 73 Pop Timbul Maklumat Program Berjaya Didaftarkan

Setelah selesai mengemaskini maklumat, sila klik butang dan Pop Timbul seperti didalam Gambarajah 76 akan dipaparkan.



Gambarajah 76 Pop Timbul Kemaskini Berjaya

Untuk menghapuskan rekod, sila klik ikon seperti yang ditandakan didalam Gambarajah 77 untuk menghapus rekod.



Gambarajah 77 Skrin Senarai Maklumat Program dan Ikon Hapus

# 4.4 Modul Bayaran Bahagian ICT

Sila tekan butang Bayaran Bahagian ICT dan menu seperti dalam Gambarajah 81 dan Statistik Maklumat Pembayaran seperti didalam Gambarajah 82 akan dipaparkan:-



Gambarajah 81 Menu Utama SMBI untuk Pentadbir Sistem

# STATISTIK MAKLUMAT PEMBAYARAN



Gambarajah 82 Statistik Maklumat Pembayaran

Anda boleh melihat paparan Senarai Rekod Pembayaran yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam Gambarajah 86 untuk kemaskini.



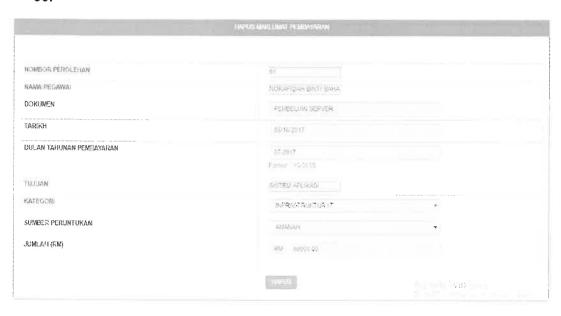
Gambarajah 86 Skrin Senarai Maklumat Pembayaran dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Maklumat Pembayaran** namun anda tidak dibenarkan untuk mengemaskini **ID Pembayaran** dan **Nama Pegawai**. Selepas anda menekan ikon, **Gambarajah 87** akan dipaparkan.



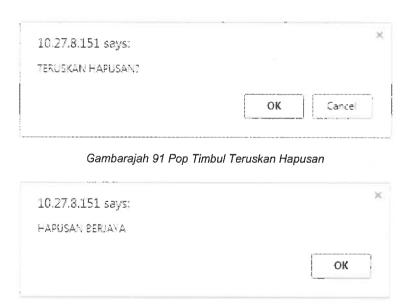
Gambarajah 87 Skrin Kemaskini Maklumat Pembayaran

Skrin Hapus Maklumat Kemahiran Staf akan dipaparkan seperti dalam Gambarajah 90.



Gambarajah 90 Skrin Hapus Maklumat Program

> Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 91 dan Gambarajah 92 akan dipaparkan.



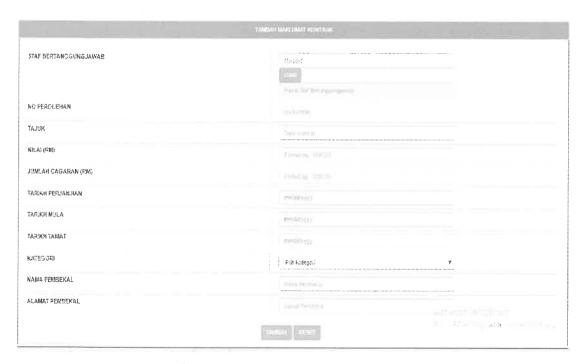
Gambarajah 92 Pop Timbul Hapusan Berjaya

#### 4.5.1 Tambah Kontrak

Sila tekan butang Tambah Kontrak didalam Menu Kontrak Bahagian ICT seperti dalam Gambarajah 95 dan skrin Tambah Rekod Kontrak seperti didalam Gambarajah 96 akan dipaparkan.



Gambarajah 95 Menu Profil Staf untuk Pentadbir Sistem



Gambarajah 96 Skrin Tambah Rekod Kontrak

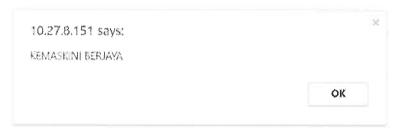


Gambarajah 99 Skrin Kemaskini Maklumat Kontrak

> Setelah selesai mengemaskini maklumat, sila klik butang seperti didalam **Gambarajah 100** akan dipaparkan.



dan Pop Timbul



Gambarajah 100 Pop Timbul Kemaskini Berjaya

> Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 103 dan Gambarajah 104 akan dipaparkan.





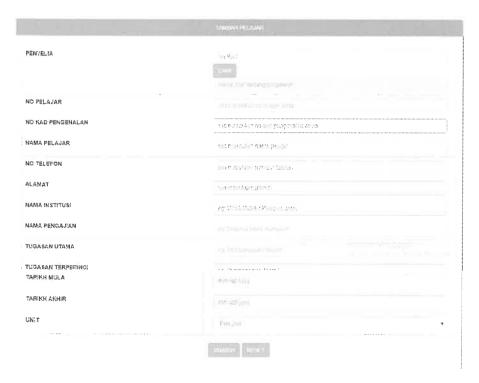
Gambarajah 104 Pop Timbul Hapusan Berjaya

## 4.6.1 Tambah Pelajar

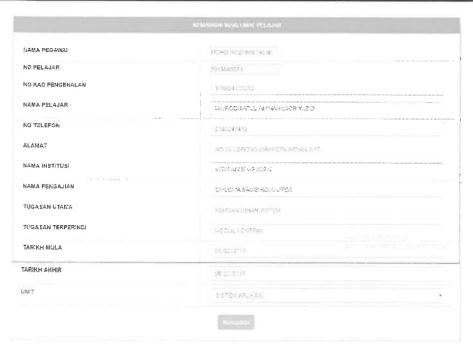
Sila tekan butang Tambah Pelajar didalam Menu Latihan Industri-Praktik seperti dalam Gambarajah 107 dan skrin Pelajar seperti didalam Gambarajah 108 akan dipaparkan.



Gambarajah 107 Menu Latihan Industri-Praktik untuk Pentadbir Sistem



Gambarajah 108 Skrin Tambah Pelajar

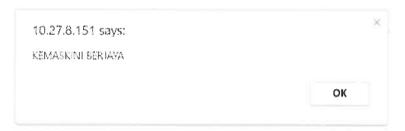


Gambarajah 111 Skrin Kemaskini Maklumat Pelajar

> Setelah selesai mengemaskini maklumat, sila klik butang seperti didalam **Gambarajah 112** akan dipaparkan.



dan Pop Timbul



Gambarajah 112 Pop Timbul Kemaskini Berjaya

> Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 115 dan Gambarajah 116 akan dipaparkan.



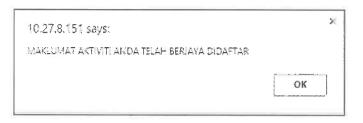
Gambarajah 115 Pop Timbul Teruskan Hapusan



Gambarajah 116 Pop Timbul Hapusan Berjaya

Anda perlu memenuhi ruang kosong yang disediakan untuk menambah aktiviti.

Setelah selesai, sila klik butang dan mengisi semula maklumat dan Pop Timbul seperti didalam Gambarajah 119 akan dipaparkan.



Gambarajah 119 Pop Timbul Maklumat Aktiviti Berjaya Didaftarkan

Anda boleh melihat paparan **Senarai Rekod Aktiviti** yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam **Gambarajah 120** untuk kemaskini.



Gambarajah 120 Skrin Senarai Rekod Aktiviti dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Rekod Aktiviti** namun anda tidak dibenarkan untuk mengemaskini **Bilangan**. Selepas anda menekan ikon , **Gambarajah 4.121** akan dipaparkan.

> Skrin Daftar Kehadiran Pelajar akan dipaparkan seperti dalam Gambarajah 124.



Gambarajah 124 Skrin Daftar Kehadiran Pelajar

Anda harus memasukkan No Pelajar dan klik pada butang saarch . Gambarajah 125 akan dipaparkan:-



Gambarajah 125 Skrin Daftar Pelajar

Seterusnya, anda perlu klik pada butang untuk mendaftar pelajar tersebut dan *Pop Timbul* seperti **Gambarajah 126** akan dipaparkan.



Gambarajah 126 Pop Timbul Maklumat Telah Didaftarkan

Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 129 dan Gambarajah 130 akan dipaparkan.



Gambarajah 129 Pop Timbul Teruskan Hapusan



Gambarajah 130 Pop Timbul Hapusan Berjaya



Gambarajah 133 Skrin Jana Laporan Profil Staf ICT

Anda boleh melihat paparan mengenai maklumat Profil Staf ICT. Sila klik ikon seperti yang ditandakan didalam Gambarajah 134 untuk melihat skrin Skrin Paparan Senarai Rekod Staf Secara Individu seperti dalam Gambarajah 135.

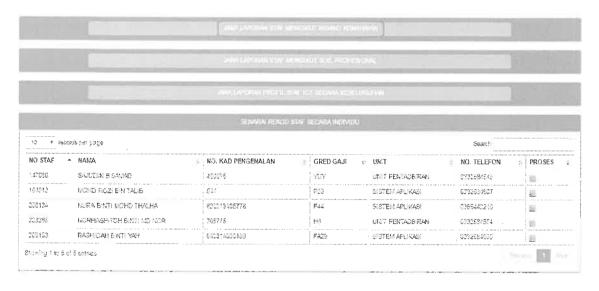


Gambarajah 134 Skrin Paparan Senarai Rekod Staf Secara Individu



Gambarajah 136 Skrin Paparan Laporan Keseluruhan Profil Staf ICT dan Ikon Cetak

Anda juga boleh melihat Laporan Staf Mengikut Bidang Kemahiran. Klik butang Jana Laporan Staf Mengikut Bidang Kemahiran seperti yang ditandakan dalam Gambarajah 137 dan dan Skrin Jana Laporan Profil Staf ICT mengikut Bidang Kemahiran seperti dalam Gambarajah 138 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

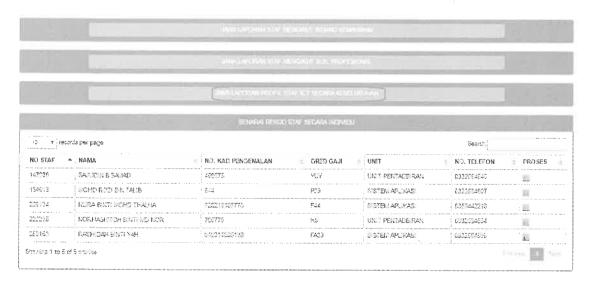


Gambarajah 137 Skrin Jana Laporan Profil Staf ICT dan butang Jana Laporan Staf Mengikut Bidang Kemahiran



Gambarajah 140 Skrin Jana Laporan Profil Staf ICT mengikut Sijil Profesional

Anda juga boleh melihat Laporan Staf ICT Secara Keseluruhan. Klik butang Jana Laporan Staf ICT Secara Keseluruhan seperti yang ditandakan dalam Gambarajah 141 dan dan Skrin Jana Laporan Staf ICT Secara Keseluruhan seperti dalam Gambarajah 142 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon



Gambarajah 141 Skrin Jana Laporan Profil Staf ICT butang Jana Laporan Staf ICT Secara Keseluruhan



Gambarajah 144 Skrin Senarai Maklumat Program

Anda boleh melihat paparan mengenai Senarai Maklumat Program. Sila klik ikon seperti yang ditandakan didalam Gambarajah 145 untuk melihat skrin Skrin Paparan Maklumat Lanjut Program Bahagian ICT seperti dalam Gambarajah 146.



Gambarajah 145 Skrin Senarai Maklumat Program dan Ikon Maklumat Lanjut



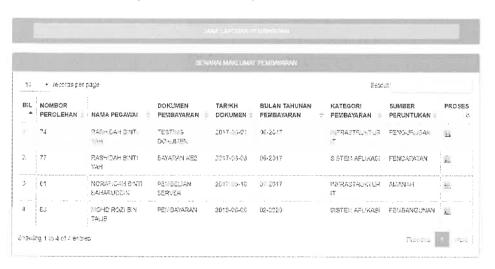
Gambarajah 146 Skrin Maklumat Lanjut Program Bahagian ICT

### 4.7.3 Jana Laporan - Bayaran Bahagian ICT

Sila tekan butang Bayaran Bahagian ICT didalam Menu Jana Laporan seperti dalam Gambarajah 149 dan skrin Senarai Maklumat Pembayaran seperti didalam Gambarajah 150 akan dipaparkan.



Gambarajah 149 Menu Jana Laporan untuk Pentadbir Sistem



Gambarajah 150 Skrin Senarai Maklumat Pembayaran

Anda boleh melihat paparan mengenai Senarai Maklumat Pembayaran. Sila klik ikon seperti yang ditandakan didalam Gambarajah 151 untuk melihat skrin Skrin Paparan Maklumat Lanjut Bayaran Bahagian ICT seperti dalam Gambarajah 152.



Gambarajah 153 Skrin Jana Laporan Pembayaran dan butang Jana Laporan

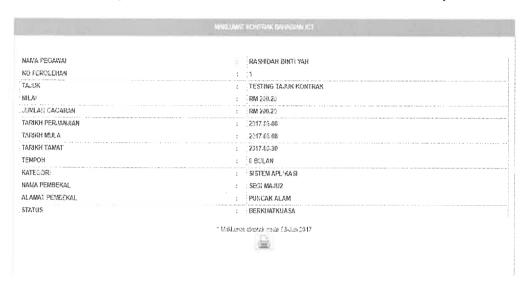


Gambarajah 154 Skrin Senarai Pembayaran Bahagian ICT

1



Gambarajah 157 Skrin Senarai Maklumat Kontrak dan Ikon Maklumat Lanjut



Gambarajah 158 Skrin Maklumat Lanjut Kontrak Bahagian ICT

Anda juga boleh melihat Laporan Kontrak. Klik butang Jana Laporan Kontrak seperti yang ditandakan dalam Gambarajah 159 dan Skrin Senarai Kontrak Bahagian ICT seperti dalam Gambarajah 160 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

#### 4.7.5 Jana Laporan - Latihan Industri-Praktik

Sila tekan butang Latihan Industri-Praktik didalam Menu Jana Laporan seperti dalam Gambarajah 161 dan Senarai Rekod Staf Secara Individu seperti didalam Gambarajah 162 akan dipaparkan.



Gambarajah 161 Menu Jana Laporan untuk Pentadbir Sistem



Gambarajah 162 Skrin Jana Laporan Pelajar Latihan Industri-Praktik

Anda boleh melihat paparan mengenai Senarai Maklumat Pelajar Latihan Praktik Secara Individu. Sila klik ikon seperti yang ditandakan didalam Gambarajah 163 untuk melihat skrin Skrin Paparan Laporan Pelajar Latihan Praktik (Nama Pelajar) seperti dalam Gambarajah 164 dan anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

Anda juga boleh melihat Laporan Pelajar Praktik Keseluruhan. Klik butang Laporan Pelajar Praktik Keseluruhan seperti yang ditandakan dalam Gambarajah 165 dan dan Skrin Jana Laporan Profil Staf ICT mengikut Bidang Kemahiran seperti dalam Gambarajah 166 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon



Gambarajah 165 Skrin Jana Laporan Pelajar Latihan Industri-Praktik dan butang Laporan Pelajar Praktik Keseluruhan



Gambarajah 166 Skrin Jana Laporan Pelajar Latihan Industri-Praktik Keseluruhan

### 4.8 Cetak Statistik

Sila tekan butang Cetak Statistik dan menu seperti dalam Gambarajah 169 dan senarai Senarai Cetak Statistik Mengikut Modul seperti didalam Gambarajah 170 akan dipaparkan.



Gambarajah 169 Menu Utama SMBI untuk Pentadbir Sistem

#### CETAK STATISTIK MENGIKUT MODUL



Gambarajah 170 Cetak Statistik Mengikut Modul

#### 4.8.2 Cetak Statistik - Modul Bantuan Teknikal

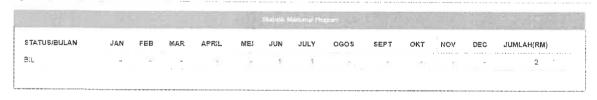
Sila tekan butang Modul Bantuan Teknikal didalam Skrin Cetak Statistik seperti dalam Gambarajah 173 dan Senarai Statistik Bantuan Teknikal seperti didalam Gambarajah 174 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

CETAK STATISTIK MENGIKUT MODUL



Gambarajah 173 Cetak Statistik Mengikut Modul dan butang Modul Bantuan Teknikal

STATISTIK MAKLUNAT PROGRAM MENGIKUT BULAN





Gambarajah 174 Skrin Laporan Statistik Bantuan Teknikal

### 4.8.4 Cetak Statistik - Modul Kontrak Bahagian ICT

Sila tekan butang Modul Kontrak Bahagian ICT didalam Skrin Cetak Statistik seperti dalam Gambarajah 177 dan Senarai Statistik Kontrak Bahagian ICT seperti didalam Gambarajah 178 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

CETAK STATISTIK MENGIKUT MODUL



Gambarajah 177 Cetak Statistik Mengikut Modul dan butang Modul Kontrak Bahagian ICT

#### STATISTIK MAKLUMAT KONTRAK



Gambarajah 178 Skrin Laporan Statistik Kontrak Bahagian ICT

# 4.9 Parameter

> Sila tekan butang Parameter dan menu seperti dalam Gambarajah 181.



Gambarajah 181 Menu Utama SMBI untuk Pentadbir Sistem

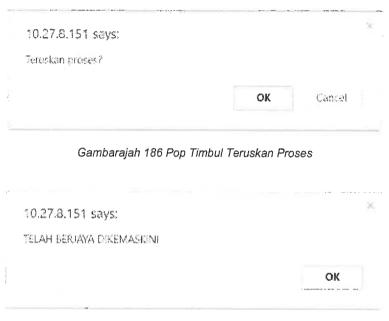
### 4.9.1 Parameter - Jenis Sumber Peruntukan

Sila tekan butang Jenis Sumber Peruntukan didalam Menu Parameter seperti dalam Gambarajah 182 dan skrin Tambah Sumber Perutukan seperti didalam Gambarajah 183 akan dipaparkan.



Gambarajah 182 Menu Parameter untuk Pentadbir Sistem

Tekan butang untuk mengemaskini rekod dan Pop Timbul seperti didalam Gambarajah 186 dan Gambarajah 187 akan dipaparkan.



Gambarajah 187 Pop Timbul Maklumat Berjaya Dikemaskini

### 4.9.2 Parameter - Kategori

Sila tekan butang Kategori didalam Menu Parameter seperti dalam Gambarajah 188 dan skrin Tambah Sumber Perutukan seperti didalam Gambarajah 189 akan dipaparkan.



Gambarajah 188 Menu Parameter untuk Pentadbir Sistem

> Tekan butang untuk mengemaskini rekod dan Pop Timbul seperti didalam Gambarajah 192 dan Gambarajah 193 akan dipaparkan.



Gambarajah 193 Pop Timbul Maklumat Berjaya Dikemaskini

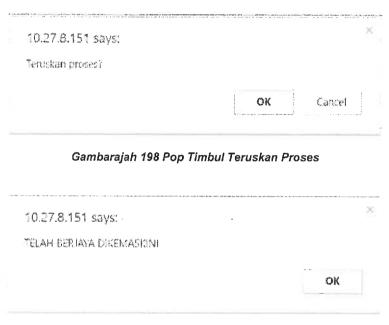
### 4.9.3 Parameter - Penganjur

Sila tekan butang Penganjur didalam Menu Parameter seperti dalam Gambarajah 194 dan skrin Tambah Penganjur seperti didalam Gambarajah 195 akan dipaparkan.



Gambarajah 194 Menu Parameter untuk Pentadbir Sistem

Tekan butang untuk mengemaskini rekod dan Pop Timbul seperti didalam Gambarajah 198 dan Gambarajah 199 akan dipaparkan.



Gambarajah 199 Pop Timbul Maklumat Berjaya Dikemaskini

### 4.9.4 Parameter - Jenis Kelayakan

Sila tekan butang Jenis Kelayakan didalam Menu Parameter seperti dalam Gambarajah 200 dan skrin Tambah Jenis Kelayakan seperti didalam Gambarajah 201 akan dipaparkan.



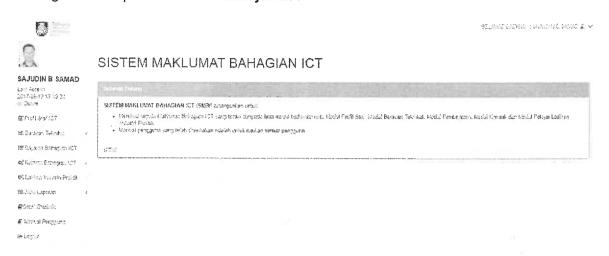
Gambarajah 200 Menu Parameter untuk Pentadbir Sistem

| butang untuk meng<br>arajah 204 dan Gambarajah 205 | emaskini rekod dan Pop Timbul seperti didala<br>akan dipaparkan.   |  |  |  |  |
|--|--|--|--|--|--|
| 10.27.8.151 says:                                  | S. Perdance. In second data transfer and the second |  |  |  |  |
| Terestan proses?                                   |  |  |  |  |  |
|  | <b>OK</b> Cancel   |  |  |  |  |
| Gambarajah 204 Pop Timbul Teruskan Proses          |  |  |  |  |  |
| 10.27.8.151 says:                                  | *  |  |  |  |  |
| TELAH BERJAYA CUREMASIONI                          |  |  |  |  |  |
|  | ок   |  |  |  |  |

Gambarajah 205 Pop Timbul Maklumat Berjaya Dikemaskini

# 5. MENGGUNAKAN SISTEM (KETUA BAHAGIAN ICT)

Setelah anda selesai log masuk, akan dapat melihat paparan Dashboard sebagai Ketua Bahagian ICT seperti dalam Gambarajah 206.



Gambarajah 206 Skrin Dashboard Ketua Bahagian ICT

#### 5.1 Profil Staf ICT

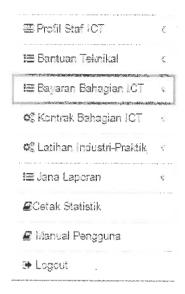
Sila tekan butang Profil Staf ICT seperti dalam Gambarajah 207 dan Statistik Profil Staf ICT seperti didalam Gambarajah 208 akan dipaparkan:-



Gambarajah 207 Menu Utama SMBI untuk Ketua Bahagian ICT

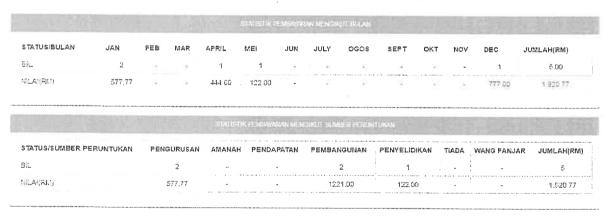
# 5.3 Bayaran Bahagian ICT

Sila tekan butang Bayaran Bahagian ICT seperti dalam Gambarajah 211 dan Statistik Maklumat Bayaran Bahagian ICT seperti didalam Gambarajah 212 akan dipaparkan.



Gambarajah 211 Menu Utama SMBI untuk Ketua Bahagian ICT

#### STATISTIK MAKLUMAT PEMBAYARAN



Gambarajah 212 Statistik Maklumat Program Bantuan Teknikal

### 5.5 Latihan Industri-Praktik

Sila tekan butang Latihan Industri-Praktik seperti dalam Gambarajah 215 dan Statistik Maklumat Kontrak Bahagian ICT seperti didalam Gambarajah 216 akan dipaparkan.

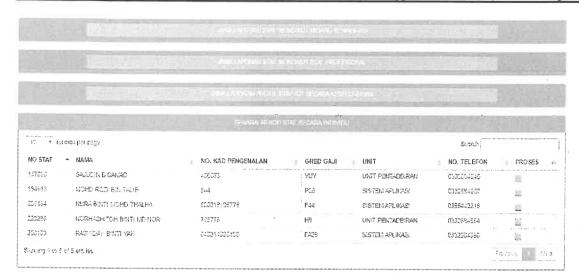


Gambarajah 215 Menu Utama SMBI untuk Ketua Bahagian ICT

STATISTIK BIL PELAJAR LI\_PRAKTIK MENGIKUT UNIT & AKTIF

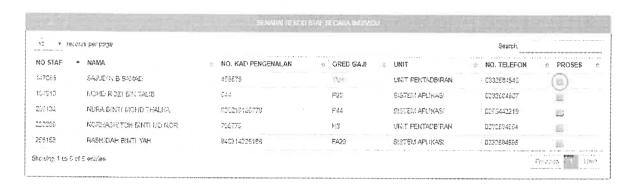


Gambarajah 216 Statistik Maklumat Pelajar Praktik Mengikut Unit dan Akrif



Gambarajah 219 Skrin Jana Laporan Profil Staf ICT

Anda boleh melihat paparan mengenai maklumat Profil Staf ICT. Sila klik ikon seperti yang ditandakan didalam Gambarajah 220 untuk melihat skrin Skrin Paparan Senarai Rekod Staf Secara Individu seperti dalam Gambarajah 221.

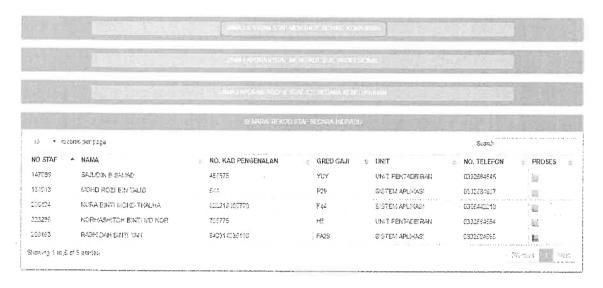


Gambarajah 220 Skrin Paparan Senarai Rekod Staf Secara Individu



Gambarajah 222 Skrin Paparan Laporan Keseluruhan Profil Staf ICT dan Ikon Cetak

Anda juga boleh melihat Laporan Staf Mengikut Bidang Kemahiran. Klik butang Jana Laporan Staf Mengikut Bidang Kemahiran seperti yang ditandakan dalam Gambarajah 223 dan dan Skrin Jana Laporan Profil Staf ICT mengikut Bidang Kemahiran seperti dalam Gambarajah 224 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon



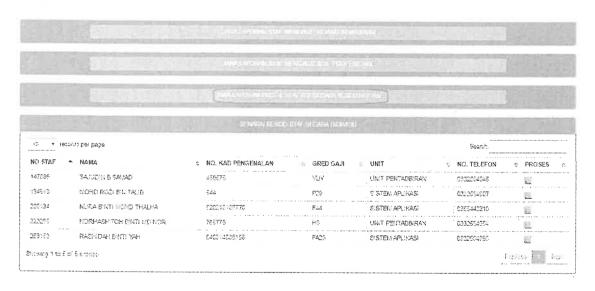
Gambarajah 223 Skrin Jana Laporan Profil Staf ICT dan butang Jana Laporan Staf Mengikut Bidang Kemahiran



LAPORAN SENARAI STAF MENGIKUT SIJIL PROFESIONAL

Gambarajah 226 Skrin Jana Laporan Profil Staf ICT mengikut Sijil Profesional

Anda juga boleh melihat Laporan Staf ICT Secara Keseluruhan. Klik butang Jana Laporan Staf ICT Secara Keseluruhan seperti yang ditandakan dalam Gambarajah 227 dan dan Skrin Jana Laporan Staf ICT Secara Keseluruhan seperti dalam Gambarajah 228 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon



Gambarajah 227 Skrin Jana Laporan Profil Staf ICT butang Jana Laporan Staf ICT Secara Keseluruhan

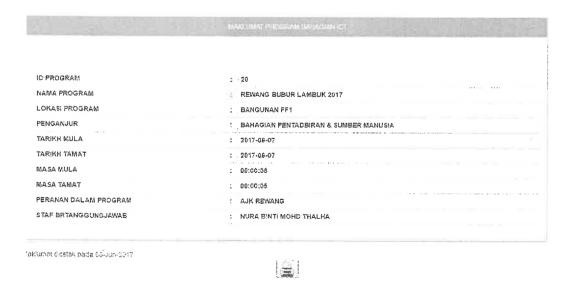


Gambarajah 230 Skrin Senarai Maklumat Program

Anda boleh melihat paparan mengenai Senarai Maklumat Program. Sila klik ikon seperti yang ditandakan didalam Gambarajah 231 untuk melihat skrin Skrin Paparan Maklumat Lanjut Program Bahagian ICT seperti dalam Gambarajah 232.



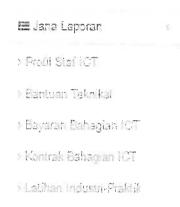
Gambarajah 231 Skrin Senarai Maklumat Program dan Ikon Maklumat Lanjut



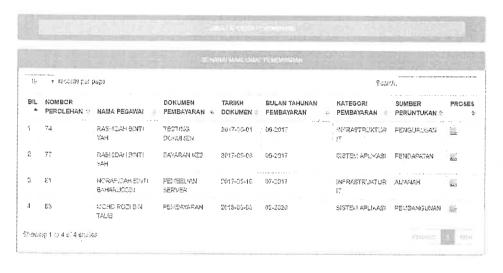
Gambarajah 232 Skrin Maklumat Lanjut Program Bahagian ICT

#### 5.6.3 Jana Laporan - Bayaran Bahagian ICT

Sila tekan butang Bayaran Bahagian ICT didalam Menu Jana Laporan seperti dalam Gambarajah 235 dan skrin Senarai Maklumat Pembayaran seperti didalam Gambarajah 236 akan dipaparkan.



Gambarajah 235 Menu Jana Laporan untuk Ketua Bahagian ICT



Gambarajah 236 Skrin Senarai Maklumat Pembayaran

Anda boleh melihat paparan mengenai Senarai Maklumat Pembayaran. Sila klik ikon seperti yang ditandakan didalam Gambarajah 237 untuk melihat skrin Skrin Paparan Maklumat Lanjut Bayaran Bahagian ICT seperti dalam Gambarajah 238.



Gambarajah 239 Skrin Jana Laporan Pembayaran dan butang Jana Laporan

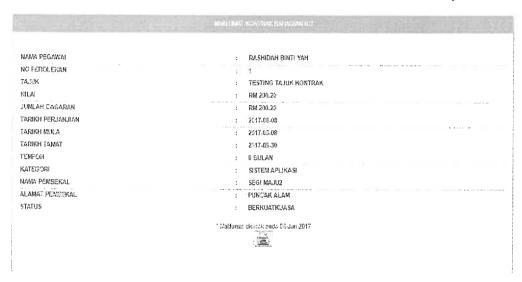




Gambarajah 240 Skrin Senarai Pembayaran Bahagian ICT



Gambarajah 243 Skrin Senarai Maklumat Kontrak dan Ikon Maklumat Lanjut



Gambarajah 244 Skrin Maklumat Lanjut Kontrak Bahagian ICT

Anda juga boleh melihat Laporan Kontrak. Klik butang Jana Laporan Kontrak seperti yang ditandakan dalam Gambarajah 245 dan Skrin Senarai Kontrak Bahagian ICT seperti dalam Gambarajah 246 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

#### 5.6.5 Jana Laporan – Latihan Industri-Praktik

Sila tekan butang Latihan Industri-Praktik didalam Menu Jana Laporan seperti dalam Gambarajah 247 dan Senarai Rekod Staf Secara Individu seperti didalam Gambarajah 248 akan dipaparkan.



Gambarajah 247 Menu Jana Laporan untuk Ketua Bahagian ICT



Gambarajah 248 Skrin Jana Laporan Pelajar Latihan Industri-Praktik

Anda boleh melihat paparan mengenai Senarai Maklumat Pelajar Latihan Praktik Secara Individu. Sila klik ikon seperti yang ditandakan didalam Gambarajah 249 untuk melihat skrin Skrin Paparan Laporan Pelajar Latihan Praktik (Nama Pelajar) seperti dalam Gambarajah 250 dan anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

Anda juga boleh melihat Laporan Pelajar Praktik Keseluruhan. Klik butang Laporan Pelajar Praktik Keseluruhan seperti yang ditandakan dalam Gambarajah 251 dan dan Skrin Jana Laporan Profil Staf ICT mengikut Bidang Kemahiran seperti dalam Gambarajah 252 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon



Gambarajah 251 Skrin Jana Laporan Pelajar Latihan Industri-Praktik dan butang Laporan Pelajar Praktik Keseluruhan



Gambarajah 252 Skrin Jana Laporan Pelajar Latihan Industri-Praktik Keseluruhan

### 5.7 Cetak Statistik

Sila tekan butang Cetak Statistik dan menu seperti dalam Gambarajah 255 dan senarai Senarai Cetak Statistik Mengikut Modul seperti didalam Gambarajah 256 akan dipaparkan.



Gambarajah 255 Menu Utama SMBI untuk Ketua Bahagian ICT

CETAK STATISTIK MENGIKUT MODUL



Gambarajah 256 Cetak Statistik Mengikut Modul

# 5.7.2 Cetak Statistik - Modul Bantuan Teknikal

Sila tekan butang Modul Bantuan Teknikal didalam Skrin Cetak Statistik seperti dalam Gambarajah 259 dan Senarai Statistik Bantuan Teknikal seperti didalam Gambarajah 260 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

CETAK STATISTIK MENGIKUT MODUL



Gambarajah 259 Cetak Statistik Mengikut Modul dan butang Modul Bantuan Teknikal



Gambarajah 260 Skrin Laporan Statistik Bantuan Teknikal

# 5.7.4 Cetak Statistik - Modul Kontrak Bahagian ICT

Sila tekan butang Modul Kontrak Bahagian ICT didalam Skrin Cetak Statistik seperti dalam Gambarajah 263 dan Senarai Statistik Kontrak Bahagian ICT seperti didalam Gambarajah 264 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

CETAK STATISTIK MENGIKUT MODUL



Gambarajah 263 Cetak Statistik Mengikut Modul dan butang Modul Kontrak Bahagian ICT

STATISTIK MAKLUMAT KONTRAK



Gambarajah 264 Skrin Laporan Statistik Kontrak Bahagian ICT

| 6.0 Menggunakan Sist | em (Ketua Unit |
|----------------------|----------------|
|----------------------|----------------|

6.0 MENGGUNAKAN SISTEM (KETUA UNIT)

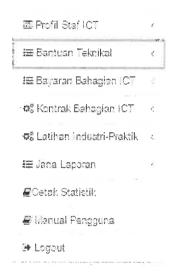
STATISTIK PROFIL STAF ICT



Gambarajah 269 Statistik Profil Staf ICT

### 6.2 Bantuan Teknikal

Sila tekan butang Bantuan Teknikal seperti dalam Gambarajah 270 dan Statistik Maklumat Program Bantuan Teknikal seperti didalam Gambarajah 271 akan dipaparkan:-



Gambarajah 270 Menu Utama SMBI untuk Ketua Unit

STATISTIK MAKLUMAT PROGRAM



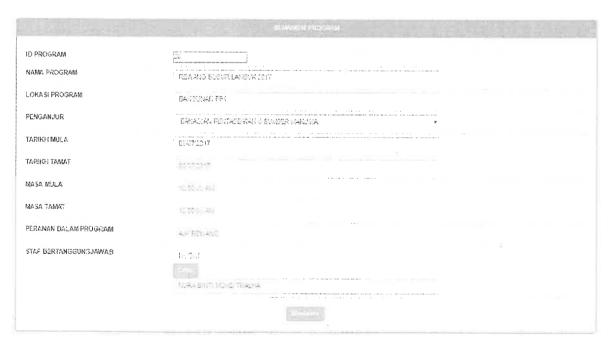
Gambarajah 271 Statistik Maklumat Program Bantuan Teknikal

Anda boleh melihat paparan **Senarai Rekod Program** yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam **Gambarajah 275** untuk kemaskini.

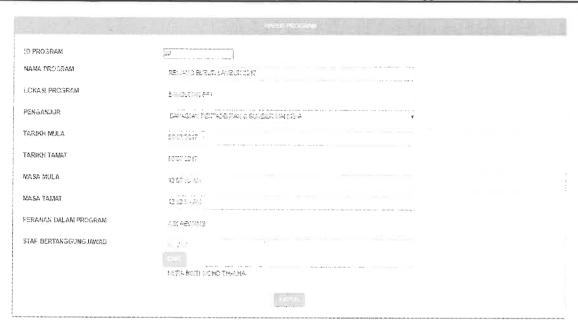


Gambarajah 275 Skrin Senarai Rekod Program dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Maklumat Program** namun anda tidak dibenarkan untuk mengemaskini **ID Program**. Selepas anda menekan ikon , **Gambarajah 276** akan dipaparkan.



Gambarajah 276 Skrin Kemaskini Maklumat Program Bantuan Teknikal



Gambarajah 279 Skrin Hapus Maklumat Program

> Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 280 dan Gambarajah 281 akan dipaparkan.



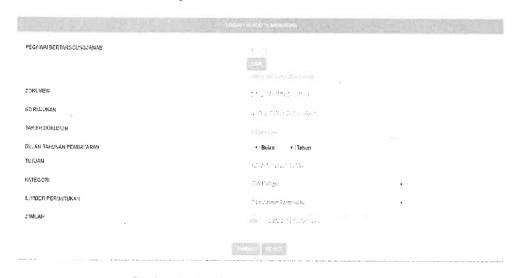
Gambarajah 281 Pop Timbul Hapusan Berjaya

#### 6.3.1 Tambah Bayaran

Sila tekan butang Tambah Bayaran didalam Menu Bayaran Bahagian ICT seperti dalam Gambarajah 284 dan skrin Tambah Rekod Pembayaran seperti didalam Gambarajah 285 akan dipaparkan:-



Gambarajah 284 Menu Profil Staf untuk Ketua Unit



Gambarajah 285 Skrin Tambah Rekod Pembayaran

Pembayaran. Setelah selesai, sila klik butang atau untuk menambah rekod pembayaran. Setelah selesai, sila klik butang atau untuk memperbetulkan dan mengisi semula maklumat dan Pop Timbul seperti didalam Gambarajah 286 akan dipaparkan.



Gambarajah 286 Pop Timbul Maklumat Pembayaran Berjaya Didaftarkan

> Setelah selesai mengemaskini maklumat, sila klik butang dan Pop Timbul seperti didalam **Gambarajah 289** akan dipaparkan.

10.27.8.151 says:

KEIKASKINI BERJAYA

OK

Gambarajah 289 Pop Timbul Kemaskini Berjaya

Untuk menghapuskan rekod, sila klik ikon seperti yang ditandakan didalam Gambarajah 290 untuk menghapus rekod.



Gambarajah 290 Skrin Senarai Maklumat Pembayaran dan Ikon Hapus

Skrin Hapus Maklumat Kemahiran Staf akan dipaparkan seperti dalam Gambarajah 291.

# 6.4 Kontrak Bahagian ICT

Sila tekan butang Kontrak Bahagian ICT seperti dalam Gambarajah 294 dan Statistik Maklumat Kontrak Bahagian ICT seperti didalam Gambarajah 295 akan dipaparkan.

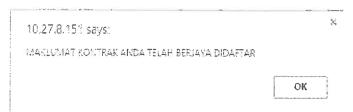


Gambarajah 294 Menu Utama SMBI untuk Ketua Unit

#### STATISTIK MAKLUMAT KONTRAK



Gambarajah 295 Statistik Maklumat Kontrak



Gambarajah 298 Pop Timbul Maklumat Kontrak Berjaya Didaftarkan

Anda boleh melihat paparan **Senarai Rekod Kontrak** yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam **Gambarajah 299** untuk kemaskini.



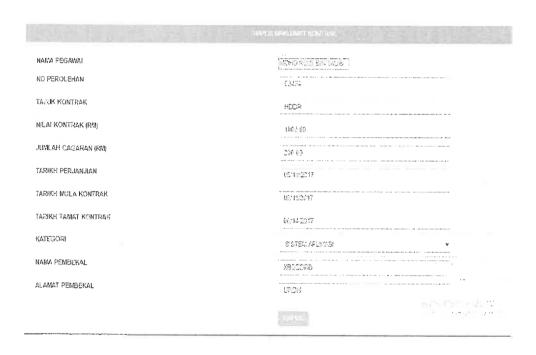
Gambarajah 299 Skrin Senarai Maklumat Kontrak dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Maklumat Kontrak** namun anda tidak dibenarkan untuk mengemaskini **Nama Pegawai**. Selepas anda menekan ikon , **Gambarajah** 300 akan dipaparkan.



Gambarajah 302 Skrin Senarai Maklumat Kontrak dan Ikon Hapus

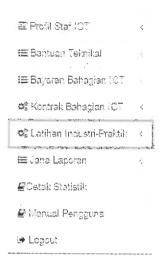
> Skrin Hapus Maklumat Kontrak akan dipaparkan seperti dalam Gambarajah 303.



Gambarajah 303 Skrin Hapus Maklumat Kontrak

### 6.5 Latihan Industri-Praktik

Sila tekan butang Latihan Industri-Praktik seperti dalam Gambarajah 306 dan Statistik Maklumat Kontrak Bahagian ICT seperti didalam Gambarajah 307 akan dipaparkan.



Gambarajah 306 Menu Utama SMBI untuk Ketua Unit

STATISTIK BIL PELAJAR LI\_PRAKTIK MENGIKUT UNIT & AKTIF

| TATUS/UNIT | SISTEM APLIKASI | PERKHIDMATAN IT | INFRASTRUKTUR IT | UNIT PENTADBIRAN | JUMLAH |
|------------|-----------------|-----------------|------------------|------------------|--------|
| KTI#       | 2               | 91              |                  | 1                | š      |

Gambarajah 307 Statistik Maklumat Pelajar Praktik Mengikut Unit dan Aktif



Gambarajah 310 Skrin Senarai Maklumat Program

Anda boleh melihat paparan mengenai Senarai Maklumat Program. Sila klik ikon seperti yang ditandakan didalam Gambarajah 311 untuk melihat skrin Skrin Paparan Maklumat Lanjut Program Bahagian ICT seperti dalam Gambarajah 312.



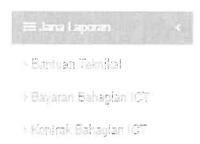
Gambarajah 311 Skrin Senarai Maklumat Program dan Ikon Maklumat Lanjut



Gambarajah 312 Skrin Maklumat Lanjut Program Bahagian ICT

# 6.6.2 Jana Laporan - Bayaran Bahagian ICT

Sila tekan butang Bayaran Bahagian ICT didalam Menu Jana Laporan seperti dalam Gambarajah 315 dan skrin Senarai Maklumat Pembayaran seperti didalam Gambarajah 316 akan dipaparkan.

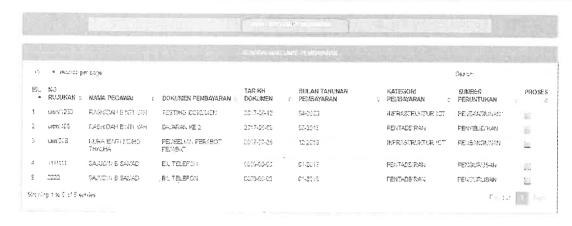


Gambarajah 315 Menu Jana Laporan untuk Ketua Unit



Gambarajah 316 Skrin Senarai Maklumat Pembayaran

Anda boleh melihat paparan mengenai Senarai Maklumat Pembayaran. Sila klik ikon seperti yang ditandakan didalam Gambarajah 317 untuk melihat skrin Skrin Paparan Maklumat Lanjut Bayaran Bahagian ICT seperti dalam Gambarajah 318.



Gambarajah 319 Skrin Jana Laporan Pembayaran dan butang Jana Laporan

| in recaids per page |                     |                                |                       |                   |                             | Starch               |                        |       |
|---------------------|---------------------|--------------------------------|-----------------------|-------------------|-----------------------------|----------------------|------------------------|-------|
| BIL                 | NOMBOR<br>PEROLEHAN | NAMA PEGAWAI                   | DOKUMEN<br>PEMBAYARAN | TARIKH<br>DOKUMEN | BULAN TAHUNAN<br>PEMBAYARAN | TUGUAN<br>PEMBAYARAN | KATEGORI<br>PEMBAYARAN | SUMBE |
| 1                   | 74                  | RASHIDAH BINTI YAH             | TESTING<br>DOKUMEN    | 2017-08-01        | 96-2017                     | DOKULLEN             | INFRASTRUKTUR<br>IT    | PENGL |
| £                   | 77                  | RASHIDAH BINTI YAH             | BAYARAN KE2           | 2017-08-98        | 06-2017                     | KOMPUTER             | SISTEM<br>AFLIKASI     | PENDA |
| 5                   | 81                  | NO DAFIDAN BINTI<br>BAHARUDDIN | FEMBELIAN<br>SERVER   | 2017-05-18        | 67-2017                     | SISTEM<br>APLIKASI   | INFRASTRUKTUR          | AMAN  |
| 4                   | 63                  | BLIAT ME ISON OHOLI            | PEMSAYARAN            | 2016-06-98        | 02-2020                     | SEWAAN               | SISTEM<br>APLIKASI     | PENS  |

1

Gambarajah 320 Skrin Senarai Pembayaran Bahagian ICT



Gambarajah 323 Skrin Senarai Maklumat Kontrak dan Ikon Maklumat Lanjut

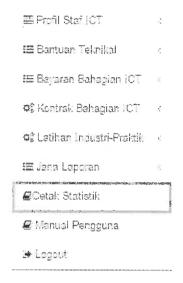


Gambarajah 324 Skrin Maklumat Lanjut Kontrak Bahagian ICT

Anda juga boleh melihat Laporan Kontrak. Klik butang Jana Laporan Kontrak seperti yang ditandakan dalam Gambarajah 325 dan Skrin Senarai Kontrak Bahagian ICT seperti dalam Gambarajah 326 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

# 6.7 Cetak Statistik

> Sila tekan butang Cetak Statistik dan menu seperti dalam Gambarajah 327 dan senarai Senarai Cetak Statistik Mengikut Modul seperti didalam Gambarajah 328 akan dipaparkan.



Gambarajah 327 Menu Utama SMBI untuk Ketua Unit

CETAK STATISTIK MENGIKUT MODUL



Gambarajah 328 Cetak Statistik Mengikut Modul

### 6.7.2 Cetak Statistik - Modul Bantuan Teknikal

Sila tekan butang Modul Bantuan Teknikal didalam Skrin Cetak Statistik seperti dalam Gambarajah 331 dan Senarai Statistik Bantuan Teknikal seperti didalam Gambarajah 332 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon





Gambarajah 331 Cetak Statistik Mengikut Modul dan butang Modul Bantuan Teknikal

STATISTIK MAKLUMAT PROGRAM MENGIKUT BULAN



274

Gambarajah 332 Skrin Laporan Statistik Bantuan Teknikal

# 6.7.4 Cetak Statistik - Modul Kontrak Bahagian ICT

Sila tekan butang Modul Kontrak Bahagian ICT didalam Skrin Cetak Statistik seperti dalam Gambarajah 335 dan Senarai Statistik Kontrak Bahagian ICT seperti didalam Gambarajah 336 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon





Gambarajah 335 Cetak Statistik Mengikut Modul dan butang Modul Kontrak Bahagian ICT

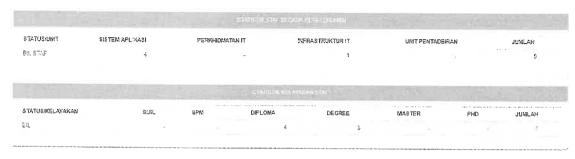
STATISTIK MAKLUMAT KONTRAK



Gambarajah 336 Skrin Laporan Statistik Kontrak Bahagian ICT

|  | 7.0 Menggunakan Sistem (Staf Unit Pentadbiran     |
|--|---|
|  |   |
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|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  | 7.0 MENGGUNAKAN SISTEM<br>(STAF UNIT PENTADBIRAN) |
|  | (erra entri Entri Bardat)                         |
|  |   |
|  |   |
|  | ya .  |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
| Manual Pengguna Sistem Maklumat Bahagian ICT |   |

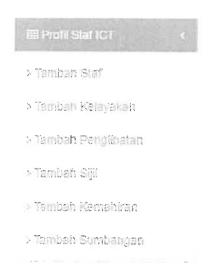
STATISTIK PROFIL STAF ICT



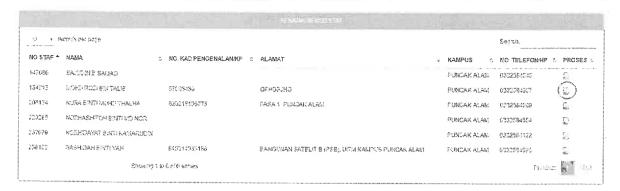
Gambarajah 341 Statistik Profil Staf ICT

### 7.1.1 Tambah Staf

Sila tekan butang Tambah Staf didalam Menu Profil Staf seperti dalam Gambarajah 342 dan skrin Tambah Rekod Staf seperti didalam Gambarajah 343 akan dipaparkan.



Gambarajah 342 Menu Profil Staf untuk Staf Pentadbiran



Gambarajah 345 Skrin Senarai Rekod Staf dan Ikon Kemaskini

Anda boleh mengemaskini Semua Maklumat Staf namun anda tidak dibenarkan untuk mengemaskini No Staf.



Gambarajah 346 Skrin Senarai Rekod Staf dan Ikon Kemaskini

Setelah selesai mengemaskini maklumat, sila klik butang seperti didalam Gambarajah 347 akan dipaparkan.



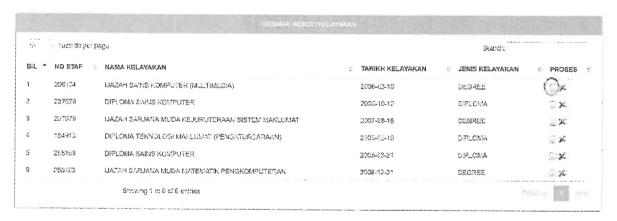


Gambarajah 347 Pop Timbul Rekod Staf Berjaya Dikemaskini



Gambarajah 350 Pop Timbul Maklumat Kelayakan Staf Berjaya Didaftarkan

Anda boleh melihat paparan Senarai Maklumat Rekod Kelayakan yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam Gambarajah 351 untuk kemaskini.



Gambarajah 351 Skrin Senarai Rekod Kelayakan dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Maklumat Kelayakan Staf** namun anda tidak dibenarkan untuk mengemaskini **No Staf**. Selepas anda menekan ikon a, **Gambarajah 352** akan dipaparkan.



Gambarajah 352 Skrin Kemaskini Maklumat Kelayakan Staf

Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam
 Gambarajah 356 dan Gambarajah 357 akan dipaparkan.



Gambarajah 356 Pop Timbul Teruskan Hapusan

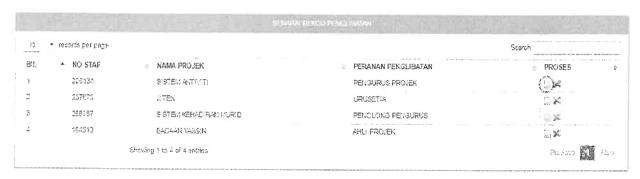


Gambarajah 357 Pop Timbul Hapusan Berjaya



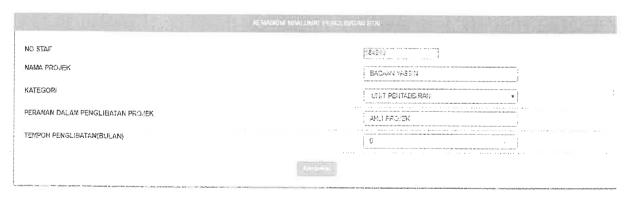
Gambarajah 360 Pop Timbul Maklumat Penglibatan Staf Berjaya Didaftarkan

Anda boleh melihat paparan Senarai Maklumat Penglibatan yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam Gambarajah 361 untuk kemaskini.



Gambarajah 361 Skrin Senarai Rekod Kelayakan dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Maklumat Penglibatan Staf** namun anda tidak dibenarkan untuk mengemaskini **No Staf**. Selepas anda menekan ikon ambarajah 362 akan dipaparkan.



Gambarajah 362 Skrin Kemaskini Maklumat Penglibatan Staf

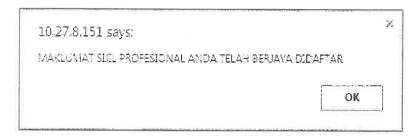
> Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 369 dan Gambarajah 367 akan dipaparkan.



Gambarajah 366 Pop Timbul Teruskan Hapusan



Gambarajah 367 Pop Timbul Hapusan Berjaya



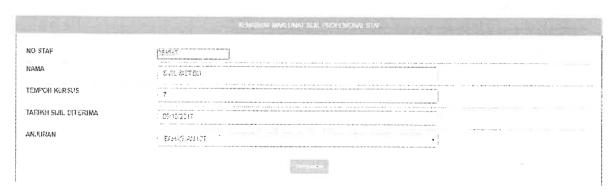
Gambarajah 370 Pop Timbul Maklumat Sijil Profesional Staf Berjaya Didaftarkan

Anda boleh melihat paparan **Senarai Rekod Sijil** yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam **Gambarajah 371** untuk kemaskini.



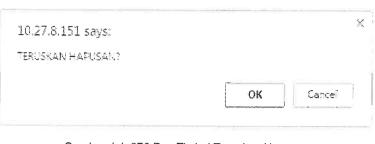
Gambarajah 371 Skrin Senarai Rekod Sijil dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Maklumat Rekod Sijil** namun anda tidak dibenarkan untuk mengemaskini **No Staf**. Selepas anda menekan ikon , **Gambarajah 372** akan dipaparkan.



Gambarajah 372 Skrin Kemaskini Maklumat Sijil Profesional Staf

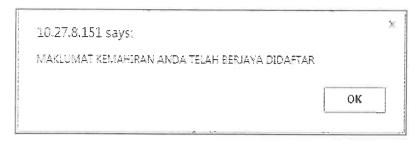
Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 376 dan Gambarajah 377 akan dipaparkan.



Gambarajah 376 Pop Timbul Teruskan Hapusan



Gambarajah 377 Pop Timbul Hapusan Berjaya



Gambarajah 380 Pop Timbul Maklumat Sijil Profesional Staf Berjaya Didaftarkan

Anda boleh melihat paparan Senarai Rekod Sijil yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam Gambarajah 381 untuk kemaskini.



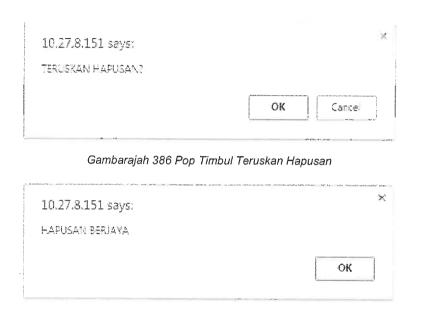
Gambarajah 381 Skrin Senarai Rekod Kemahiran dan Ikon Kemaskini

Anda boleh mengemaskini Semua Maklumat Kemahiran Staf namun anda tidak dibenarkan untuk mengemaskini No Staf. Selepas anda menekan ikon , Gambarajah 382 akan dipaparkan.

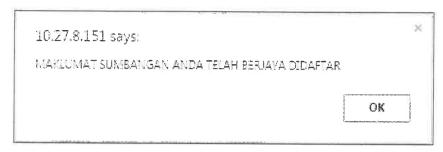


Gambarajah 382 Skrin Kemaskini Maklumat Kemahiran Staf

Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 386 dan Gambarajah 387 akan dipaparkan.



Gambarajah 387 Pop Timbul Hapusan Berjaya



Gambarajah 390 Pop Timbul Maklumat Sumbangani Staf Berjaya Didaftarkan

Anda boleh melihat paparan **Senarai Rekod Sijil** yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam **Gambarajah 391** untuk kemaskini.



Gambarajah 391 Skrin Senarai Rekod Sumbangan dan Ikon Kemaskini

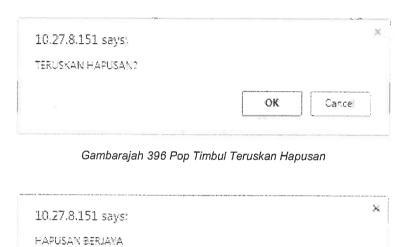
Anda boleh mengemaskini **Semua Sumbangan Kemahiran Staf** namun anda tidak dibenarkan untuk mengemaskini **No Staf**. Selepas anda menekan ikon , **Gambarajah 392** akan dipaparkan.



Gambarajah 392 Skrin Kemaskini Maklumat Sumbangan Staf

OK

Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 396 dan Gambarajah 397 akan dipaparkan:-



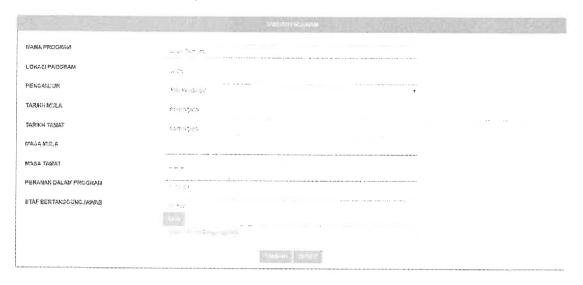
Gambarajah 397 Pop Timbul Hapusan Berjaya

# 7.2.1 Tambah Program

Sila tekan butang Tambah Program didalam Menu Bantuan Teknikal seperti dalam Gambarajah 400 dan skrin Tambah Program seperti didalam Gambarajah 401 akan dipaparkan:-



Gambarajah 400 Menu Profil Staf untuk Staf Pentadbiran



Gambarajah 401 Skrin Tambah Rekod Program

Anda perlu memenuhi ruang kosong yang disediakan untuk menambah rekod program. Setelah selesai, sila klik butang atau untuk memperbetulkan dan mengisi semula maklumat dan Pop Timbul seperti didalam Gambarajah 402 akan dipaparkan:-



Gambarajah 402 Pop Timbul Maklumat Program Berjaya Didaftarkan

Setelah selesai mengemaskini maklumat, sila klik butang dan Pop Timbul seperti didalam **Gambarajah 405** akan dipaparkan.

10.27.8.151 says:

CEMASKINI BERJAYA

OK

Gambarajah 405 Pop Timbul Kemaskini Berjaya

Untuk menghapuskan rekod, sila klik ikon seperti yang ditandakan didalam Gambarajah 406 untuk menghapus rekod.



Gambarajah 406 Skrin Senarai Maklumat Program dan Ikon Hapus

> Skrin Hapus Maklumat Program akan dipaparkan seperti dalam Gambarajah 407.

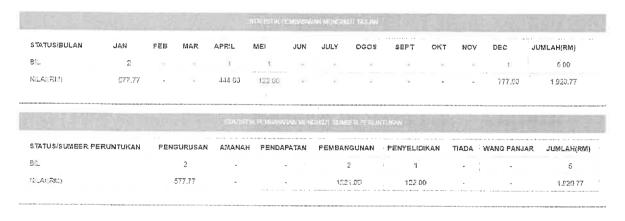
# 7.3 Bayaran Bahagian ICT

Sila tekan butang Bayaran Bahagian ICT seperti dalam Gambarajah 410 dan Statistik Maklumat Bayaran Bahagian ICT seperti didalam Gambarajah 411 akan dipaparkan.



Gambarajah 410 Menu Utama SMBI untuk Staf Pentadbiran

# STATISTIK MAKLUMAT PEMBAYARAN



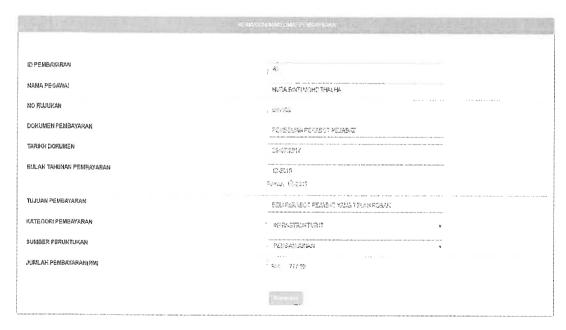
Gambarajah 411 Statistik Maklumat Program Bantuan Teknikal

Anda boleh melihat paparan Senarai Rekod Pembayaran yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam Gambarajah 415 untuk kemaskini.

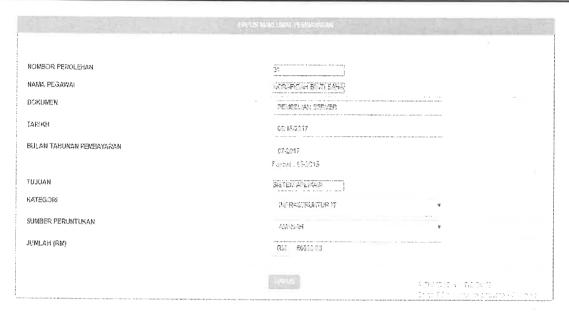


Gambarajah 415 Skrin Senarai Maklumat Pembayaran dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Maklumat Pembayaran** namun anda tidak dibenarkan untuk mengemaskini **ID Pembayaran** dan **Nama Pegawai**. Selepas anda menekan ikon , **Gambarajah 416** akan dipaparkan.



Gambarajah 416 Skrin Kemaskini Maklumat Pembayaran

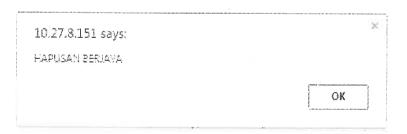


Gambarajah 419 Skrin Hapus Maklumat Program

> Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 420 dan Gambarajah 421 akan dipaparkan.



Gambarajah 420 Pop Timbul Teruskan Hapusan



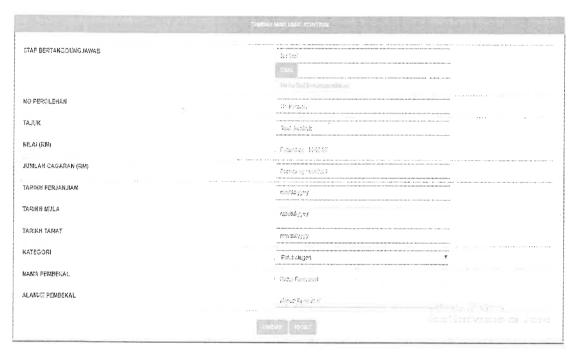
Gambarajah 421 Pop Timbul Hapusan Berjaya

#### 7.4.1 Tambah Kontrak

Sila tekan butang Tambah Kontrak didalam Menu Kontrak Bahagian ICT seperti dalam Gambarajah 424 dan skrin Tambah Rekod Kontrak seperti didalam Gambarajah 425 akan dipaparkan.



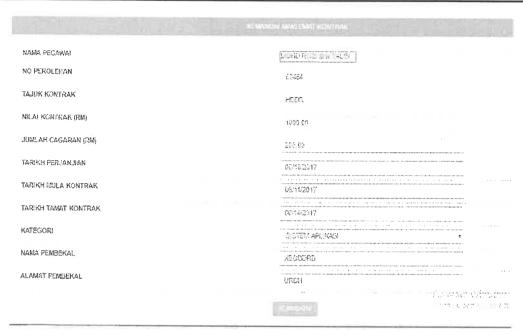
Gambarajah 424 Menu Profil Staf untuk Staf Pentadbiran



Gambarajah 425 Skrin Tambah Rekod Kontrak

Anda perlu memenuhi ruang kosong yang disediakan untuk menambah rekod kontrak.

Setelah selesai, sila klik butang atau untuk memperbetulkan dan mengisi semula maklumat dan Pop Timbul seperti didalam **Gambarajah 426** akan dipaparkan.



Gambarajah 428 Skrin Kemaskini Maklumat Kontrak

> Setelah selesai mengemaskini maklumat, sila klik butang seperti didalam **Gambarajah 429** akan dipaparkan.



dan Pop Timbul



Gambarajah 429 Pop Timbul Kemaskini Berjaya

Untuk menghapuskan rekod, sila klik ikon seperti yang ditandakan didalam Gambarajah 430 untuk menghapus rekod.

> Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 432 dan Gambarajah 433 akan dipaparkan.



Gambarajah 432 Pop Timbul Teruskan Hapusan



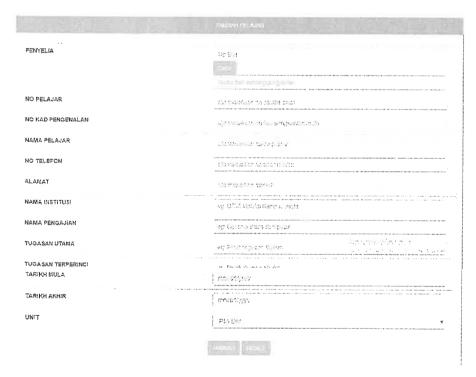
Gambarajah 433 Pop Timbul Hapusan Berjaya

# 7.5.1 Tambah Pelajar

Sila tekan butang Tambah Pelajar didalam Menu Latihan Industri-Praktik seperti dalam Gambarajah 436 dan skrin Pelajar seperti didalam Gambarajah 437 akan dipaparkan.



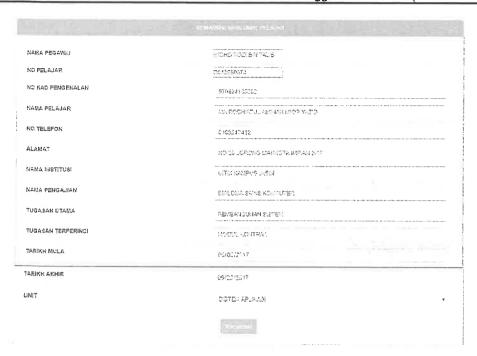
Gambarajah 436 Menu Latihan Industri-Praktik untuk Staf Pentadbiran



Gambarajah 437 Skrin Tambah Pelajar

Anda perlu memenuhi ruang kosong yang disediakan untuk menambah pelajar.

Setelah selesai, sila klik butang atau untuk memperbetulkan dan mengisi semula maklumat dan Pop Timbul seperti didalam Gambarajah 438 akan dipaparkan.



Gambarajah 440 Skrin Kemaskini Maklumat Pelajar

Setelah selesai mengemaskini maklumat, sila klik butang seperti didalam Gambarajah 441 akan dipaparkan.

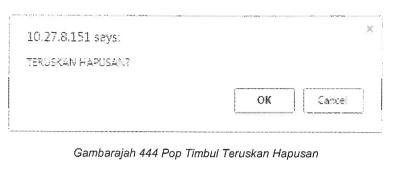




Gambarajah 441 Pop Timbul Kemaskini Berjaya

> Untuk menghapuskan rekod, sila klik ikon seperti yang ditandakan didalam Gambarajah 442 untuk menghapus rekod.

Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 444 dan Gambarajah 445 akan dipaparkan.



10.27.8.151 says:

HAPUSAN BERJAYA

OK

Gambarajah 445 Pop Timbul Hapusan Berjaya

Anda perlu memenuhi ruang kosong yang disediakan untuk menambah aktiviti.

Setelah selesai, sila klik butang atau untuk memperbetulkan dan mengisi semula maklumat dan Pop Timbul seperti didalam Gambarajah 448 akan dipaparkan.



Gambarajah 448 Pop Timbul Maklumat Aktiviti Berjaya Didaftarkan

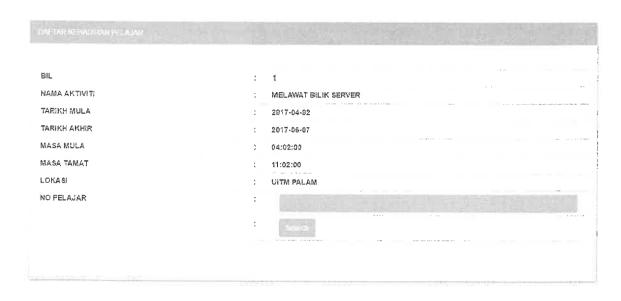
Anda boleh melihat paparan **Senarai Rekod Aktiviti** yang telah ditambah. Maklumat tersebut boleh dikemaskini. Sila klik ikon seperti yang ditandakan didalam **Gambarajah 449** untuk kemaskini.



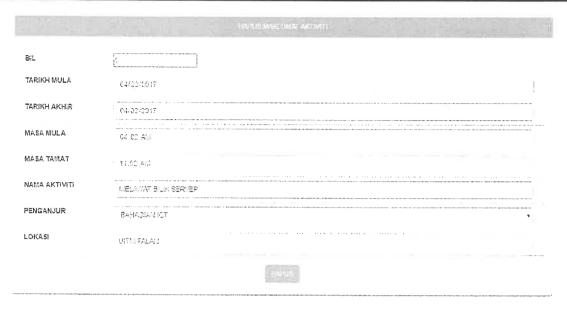
Gambarajah 449 Skrin Senarai Rekod Aktiviti dan Ikon Kemaskini

Anda boleh mengemaskini **Semua Rekod Aktiviti** namun anda tidak dibenarkan untuk mengemaskini **Bilangan**. Selepas anda menekan ikon , **Gambarajah 450** akan dipaparkan.

> Skrin Daftar Kehadiran Pelajar akan dipaparkan seperti dalam Gambarajah 453.



Gambarajah 453 Skrin Daftar Kehadiran Pelajar



Gambarajah 457 Skrin Hapus Maklumat Aktiviti

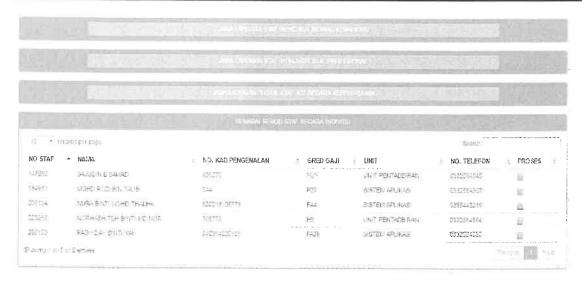
> Tekan butang untuk menghapus rekod dan Pop Timbul seperti didalam Gambarajah 458 dan Gambarajah 459 akan dipaparkan.



Gambarajah 458 Pop Timbul Teruskan Hapusan

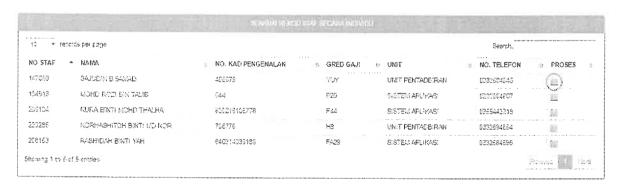


Gambarajah 459 Pop Timbul Hapusan Berjaya



Gambarajah 462 Skrin Jana Laporan Profil Staf ICT

Anda boleh melihat paparan mengenai maklumat Profil Staf ICT. Sila klik ikon seperti yang ditandakan didalam Gambarajah 463 untuk melihat skrin Skrin Paparan Senarai Rekod Staf Secara Individu seperti dalam Gambarajah 464.

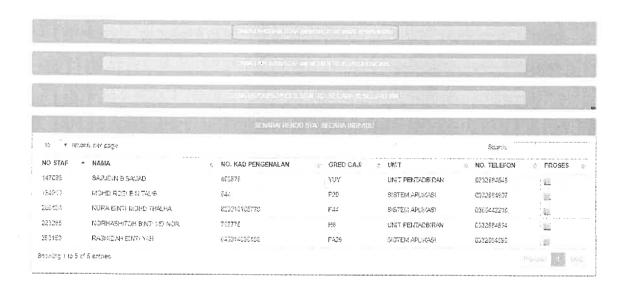


Gambarajah 463 Skrin Paparan Senarai Rekod Staf Secara Individu



Gambarajah 465 Skrin Paparan Laporan Keseluruhan Profil Staf ICT dan Ikon Cetak

Anda juga boleh melihat Laporan Staf Mengikut Bidang Kemahiran. Klik butang Jana Laporan Staf Mengikut Bidang Kemahiran seperti yang ditandakan dalam Gambarajah 466 dan dan Skrin Jana Laporan Profil Staf ICT mengikut Bidang Kemahiran seperti dalam Gambarajah 467 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

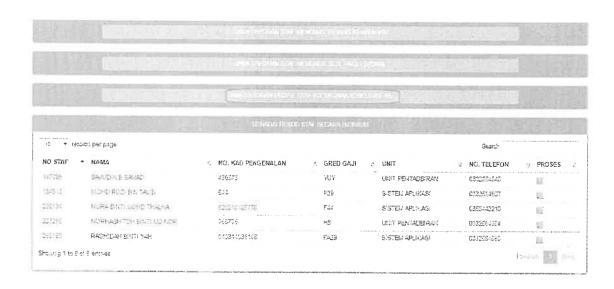


Gambarajah 466 Skrin Jana Laporan Profil Staf ICT dan butang Jana Laporan Staf Mengikut Bidang Kemahiran

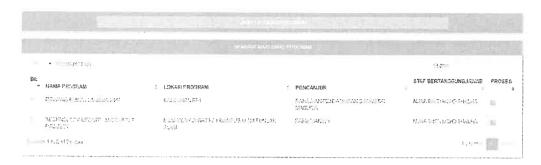


Gambarajah 469 Skrin Jana Laporan Profil Staf ICT mengikut Sijil Profesional

Anda juga boleh melihat Laporan Staf ICT Secara Keseluruhan. Klik butang Jana Laporan Staf ICT Secara Keseluruhan seperti yang ditandakan dalam Gambarajah 470 dan dan Skrin Jana Laporan Staf ICT Secara Keseluruhan seperti dalam Gambarajah 471 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon



Gambarajah 470 Skrin Jana Laporan Profil Staf ICT butang Jana Laporan Staf ICT Secara Keseluruhan

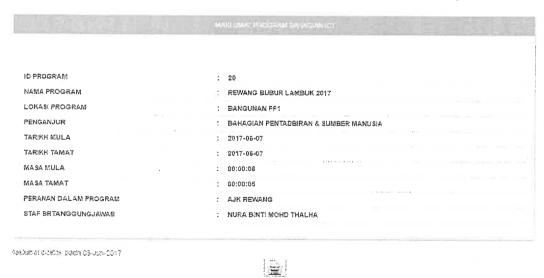


Gambarajah 473 Skrin Senarai Maklumat Program

Anda boleh melihat paparan mengenai Senarai Maklumat Program. Sila klik ikon seperti yang ditandakan didalam Gambarajah 474 untuk melihat skrin Skrin Paparan Maklumat Lanjut Program Bahagian ICT seperti dalam Gambarajah 475.



Gambarajah 474 Skrin Senarai Maklumat Program dan Ikon Maklumat Lanjut



Gambarajah 475 Skrin Maklumat Lanjut Program Bahagian ICT

## 7.6.3 Jana Laporan - Bayaran Bahagian ICT

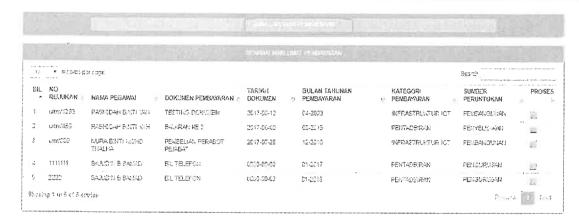
Sila tekan butang Bayaran Bahagian ICT didalam Menu Jana Laporan seperti dalam Gambarajah 478 dan skrin Senarai Maklumat Pembayaran seperti didalam Gambarajah 479 akan dipaparkan.



Gambarajah 478 Menu Jana Laporan untuk Staf Pentadbiran



Gambarajah 479 Skrin Senarai Maklumat Pembayaran



Gambarajah 482 Skrin Jana Laporan Pembayaran dan butang Jana Laporan

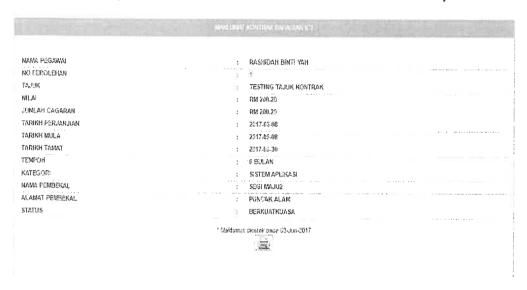




Gambarajah 483 Skrin Senarai Pembayaran Bahagian ICT



Gambarajah 486 Skrin Senarai Maklumat Kontrak dan Ikon Maklumat Lanjut

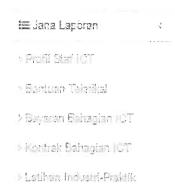


Gambarajah 487 Skrin Maklumat Lanjut Kontrak Bahagian ICT

Anda juga boleh melihat Laporan Kontrak. Klik butang Jana Laporan Kontrak seperti yang ditandakan dalam Gambarajah 488 dan Skrin Senarai Kontrak Bahagian ICT seperti dalam Gambarajah 489 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

### 7.6.5 Jana Laporan – Latihan Industri-Praktik

Sila tekan butang Latihan Industri-Praktik didalam Menu Jana Laporan seperti dalam Gambarajah 490 dan Senarai Rekod Staf Secara Individu seperti didalam Gambarajah 491 akan dipaparkan.



Gambarajah 490 Menu Jana Laporan untuk Pentadbir Sistem



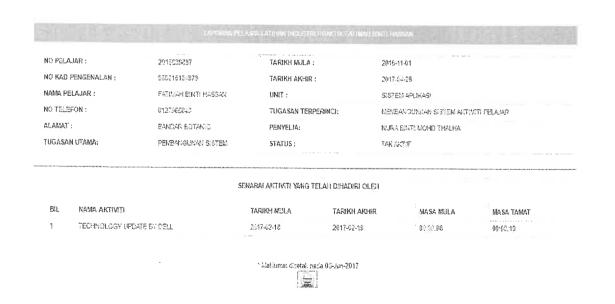
Gambarajah 491 Skrin Jana Laporan Pelajar Latihan Industri-Praktik

Anda boleh melihat paparan mengenai Senarai Maklumat Pelajar Latihan Praktik Secara Individu. Sila klik ikon seperti yang ditandakan didalam Gambarajah 492 untuk melihat skrin Skrin Paparan Laporan Pelajar Latihan Praktik (Nama Pelajar) seperti dalam Gambarajah 493 dan anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

Anda juga boleh melihat Laporan Pelajar Praktik Keseluruhan. Klik butang Laporan Pelajar Praktik Keseluruhan seperti yang ditandakan dalam Gambarajah 494 dan dan Skrin Jana Laporan Profil Staf ICT mengikut Bidang Kemahiran seperti dalam Gambarajah 495 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon



Gambarajah 494 Skrin Jana Laporan Pelajar Latihan Industri-Praktik dan butang Laporan Pelajar Praktik Keseluruhan



Gambarajah 495 Skrin Jana Laporan Pelajar Latihan Industri-Praktik Keseluruhan

## 7.7 Cetak Statistik

> Sila tekan butang Cetak Statistik dan menu seperti dalam Gambarajah 498 dan senarai Senarai Cetak Statistik Mengikut Modul seperti didalam Gambarajah 499 akan dipaparkan.



Gambarajah 498 Menu Utama SMBI untuk Staf Pentadbiran

CETAK STATISTIK MENGIKUT MODUL



Gambarajah 499 Cetak Statistik Mengikut Modul

#### 7.7.2 Cetak Statistik - Modul Bantuan Teknikal

Sila tekan butang Modul Bantuan Teknikal didalam Skrin Cetak Statistik seperti dalam Gambarajah 502 dan Senarai Statistik Bantuan Teknikal seperti didalam Gambarajah 503 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

CETAK STATISTIK MENGIKUT MODUL



Gambarajah 502 Cetak Statistik Mengikut Modul dan butang Modul Bantuan Teknikal

STATISTIK MAKLUMAT PROGRAM MENGIKUT BULAN





Gambarajah 503 Skrin Laporan Statistik Bantuan Teknikal

# 7.7.4 Cetak Statistik - Modul Kontrak Bahagian ICT

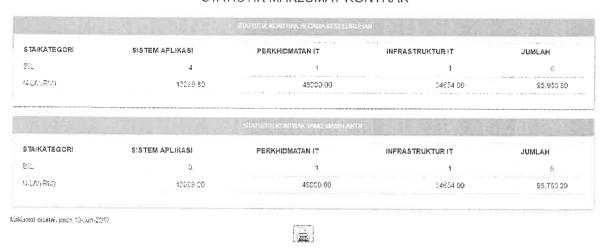
Sila tekan butang Modul Kontrak Bahagian ICT didalam Skrin Cetak Statistik seperti dalam Gambarajah 506 dan Senarai Statistik Kontrak Bahagian ICT seperti didalam Gambarajah 507 akan dipaparkan. Anda boleh mencetak laporan tersebut dengan hanya klik pada ikon

CETAK STATISTIK MENGIKUT MODUL



Gambarajah 506 Cetak Statistik Mengikut Modul dan butang Modul Kontrak Bahagian ICT

STATISTIK MAKLUMAT KONTRAK



Gambarajah 507 Skrin Laporan Statistik Kontrak Bahagian ICT

Log Book

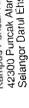
| 1        | EXTRACT NATURE OF WORK DONE                   | SUPERVISORS<br>REMARKS    |
|----------|---|---------------------------|
| st 0f    | · Briefing from En. Syjudin on the            |                           |
| February | scope and tysk                                |                           |
| 400      | of UITM funcak Alam                           |                           |
| C W E W) |   |                           |
|          | · Get the explaination on the organisation    |                           |
|          | chart   |                           |
|          | 4   |                           |
|          | · Registration of thumb print for             |                           |
|          | attendance                                    |                           |
|          |   | 9                         |
|          | · Get the explaination on the level           | 11)                       |
|          | in government                                 | 202                       |
|          |   | 1                         |
|          | · Preparing for presentation slide            | <u>/</u> .                |
|          | of myealf Chackground)                        |                           |
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|          | WHY)  |                           |
|          | SAJUDIN SAMAD                                 |                           |
|          | _   | -Friologi Maktumat<br>net |
|          | Unveisit Teknologi MARA<br>Kampus Puncak Alam |                           |
|          | 42300 Puncak Alam<br>Selannar Darul Eksan     |                           |
|          |   |                           |

| DATE      | EXTRACT NATURE OF WORK DONE                          | SUPERVISOR:<br>REMARKS |
|-----------|--|------------------------|
| 2 nd      | · Updating the 1:54 of work                          |                        |
| Feb ruggy | function of 1CT 9taf                                 | ٨                      |
| 7017      | 41   | 2                      |
| CThurs)   | · Up downg the 15st of services                      | 2/                     |
|           | offered by 1ct pepartment                            | 12                     |
|           |  | N                      |
|           | . List olown all the info to be                      | t                      |
|           | filled in the Annual Report                          |                        |
|           |  |                        |
|           |  |                        |
|           |  |                        |
|           |  |                        |
|           |  |                        |
| brd       | · Druffing a Minual Report of                        |                        |
| February  |  |                        |
| 2014      | needed to be liste                                   | ~                      |
| (Fri)     |  | 1                      |
|           |  | U)                     |
|           | 3. Organization Charts                               | P2                     |
|           | 4- List of equipment                                 | 1                      |
|           | 5. List of notwork                                   | 1                      |
|           | 6. List of hardware                                  |                        |
|           | 7. List of application used                          |                        |
|           | 8. Arbien enents.                                    |                        |
|           | CAMAD IN CAMAD                                       | AD                     |
| 2         | Timbalan Ketua Pegawai Teknologi Mal                 | wai Teknologi Mal      |
|           | Bahagian teknologi MARA<br>Universiti Teknologi MARA | AARA                   |

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Universiti teknologi mar Kampus Puncak Atam 42300 Funcak Atam Selangor Darul Ehsan





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| SUPERVISORS REMARKS         |                                  | 3            | 130                                   | 224                              | 2 |  |  | ~ | 7 | 99  | 72                             | 1           |  |  | SAJUDIN SAMAO<br>Imbalan Ketua Popayai Teknologi Maklunat | akturnat |  |
| EXTRACT NATURE OF WORK DONE | · On-site visit to Polis Bantuan | nt reganding | Camputer / tech mical problem         | · Completing the droft of Annual |   |  |  |   |   | 101   | · Draffing the Work Proceeding | Lfor fall   |  |  | SAJUDIN SAMAD<br>Timbalan Ketua Prozama                   |          | PRACTICAL TRAINING WESTERM A2300 Puncak Alam Various Selangor Darid Ensan Mark |
| DATE                        | 6 th                             | Februan      | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | Linenday                         |   |  |  |   | - | 1+4<br>1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1- | 2013                           | (The esday) |  |  |   |          | PRACTICA<br>LOG  |

| SUPERVISORS<br>REMARKS      |   | 77774   | D<br>Sei Teknologi Makturie<br>Sei Makturie<br>Sei Makturie  |
|-----------------------------|---|---|--|
| EXTRACT NATURE OF WORK DONE | · Gaing through the 50f for Pengurusa, Latinan · Wedging the 1P Phone Usage Report (for 2016) | e Going through the checklists for project team's roles & responsi-billfes. (For System Development)  up dating the 1C1 Department  10 phone Telephone Bill for 2013 - 2015 | SAJUDIN SAMAD Timbalan Ketua Pegawai Teknologi Maktume Eanagan Leknokogi Nakumat Universiti Teknologi MARA |
| DATE                        | 8th<br>February<br>dol7<br>(Wed)  | February<br>2017<br>(Friday)  |  |







Universiti Teknologi MABA Kampus Puncak Alam 42300 Puncak Alam Selangor Darul Ehsan

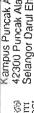
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| SUPERVISORS REMARKS         |                                 |          |  | Amount                               |  |                            |  | Anelle   |  | SAJUDIN SAMAD<br>finibaran ketua Fegawar Teknologi Maxiumat<br>Bahagian Teknologi Maxiumat | e e  |
| EXTRACT NATURE OF WORK DONE | · updating the 1P Phone Billing | NEL VIOL | · Meeting with supervisor on the Atle of spectal project | e Get the task that need to be done: | - SRS for systems that<br>Will be developed by<br>practical students | · Correction on the Annual | . Making a work progress for the whole internship term in words. | · Creating the template for Kos projek<br>for euch exstern that home s<br>will be dave loped | · Credhing the checklist things heed to be done by week for the new comers (practical students | SAJUDIN SAMAD<br>Timbaran ketua Fegawan Teknoloji Makumat<br>Bahagian Teknoloji Makumat    | PRACTICAL TRAINING WINDSHAM Kampus Puncak Alam UNIVERSIT 42300 Puncak Alam TEKNOLOGI Selangor Darul Ehsan Mark |
| DATE                        | 13 th                           | 2017     | Monday   |                                      |  |                            | 14th<br>February   | (Ines da)  |  |  | PRACTIC,<br>LOG  |

| SUPERVISORS<br>REMARKS      | Audic.  | Anielle  | wai Teknologi Maklı<br>aklumat<br>ARA  |
|-----------------------------|---|--|--|
| EXTRACT NATURE OF WORK DONE | o Improving the 17st of "pengurusan project IT" checklist  or was dating my own work progress  or up dating my own work progress  or up dating the power point stades  for the practical students | the gystem developed (in process)  by practical students from Polytechnic Sultan. Idris Engh in Sabak Bernam. I was appointed to collect data on whit hardware, software they weed a ulso the cost of report pribiting they did. | Timbalan Ketua Pergawai Teknologi Makli<br>Bahagian Teknologi Maklumat<br>Universii Teknologi MABA |
| DATE                        | February 2017 (Thurs)   | February 2017  |  |









Universiti Teknologi MARA Kampus Puncak Alam 42300 Puncak Alam Selangor Darul Ehsan

|                             |                                 |  |   | -                              |   |  |  |
|-----------------------------|---------------------------------|--|---|--------------------------------|---|--|--|
| SUPERVISORS<br>REMARKS      |                                 | Anothe   |   |                                | Auch  |  | SAJUDIN SAMAD<br>Timbalan Ketua Pegawa Teknologi Maklumat<br>Bahagian Teknologi Makha<br>Universiti Teknologi Makha<br>Kampus Puncak Alam<br>42300 Puncak Alam<br>Selangor Darul Ehsan   |
| EXTRACT NATURE OF WORK DONE | · Updating my own work progress | · Fill in the project portfolio for "sistem making pahagian 1.c.1" | · Creating the hindmap for systems has been and going to be developed in 1ct Department | · Doing the item analysis that | · 31/KEN Bil 1 /2016<br>· 31/KEN Bil 3 / 2016<br>· 11/KEN Bil 4 / 2016<br>· 31/KEN Bil 4 / 2016 | JIRN = JOWCHANKUASA IT & ELOKTRONIK<br>Negen | SAJUDIN SAMAD Timbalan Ketua Pegawar Tekno Bahagian Teknotogi MARA Campus Puncar Atam Kampus  DATE                        | 26 th<br>February               | 2017   |   | 21 st<br>February<br>2017      | CTuesdox  |  | PRACTIC.<br>LOG  |

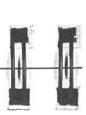
| DATE     | EXTRACT NATURE OF WORK DONE  | SUPERVISOR    |
|----------|--|---------------|
| 22 nd    | . Attending the JITEN Moeting  |               |
| Februgry | 1 1  |               |
| (IN ed)  | · Preparing for the moeting.   | Auto          |
|          | . Updating the mindmap for system that has been and gring to be developed in 101 Dupartment. |               |
|          | 31 TEN Moeting was held in Moeting Room<br>NEP, Floor 3 PFI, With Puncak<br>Alam.            |               |
| 23 19    | · Greating the checklist for   |               |
| February | sty of ents  |               |
| (Thyrs)  | · Creating the stides for  | 1 Mille       |
|          | Panduan Perolehan.<br>Cprocument Gurdelines)   |               |
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|          | · Gring through the  |               |
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|          | regularding 550 I Chelytechnics  |               |
| $\dashv$ |  | SAJUDIN SAMAD |





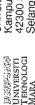


| SUPERVISORS<br>REMARKS      |  | Grade.  |  |                              | Auth  |        | SAJUDIN SAMAD<br>Timbalan Ketua Pegawai Teknologi Maklumat<br>Bahagian Teknologi Maklumat<br>Universiti Teknologi MARA<br>Kampus Puncak Alam<br>Kampus Puncak Alam |
|-----------------------------|--|---|--|------------------------------|---|--------|--|
| EXTRACT NATURE OF WORK DONE | or Meeting with supervisor regarding the 85pi - template for project manager before the UAT meeting. | · Completing the Power Point<br>stides for procumement<br>process | 59PI - Sistem Pengurusan<br>Projek 17, | Gring through the early once | the template Pro 55P1  - referring to Project Portfolio + Operational | in for | 10 0 1 AL DY US UNIVERSITE TEKNOLOGI MARA  |
| DATE                        | Esbrugy<br>2017<br>2017  |   |  |                              | 26 th<br>Februmy<br>2017<br>CTU es day                                |        | PRACTIC LOG  |









Bulling Liekhologinyi aktemat Universiti Teknologi MARA Kampus Puncak Alam 42300 Puncak Alam Selangor Darul Ehsan

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| SUPERVISORS                 |     | 1            | MUMCI   |             |          |  | 4                | + mall |             | 5        |  | eknologi Maktumat                       |   |
| EXTRACT NATURE OF WORK DONE | the | for the year | (Py     | Myo (rith.) |          |  | practical report |        |             |          |  | SAUUDIN SAMAD<br>Timuslan Ketua Pegawai | Bahagian Teknologi MARA<br>Universiti Teknologi MARA<br>Kampus Puncak Alam<br>Kampus Puncak Alam<br>UniversimSelangor Darul Ehsan |
|                             |     | 17 Telephony | 2013- 2 | ond by      |          |  | · Preparing      |        |             | (As)     |  |   | PRACTICAL TRAINING  |
| DATE                        | 4+9 | Dac          | 2017    | (Monday)    |          |  | 7.               | ไทยก   | CHIPM YOU'S | Clussday |  |   | PRACI   |

| SUPERVISORS REMARKS         | 4 WILL                       | A mathi                        | SAJUDIN SAMAD<br>Timbalan Ketua Pegawai Teknologi Mi<br>Bahagian Teknologi Mi |
|-----------------------------|------------------------------|--------------------------------|---|
| EXTRACT NATURE OF WORK DONE | · preparing practical report | · Prepains practical report    | SAJUDIN SAI<br>Timbalan Ketua Pe<br>Bahagian Teknolog                         |
| DATE                        | 8th<br>Mac<br>2017<br>(Med)  | 9 th<br>Mac<br>2017<br>(Thurs) |   |



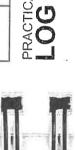






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| SUPERVISORS<br>REMARKS      |       |  |              | March               | F 2     |                    |                               |  |   | 111111                        | / man |      | 1          |     |  | Total Model word  | ekrologi waxidinat  |  |
| EXTRACT NATURE OF WORK DONE | Perju | Banggian ICT & prigram Dony push anche Toly holding 1050 | " in Library | With Puncak (PTHD), | 9.30 ar | ng oftended by all | statt of with selonger wrunch |  | 4                                       | · TT COUNTY OF GRACIES TROPES |       |      |            |     |  | SAJUDIN SAMAD     | i intealan Ketua Fegawai jekik<br>Bahagian Teknologi Makiqimat<br>Universiti Teknologi MARA | PRACTICAL TRAINING NATIONAL MARA  LOG BOOK  MARA  MARA |
| DATE                        | 10 th | Mac  | Chida        |                     |         |                    |                               |  | ======================================= | 12 E                          | Inau  | 1000 | V INDEADOR |     |  |                   | 2   | PRACTIC.   |

| SUPERVISOR                  | yok Aralla   | Hwite I   | SAJUDIN SAMAD Timbalan-Ketua Pecawai Takantani Masa |
|-----------------------------|--|---|---|
| EXTRACT NATURE OF WORK DONE | Progression of Pengurusan Prajek<br>17 System (55P1) of Discussion<br>Room, UTM Puncak Alam from<br>10.30 am to 1.00 pm. | · Email the supervisor on the MOrk progress  • Preparing the proched report | SAJUDIN SAMAD<br>Timbalan Ketua Pecawar             |
| DATE                        | Mac.<br>2017<br>(Firsday)  | 1044<br>2017  |   |







Unversit Teknologi-MARIA Kampus Puncak Alam 42300 Puncak Alam Selangor Darul Ehsan

| SUPERVISORS REMARKS         |  | + media                    |                               |   |                | Anche |   | ologi Maklumat   |
|-----------------------------|--|----------------------------|-------------------------------|---|----------------|-------|---|--|
| EXTRACT NATURE OF WORK DONE | · Collecting back the information<br>from all the unit head to | befil in the Annual Report | . Musting hith the supervisor | the mpk (Andul prosuder<br>Kersa) for system Development. | · Modathe mark | \$5 B | · Correcting the graph in Annual Report | SAJUDIN SAMAD Timbalan Ketua Pegawai Tehrologi Maklumat Bahadian Teknologi Maklumat Universiti Teknologi MARA Kampus Punasa Alam |









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| DATE                        | 93 | Mac        | (Thurs)                     |           |                                |                     |                 |     |                                     |   |                              |                        |               |                        |                     |   | 24 Mac                      | Flore | (Friday)                     |     |                      | . 64  |   | PRACTICA   |                |

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| Monday  | the latest mark update - Record on Practical Students - Strdes of Taklimat Pelajar                      | 4 miles    |
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| is th   | · Maeting with the & Euperwsor  |            |
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|         | - Records of the payment that 16-1 has made from  |            |
|         | o Creating the Kos Projet Sheet<br>for the System that the practices<br>student and (Spp ISAJUDIN SAMAD | AAD        |





LSAJUDIN SAMAD
Timbalan Kelua Pegawai 19triziogito
Banagian Teknologi Maklumai
Universiti Teknologi MARA
Kampus Puncak Alam
42300 Puncak Alam
Selanoon Darul Ehsan

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| EXTRACT NATURE OF WORK DONE | " GENTING THE INVENTION               | 8     | f to co  | place |  |   | . Making Wat of inventories | · Updating the work progress |  | SAJUDIN SAMAD | Bahagian Teknologi Maklumat<br>Universiti Teknologi MARA<br>Kampus Puncak Alam | Selangor Darul Ehsan |
| DATE                        | 29 th                                 | 4.08  | (bund)   |       |  |   | 3044                        | 1907<br>19014                | 1 march  |               |  |                      |

| SUPERVISOR                  |                                      | or Truck                      | Duan                     |                |  | ulo                            | - FW1.16                     | e                               |                        |                             | AMAD<br>Pegawai Teknohoi Makhim           | ARE<br>ARE  | yam                                      |
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| EXTRACT NATURE OF WORK DONE | e Completing the 12st of inventories | · Mesting with the supervisor | and staf of Admin 167 pu | thy chary list |  | Mosting with the Eupervisor on | Grecification for the sistem | System that the new prioritical | shidents will develop. | · Updating the 8RS Document | SAJUDIN SAMAD<br>Inrugaian Ketua Pergawai | Banagian Teknologi Makumat<br>Universiti Teknologi MARA<br>Kampus Puncak Alam | 42300 Puncak Alam<br>Selangar Darit Gran |
| DATE                        | 3rd<br>April                         | 2017<br>(Mon)                 | -                        |                |  | HAP TOOK                       | श्रुवान<br>अवान              | (M8)                            |                        |                             |   |   |  |

















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| EXTRACT NATURE OF WORK DONE | Attending the merting for Progression of Angirusan Project IT system (89PI) at Aschautin Room, | Level 5, peo UMM Puncer.<br>Alom from 8-30 to 11-30 am. | Creating the Curtu Altr for 8763 Decument for 876tan Makumat Bahagian VC-1. | Meeting with the supervisor | Bahugian      | Updating the sits | other Firen's ATK were with the war th | SAJUDIN SAMAL Timbalan Ketua Perawa | LYSUSCIENT<br>UNIVERSITY<br>TEKNOLOGI<br>MARA |
| DATE                        | Son 3  | (Wed)   | ۰   | Coth<br>Powi                | Smoth (Thums) |                   |  | ·                                   | PRACTICAL TRAINING<br>LOG BOOK                |

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| 光        |   |                 |
| April    | · Updating the 1CT Report   |                 |
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|          | Timbalan Ketua Pegawai Tel nologi Maktumat<br>Bahagian Teknelegi Maktumat | nologi Maktumar |
|          | Universiti Teknologi MARA<br>Kampus-Puncak Alam                           |                 |
|          | 42300 Puncak Alam<br>Selangor Daruf Ensan                                 |                 |
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| SUPERVISORS<br>REMARKS      |                                    |                  | I with |                           |  | юді Макципат   |                            | And |   |       |         |                                 |
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| EXTRACT NATURE OF WORK DONE | on it is in Live it the Supervisor | Unioni chilon of | yerem  | . The meeting aftended by |  | SAJUDIN SAMAD<br>Timbalan Ketua Pegawai Tekne<br>Bahagian Teknologi Maktumat<br>Universili Teknologi Maktumat<br>Kampus Puncak Alam<br>42300 Puncak Alam<br>Selangor Darul Ehsan | · Attendone the meeting to | -3  | at the Discussion Mom,<br>Level 5, 180 Puncar Man | Fer F | Gysten. | " Att and his Titon to wond, in |

| SUPERVISORS REMARKS         | Anth                        | i Teknologi Maklumat<br>klumat<br>3A   | Aniel  |   |
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| EXTRACT NATURE OF WORK DONE | · Organing practical report | SAJIJDIN SAMAD<br>Timbalan Ketua Pegawai Teknologi Maklumat<br>Eahagian Teknologi Maklumat<br>Universiti Teknologi MABA<br>Kampus Puncak Alam<br>42300 Puncak Alam<br>Selangor Darul Ehsan | Thering with the supervisor on the worklist that naid to be done white im in With Puncat PHam as prouted students. | · Adjusting the Planchart for SRS Document.  · Adjusting & incerting the bottless.  slides. |
| DATE                        | 14th Ppril 2.017            |  | 164h<br>2017<br>(-74.06)   |   |









| SUPERVISORS<br>REMARKS      |  | Maktumat   | Tutte   |                 |
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| EXTRACT NATURE OF WORK DONE | · Updaths the Anhad Report  - reparting the chart  - adding the floor layout | SAJUDIN SAMALD Timbalan Ketua Pegawai Teknokogi Maktumat Bahagian Teknokogi Maktumat Liniversiti Teknokogi Maktumat Liniversiti Teknokogi MaRA Kampus Puncak Alam 42300 Puncak Alam Selangor Darul Ehsan | · Updating the Strates for<br>Taklimat Pelyjar Lathon<br>Praktik' | shick the steam |
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| DATE                        | 26th                            | 30 17          | (Med) |                |  |  | 27th<br>Papel                 | ( 14448 ) |   | 8   | PRACTICAL<br>LOG E   |

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|                  | SAJUDIN SAIMAD<br>Tintalan Kelua Pecawai                        | Faknologi Maklimat |
|                  | Bahagjan teknologi Makumat<br>Universiti Teknologi MARA         | urnal<br>A         |
| 1                | Kampus Puncak Alam<br>42300 Puncak Alam                         |                    |
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| SUPERVISORS                   | Purkehalan           | 120 | in Discussion        | 1 1   | 8,30 am                        | of Taklimat<br>kal'  | 8p ecoch  | op Noom.                                   | SAJUDIN SAMAD Timbalan Ketua Regawai Teknologi Maktumat Bahagian Teknologi Maktumat Mahamiti Teknologi Maktumat Kamme Biraknologi MARAA |
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| SUPERVISORS                 | Muc  |   | SAJUDIN SAMAD<br>Tinbalan Ketua Pepavei Teknologi Maktuma<br>Bahagian Teknologi MaHumat<br>Universiti Teknologi MaHumat<br>Kampus Puncak Alam<br>Kampus Puncak Alam<br>Kangus Puncak Alam<br>Setangor Darut Ehsan |
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| EXTRACT NATURE OF WORK DONE | · Catching up with the latest work updates (decuments that need to be updated) | e Attendry the Massyvarat Perktik Pelajar Urtm'm Bisasson Room, Level 5 PSB, Uttm Puncak Man from 3.00 pm to 5.00 pm. | SAJUDIN SAMAL Timbalan Ketua Papawa Bahagian Teknologi Mal Linversiti Taknologi Mal Kanpus Puncak Alam A2300 Funcak Alam Setangor Darul Ehsan   |
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| SUPERVISORS REMARKS         | 1                       | 1 mil   |                                       | Auto   | Cgi Maklumat   |
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| EXTRACT NATURE OF WORK DONE | · Do the Mirt MesyaGrat | thinit Mesynarat is for the Perkembangan Projek Latihan Industra Pelajan UTM BSI 1 2017 on 1957 Friday 2017 (Level 5, 1988) | Prinit Ore done based on the accorda- | · Double check the Mint Mesyllarat & emerited it to the supervisor for a check up. | SAUUDIN SANAD Timbelen Ketua Pegawat Teknologi Maktumat Baltagian Teknologi Maktumat Universiti Teknologi MARA Kampus Puncak Alam 42300 Funcak Alam Selangor Darut Ehsan |
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| SUPERVISORS<br>REMARKS   | Tullo  | Auth   | Teknologi Maklumat<br>Limat<br>1A   |
| EXTRACT NATURE OF WORK DONE  | · Checking the spulsnes error on the Mesundarat Lestinch polyon with Bil 1/2017. | e Bring the Status Lindakan<br>Mesylland Bil 1/2017.  Scanning the Bighed capy of Minit Mesylland be expensiver. | Thribalan Ketua Pegawai Teknologi Maktumai Thribalan Ketua Pegawai Teknologi Matumat Eahagan Teknologi Matumat Dinivarsiti Teknologi Matumat Dinivarsiti Teknologi Matumat Dinivarsiti Teknologi Matumat Cangar Puncak Alam Agaba Puncak Alam Teknologi Selangor Darul Ehsan Mata |
| DATE   | 16-16<br>May<br>Bolt<br>(17M/13)   | 19-th<br>May<br>2017<br>(Friday)   | PRACTICAL TRAINING<br>LOG BOOK  |

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| EXTRACT NATURE OF WORK DONE | · Dorng practical report · Ethal to the supervisor the practical student re | o Doing practical resport |  |
| DATE                        | Hay and (Mon)   | Drd May Galt (Tues)       |  |







Kampus Puncak Alam 42300 Puncak Alam Setangor Darul Ehsan

| SUPERVISORS<br>REMARKS      | Autic -                   | 1-10.1C.                 | iekrologi Maklumat  |
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| EXTRACT NATURE OF WORK DONE | · Doing practical rapions | · Doing practicel report | S.A.JUDIN SAWAD<br>Tirrusian Ketua Pegawai Teknologi Makumat<br>Thrusian teknonogi Warfa<br>Universiti Teknologi MAFA<br>Kampus Puncak Alam<br>Kampus Puncak Alam<br>Wintersiti Salaman Universitis Salaman Danii Fhsan |
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| EXTRACT NATURE OF WORK DONE | e Gatting tusk from the supe<br>on the documents that<br>needs to be correct for<br>the Sistem Makhmat | * Attending lot Department Yassin Recital Ceremony at Discussion Room, Level 5, PSB, WITM AT Puncak Man | Did the Laporan Projek<br>Punbankunan for cistem Maklunus<br>Bahasian UC | The report is made bassed on the current status of the system progress. |  |
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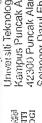
zehagian Teknolog Makumat Universiti Teknologi WATA Kampus Puncak Alam 42300 Puncak Alam Selangor Darul Ehsan

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| EXTRACT NATURE OF WORK DONE | Update the content and drd The Conrection or the 885 Decuments for Bistum Martumat Edragion 1ct. | Update the content & did the carrection on the SOD pocument bahastan LCT | S. A. J. J. D. H. S. ANA A. T. S. A. J. J. D. H. S. ANA A. T. Tinnbalan Kelua Pegawai Teknologi Maklumat Eahagian Teknologi Maklumat Unwesti Teknologi Maklumat Unwesti Teknologi Maklumat Kanipus Puncak Alam Vancak Alam University Selangor Darul Ehsan |
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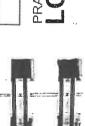




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| SUPERVISORS REMARKS         |                          | 1/24/ | 2     |  |                   | Anco                     |                |  | aktumat  |   |                                |
| EXTRACT NATURE OF WORK DONE | · Doing practical report |       |       |  |                   | . Doing practical report |                |  | SAJUDIN SAMAD<br>Timbaten Ketua Pegawai Teknologi Ma | Baheigian Teknologi Makumal<br>Universiti Teknologi MABA<br>Kangus Puncak Alam<br>42300 Puncak Alam<br>Selannon Darul Ehsen |                                |
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| 7th<br>June   | · Preparag praktical report   |                     |
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| DATE                        | 946                      | 2013                      | (Emd)     |                        |                    |                    |          |  | 3 | 12 TB                 | Soft        | (Tues) |                           |            |   |        |               |  | -   |   |  |

| SUPERVISORS REMARKS         |   |   | Maklumat  |
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| EXTRACT NATURE OF WORK DONE | · Updating report for Luporah  · Dring practical report | · Doing the Usea Manaal for<br>Sistem Maklumat Dahagian LCT | SAUDIN SAMAD Timbalan Ketua Pegawai Taknologi Maklumat Salangian Teknologi Maklumat Daiversiti Teknologi MARA Nampus Puncak Alam 42300 Puncak Alam Selangor Darul Ehsan |
| DATE                        | June 2017 (Mad)   | June June John Christoff                                    |   |









| EXTRACT NATURE OF WORK DONE  10  10  10  10  10  10  10  10  10  1 | · Attending User Training for 865 is Discussion Room Used 5, 1888. | SAJUDIN SAMAD Timbularr Ketua Pegawai Teknelegi-Mal Bahagjan Teknologi Makumat Universiti Teknologi Makumat Kampus Puncak Alam 42300 Puncak Alam Selandor Daruf Ehsan  |
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| * Deing the Ubber Manual for But from Makhamat Bahaglam 161        | * Doing the wear manual for soften maklymat Bahassan Lct           | SA HIDIN SAMAD Tinitalan Ketua Pegawai Teknologi Maktumat Bahagian Taknologi Makumat Universi Teknologi MARA Kampus Puncak Alam 42300 Puncak Alam Selangor Darul Ehsan |
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SUPERVISORS REMARKS

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