

KULIT DEPAN

KOLEJ POLY-TECH MARA
KAMPUS CAWANGAN BATU PAHAT

INDUSTRIAL TRAINING REPORT
DIPLOMA IN INFORMATION TECHNOLOGY

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KULIT TEPI



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COMPANY PROFILE

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COMPANY PROFILE

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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Not forgetting for my supervisor and all my honored lecturers in Kolej Poly-Tech Mara BatuPahat as they were willing to teach me even though sometimes disturbing their rest time. Hopefully their kindness showered with blessings from Allah that is priceless.

I would also like to dedicate this honor to my friends who are willing to share their knowledge, information and other types of help that I need, especially in this final report. Please know that I really appreciated for all the help that you gave me.

Before closing speech, I would like to thank all the parties involved either directly or indirectly to the success of this study. Services and assistance provided will be remembered. Only Allah is able to repay you. Thank you for everything.

Executive summary

Nowadays, technology had become so important to our life. Technology had simplified people works. One of the most useful technologies is computer. Almost every home, organization, or individual person need computer to do their works. Every organizations always needs certain system to makes their works easy.

System is very important to make jobs become more efficient. For certain jobs, system can make the jobs easy, accurate, run smoothly and can avoid duplicate data. System also can save our time because our works will become faster.

Programmer have important role in developing the system. Maybe everyone can use a system but not all can create or develop a system. Sometimes, a programmer needs to face confusing coding when develop a system. User will only see the interface without knowing the confusing coding behind the system.

A good programmer can finish develop a system faster than expectation time and meet the needs of the system requirements. A good system is easy to use and understands, simple interface and meet requirements of the tasks.

There are many type of programmer in the world. Some programmer makes software for other programmers to simplify them to create a system and some programmers make system to simplify other people works.

In conclusion, the system really important to make jobs more efficient and saving people times. Hopefully in the future, all programmers can make other useful system and can upgrade current system to be much better.

1.0 INTRODUCTION

1.1 Definition of Industrial Training

Industrial Training refers to a program which aims to provide supervised practical training within a specified timeframe. This training can be carried out either in government organizations or in the private sector. The main aim of the Industrial Training program is to produce graduates who are ready to face the working world. The program also aims to produce the knowledgeable, skilled and experienced graduates, demanded by employers, who are able to apply the knowledge acquired at university to the working world. The Industrial Training program provides opportunities for exposure to the working world, which will make graduates more aware of the hopes and expectations that industry has of them. The program will also equip students with real work experience. Placing students in industry also increases their chances of employment after graduation, as there is a strong possibility that they will be offered a job in the same place where they do their training. Apart from this, the training experience will further solidify the on-campus learning process and activities, while also providing students with relevant work experience.

1.2 Objectives of Industrial Training

- To give students the opportunity to apply the knowledge and skills they have acquired in a real-life work situation.
- To provide students with opportunities for practical, hands-on learning from practitioners in the students' field of study.
- To give students work experience while they are studying their chosen subject.
- To expose students to the work environment, common practices, employment opportunities and work ethics in the relevant field.
- To inculcate soft skills relevant to the needs of employers.
- To provide opportunities for students to be offered jobs in the same organizations where they undergo Industrial Training.

2.0 COMPANY PROFILE

2.1 Background of Terreal Malaysia SdnBhd

Terreal Malaysia SdnBhd is part of Terreal Group, worldwide leader in clay roof tiles, with 26 factories worldwide. In Malaysia, the factory is located in Kluang, Johor. Equipped with the latest French technology, it has been operating since 1994, providing high quality clay roof tiles to all South East Asia and Middle East. Recently, in 2008, Terreal expanded its operation in Kluang with the latest European technology. In a nutshell, Terreal has the largest production capacity installed in South East Asia, combining its factories in Kluang and in Jatiwangi, Indonesia. With sales offices located in Malaysia, Singapore, Indonesia and China, Terreal distributes its products in every Asian country and has become the largest distributor of clay roof tiles in term of market share.

2.2 History of Terreal Malaysia SdnBhd

The company was established in 1994 and known as TBF until 2001. In early 2002, the Company changed its name to SaintGobain Terreal Malaysia and in 2006, the company again changed its name to Terreal Malaysia SdnBhd until now. In Malaysia, the newest General Manager in this company is Mr. JulienChnebierk.

2.3 Location and Environment

Terreal Malaysia SdnBhd factory lies in Mengkibol industrial areas, Kluang, Johor. The distance between the factory and the town was about 1 kilometer. The environment in the factory was cleans but the air was a bit dusty. Inside the factory, there were 3 main offices. The first office has Admin, Human Resource, Finance and Logistic department. The second office was Maintenance Department office and the third office was for Technical, Sale Marketing and Factory Manager office.

2.4 Vision and Mission

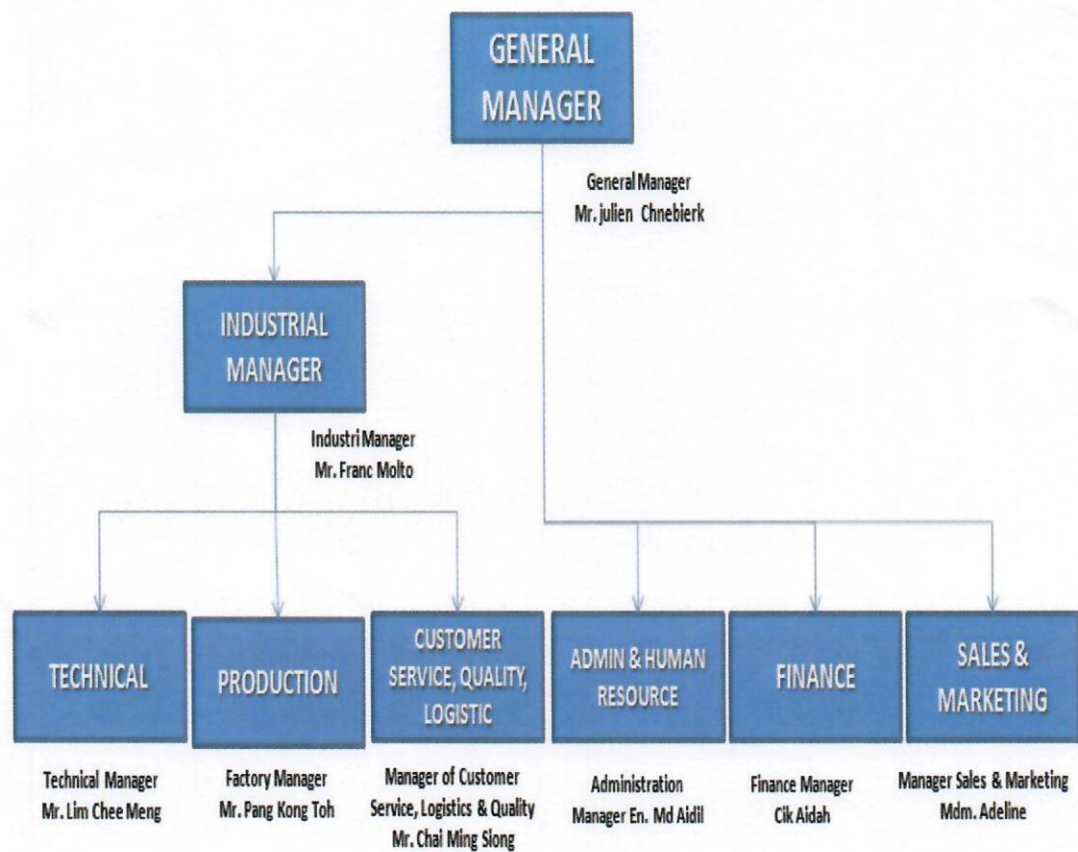
Vision

Within the next 5 years, Terreal Malaysia will become the preferred and most trusted terracotta roof tiles company in Asia

Mission

To produce high quality & innovative roof tiles and to provide superior service to meet our customer's requirements through Operational Excellence

2.5 Terreal Malaysia SdnBhd Organization Structure



2.6 Terreal Malaysia SdnBhd Products and Services

Dedicated to quality and customer satisfaction, Terreal Malaysia aims at providing everyone the chance to experience the Enduring Beauty and Lasting Quality of Clay Roof Tiles. As a roofing specialist, Terreal prides itself with constant innovation in term if colours, profile or roofing systems. Figure below shows few products of this company.



ROMANE CANAL TBF



ROMANE TBF



PERANAKAN V



IMPORTED CLAY
ROOF TILES



PERANAKAN 8

2.7 Current Project at Terreal Malaysia SdnBhd

The current project in Terreal Malaysia SdnBhd was to focus produces more Ramanne Canal TBF and Romane XL because it's got higher request from costumers. The other products also was produced but in small quantity according to the request. This company also tries to decrease the reject product without affecting the quality of the product. This company focused on the quality of their product. In this few years, this company had become the best clay roof tiles producer in Asia.

3.4.1.2.1.2 Questionnaires

**SURVEY OF THE EMPLOYEE OVERTIME
SYSTEM IN TERREAL MALAYSIA SDN BHD**

1. What do you think about the current employee overtime system in this factory?

2. Thich any suitable answer.

a. Do you satisfied with the current system?
YES ☐ NO ☐

b. Do you think this system should be improves?
YES ☐ NO ☐

3. If NO, please state why? (for question 3)

4. Give your rating on the current system? (1=worst, 2=not good, 3=good, 4=best)

5. Give your opinion how we can make this system better.

3.4.1.2.1.3 Observations

On my first day observation, I had seen the current system was running smoothly. The supervisors of every department had kick in the employee overtime data for their own department. Everything works just fine in two weeks.

In second week, there's a problem with the data in the database. The overtime that had been calculated was too few compared to the previous data. My supervisor was try to analyze the database and he had found that production department had really few employee overtime data. Then we go to the production department to check why and how that problem happened. After check the computer in production department, we found the problem. The database was copied and placed at the desktop on that computer. So, the supervisor of that department was inserted the employee overtime data using the database that had been copied. That database was not linked with the server. So, the data was only saved on that pc only. For the result, my supervisor didn't get the data and can't calculate the employee overtime data accurately.

This is one of the problems for the current system. I got task to develop a system that the user can only insert the data without see or open the database to prevent this problem from happen again.

3.4.1.2.1.4 Researches

I had make a research how the current system running and how the users used the current system. From what I see, the current system was only using Microsoft Access. It was a good system but not really safe. Every department has one computer that gets permission to access the system. The problem is the users will directly open the database to insert the employee overtime data. They can easily change or delete the data. If that happen, many problem will come later. I had study the current system in one week before start develop new system. I need to understand how the system works and the system flow. And of course I should take note the field in the system. After that, I had make a research about other similar system from the internet. I started my project in the third week of my internship at the factory. I still continue my research after start develop the system to make the system better and more user friendly.

3.4.1.2.2 Analysis of Collected Information

I had make analysis how to develop this system after collected information.

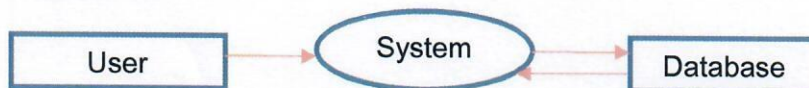
3.4.1.3 Gantt Chart

Week \ Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Collect Requirements														
Problem Identification														
Determine System scope														
Determine System requirements														
Idea Generation														
Designing System														
Finalize System Design														
Built and Test System														
Install System														
Maintaining and Update System														

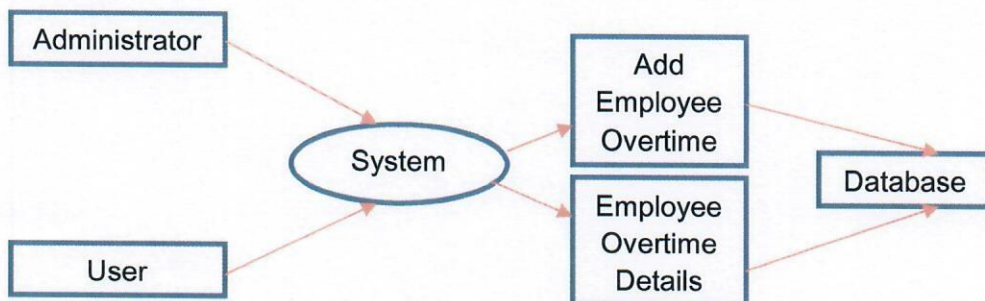
3.4.2 Project Design

3.4.2.1 Data Flow Diagram

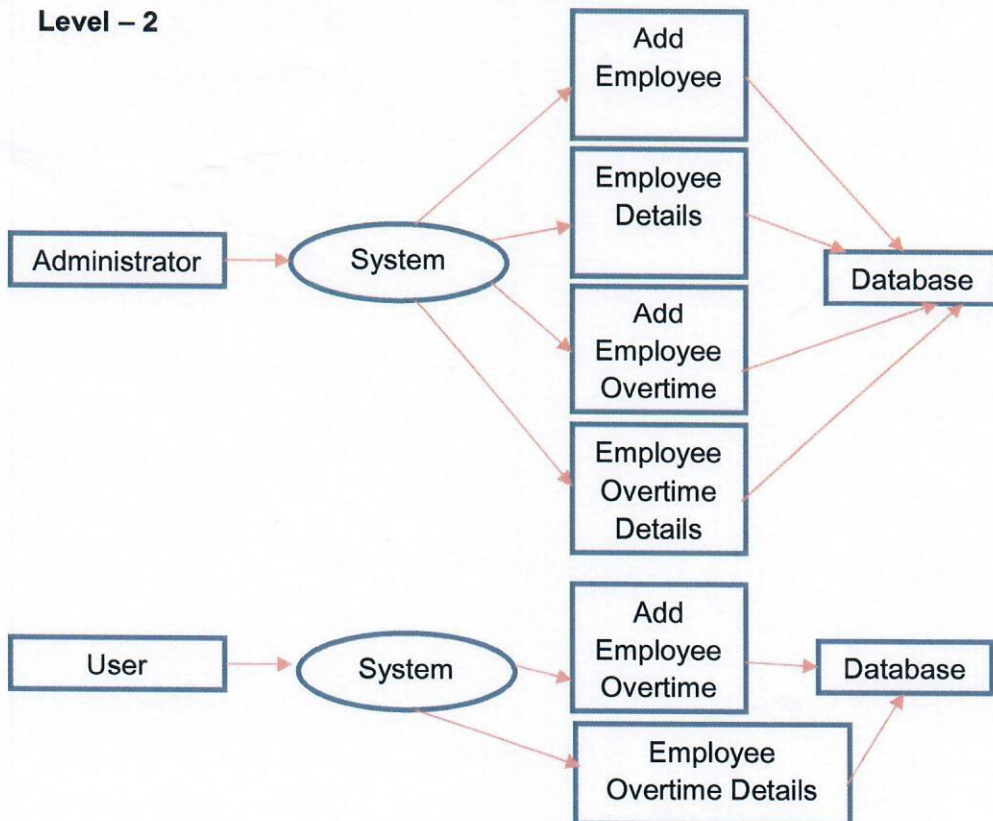
Level – 0



Level – 1



Level – 2



3.4.2.2 Database Design

Admin	
Username	Password
ADMIN	ADMIN
SAIFUL	SAIFUL
*	

Users login table.

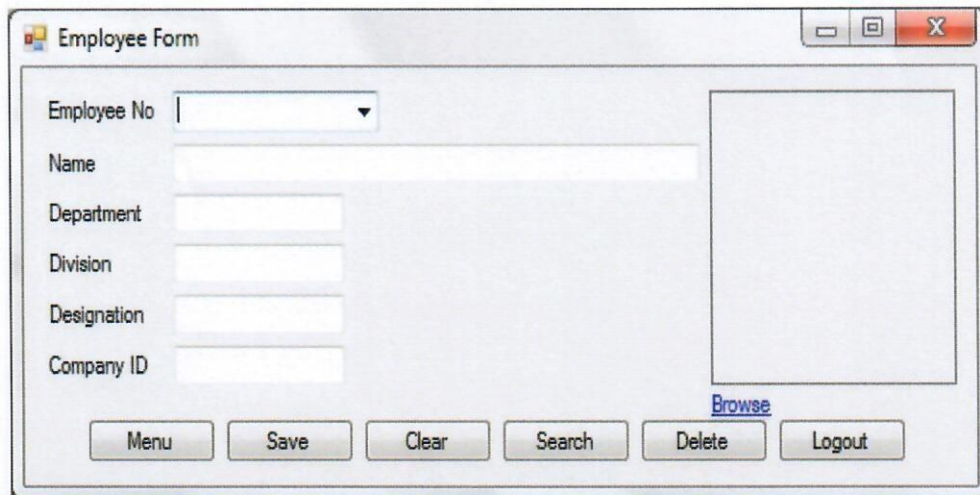
Employee						
EmpNo	Name	Division	Designation	Department	Pic	CompanyID
P100	AHMAD FUAD I	QUALITY CONT	SUPERVISOR	PRODUCTION	ong binary data	01
P101	MEI LIN KAI	LOGISTIK	EXECUTIVE	STOCKYARD	ong binary data	01
P102	KAMARZIAH BI	FINANCE	EXECUTIVE	FINANCE	ong binary data	01
P103	KUNALAN A/L I	PACKAGING	TECHNICIAN	STOCKYARD	ong binary data	01
P104	HAM KAU LIN	RECEIVING	SUPERVISOR	STOR	ong binary data	01
P105	MUHAMMAD N IT		SUPERVISOR	ADMIN	ong binary data	01
*						

Employee details table.

Overtime												
EmpNum	Date	Start	End	Duration	Category	OTType	Task	RequestBy	ApprovedBy	RunningNo	Description	DateAdd
P100	5/4/2014	18	24	6	NO	STBY	COVER SHIFT	MOHD HAFIS B JAIKUMAR A/L		5	COVER SHIFT	5/10/2014
P100	5/5/2014	18	24	6	NO	NORMAL	COVER SHIFT	MOHD FIRDAUS CHAI MING SIO		3	COVER SHIFT	5/10/2014
P101	5/2/2014	15	18	3	NO	NORMAL	COVER SHIFT	TEE POH LIAN	AIDAH BINTI KE	1	COVER SHIFT	5/3/2014
P101	5/3/2014	8	18	10	SO	PUBLIC HOLIDAY	NORMAL OPER	MOHD NOOR N CHONG MUI GC		2	FOLLOW SCHEDULE	5/3/2014
P103	5/1/2014	2	6	4	UN	NORMAL	PACKING ORDER	HAIRUL RIZAL E CHONG MUI GC		2	FOLLOW SCHEDULE	5/3/2014
*												

Overtime details table.

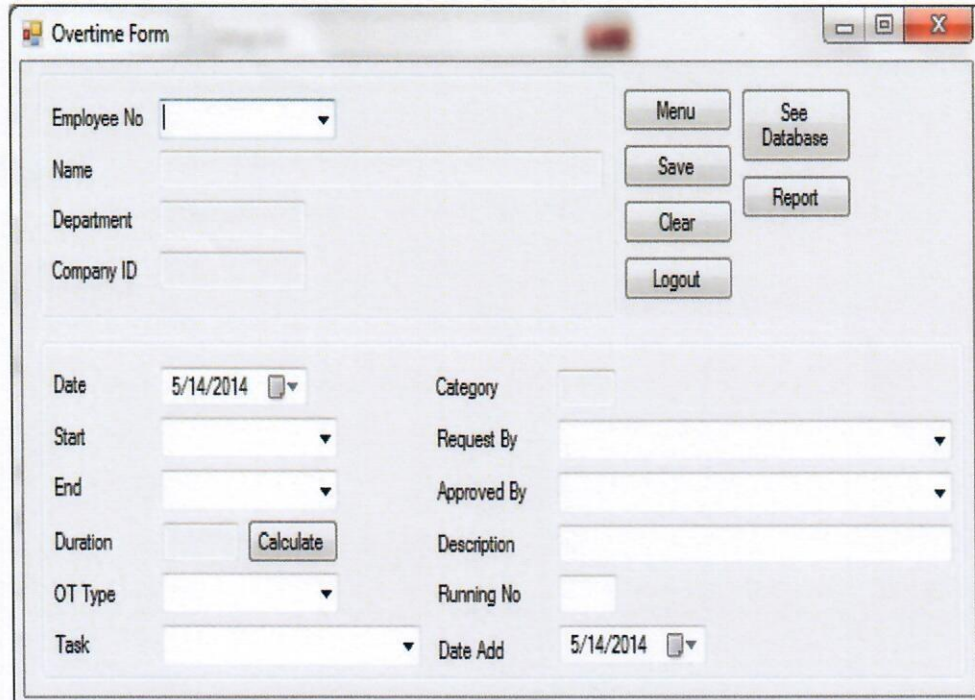
3.4.2.3 Input design



The 'Employee Form' window contains the following fields and controls:

- Employee No: A dropdown menu.
- Name: A text input field.
- Department: A text input field.
- Division: A text input field.
- Designation: A text input field.
- Company ID: A text input field.
- A large empty rectangular box on the right side.
- A 'Browse' link below the empty box.
- Buttons at the bottom: Menu, Save, Clear, Search, Delete, and Logout.

Employee form.



The 'Overtime Form' window contains the following fields and controls:

- Employee No: A dropdown menu.
- Name: A text input field.
- Department: A text input field.
- Company ID: A text input field.
- Date: A date picker showing 5/14/2014.
- Category: A text input field.
- Start: A dropdown menu.
- Request By: A dropdown menu.
- End: A dropdown menu.
- Approved By: A dropdown menu.
- Duration: A text input field with a 'Calculate' button next to it.
- Description: A text input field.
- OT Type: A dropdown menu.
- Running No: A text input field.
- Task: A dropdown menu.
- Date Add: A date picker showing 5/14/2014.
- Buttons on the right: Menu, See Database, Save, Report, Clear, and Logout.

Overtime form.

3.4.2.4 Output design

Report

Back Logout

EmpNum	Date	Start	End	Duration	Category	OTType	Task	RequestBy	ApprovedBy	RunningNo	Description	DateAdd
P100	5/1/2014	2	6	4	UN	NORMAL	PACKING ORDER	HARUL RIZAL BIN ABD WAHAB	CHONG MUI GOH	2	FOLLOW SCHE...	5/3/2014
P101	5/2/2014	15	18	3	NO	NORMAL	COVER SHIFT	TEE POH LIAN	AIDAH BINTI KEMAT	1	COVER SHIFT	5/3/2014
P101	5/3/2014	8	18	10	SO	PUBLIC HOLIDAY	NORMAL OPER...	MOHD NOOR MUHAFFIS BIN RAUFON	CHONG MUI GOH	2	FOLLOW SCHE...	5/3/2014
P100	5/4/2014	18	24	6	NO	STEY	COVER SHIFT	MOHD HAFIS BIN ABD KAREEM	JAIKUMAR A/L SITHYOGAN	5	COVER SHIFT	5/10/2014
P100	5/5/2014	18	24	6	NO	NORMAL	COVER SHIFT	MOHD FIRDAUS BIN ALIAS	CHAI MING SONG	3	COVER SHIFT	5/10/2014

Overtime report.

Overtime

Summary Of Overtime Report Wednesday, May 14, 2014

Emp No	Name	Date	Start	End	Hours	Category	OT Type	Task	Department	RequestBy	ApprovedBy
P100	AHMAD FUAD BIN KAMARULZAMAN	5/5/2014	18	24	6	NO	NORMAL	COVER SHIFT	PRODUCTION	MOHD FIRDAUS BIN ALIAS	CHAI MING SONG
P100	AHMAD FUAD BIN KAMARULZAMAN	5/4/2014	18	24	6	NO	STEY	COVER SHIFT	PRODUCTION	MOHD HAFIS BIN ABD KAREEM	JAIKUMAR A/L SITHYOGAN
P101	MEI LIN KAI	5/3/2014	8	18	10	SO	PUBLIC HOLIDAY	NORMAL OPERATION	STOCKYARD	MOHD NOOR MUHAFFIS BIN RAUFON	CHONG MUI GOH
P101	MEI LIN KAI	5/2/2014	15	18	3	NO	NORMAL	COVER SHIFT	STOCKYARD	TEE POH LIAN	AIDAH BINTI KEMAT
P103	KUDALAN A/L RAJAGOPAL	5/1/2014	2	6	4	UN	NORMAL	PACKING ORDER	STOCKYARD	HARUL RIZAL BIN ABD WAHAB	CHONG MUI GOH
5					29						

Department	Total OT	Budgets	Variance
PRODUCTION	29 Hours	2500 Hours	-3471

Prepared By:
Admin Department

Approved / Not Approved

Remarks

Jb Exet
General Manager

Comments :

Overtime report in the database (Admin only).

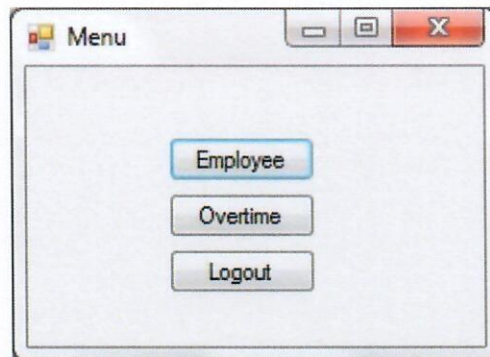
3.4.2.5 Interface design



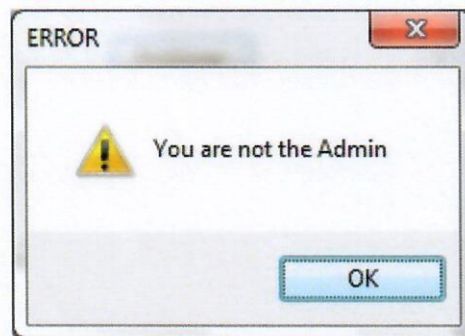
Log in interface.



Success and fail log in pop up interface.



Main menu interface



Error pop up when non-admin click certain button.

A screenshot of a software window titled "Employee Form". The window contains several input fields: "Employee No" (a dropdown menu), "Name" (a text box), "Department" (a text box), "Division" (a text box), "Designation" (a text box), and "Company ID" (a text box). To the right of these fields is a large empty rectangular box. At the bottom of the window, there is a row of buttons: "Menu", "Save", "Clear", "Search", "Delete", and "Logout". A blue "Browse" link is positioned above the "Delete" button. The window has a standard Windows-style title bar.

Employees form interface.

The screenshot shows a web application window titled "Overtime Form". The interface includes several input fields and buttons. On the left, there are fields for "Employee No" (a dropdown menu), "Name", "Department", and "Company ID". To the right of these fields are buttons labeled "Menu", "See Database", "Save", "Clear", and "Logout". Below these, there are fields for "Date" (showing 5/14/2014), "Start", "End", "Duration" (with a "Calculate" button), "OT Type", and "Task". On the right side of the form, there are fields for "Category", "Request By", "Approved By", "Description", "Running No", and "Date Add" (showing 5/14/2014). A "Report" button is also present.

Overtime form interface.

3.4.3 Project Implementation

3.4.3.1 Requirement Specifications for Project Development

- Microsoft Visual Basic 2008.
- Microsoft Office Access 2007.
- Windows 7 OS.
- A notebook computer.
- Current system in the factory.

3.4.3.2 System Implementation Process

The system implementation process needs five days to install the new system to all departments in the factory.

3.4.3.3 System Testing

For the first week, this system was installed in my supervisor computer. He was use the system for two days and then the system was installed to other two computers in other department at the third day. At the second weeks, the system was installed to all departments in the factory.

3.4.4 System Maintenance

3.4.4.1 Identified Possible Risks

- The supervisor from the other department forgot their username or password to access the system.
- Mainserver breaks down and lost all the data.
- Supervisor change the destination of the system and the system will get error.
- Other people besides supervisor know the username and password of the system and add the employee overtime without supervisor knowledge.
- Needs to install the system back if the computer formatted.

3.4.4.2 Suggested Risk Management and Control

- The system need to be monitored every month by the supervisor to make sure the system runs smoothly.
- Maintenance department's supervisor need to alert if the system got problem and need to let the IT supervisor know the problems.

3.5 Project Opportunities

This system has high opportunities to be used in long term. It has simple interface and easy to access. It's also can be used by the main office in Kuala Lumpur. Furthermore, the capacity of this system only use small amount of memory space. So, it will be no problem to install the system to other computer.

3.6 Conclusion of the Project

This system was finished developed in week 14th. Creating system for personnel use is easier comparing to developing the system for other party. We need to fulfill the requirement to complete this system. It will be more difficult if we create system for IT illiterate people. They don't understand the system flow and we need to teach them more after finished develop the system.

I learned a lot of new information and coding while developing this system. I also had to work a little bit hard because there's no one for me to refer to if I had problem when developing the system.

Lastly, I feel satisfied after succeed develop the system. The experiences I gained in this factory were really useful for me. Thanks to my family, friends, lecturer and all the office mate for their supports and helps.

4.0 OTHER PROJECT/TASK

4.1 Introduction of the Project

This system was created on request of maintenance supervisor. The function of this system act as the reminder of the next service date. It's also function as the database for the machine, machine parts and service date for machine parts. At first, the user needs to insert all the machine, machine parts and service date information into the system. User can see the all the data in the report of this system. At the next service date field, I had entered formula so it will remind user if the machine parts had reach the next service date. It have three reminder that is "OK" if the current date still not reach next service date, "ALMOST EXPIRED" when the current date was 5 to 1 day from next service date and "EXPIRED" if the current date had reached the next service date. They can sort the data in the report to see any data related that they want. For example, if the user want to see expired machine parts only, they can filter the data to "EXPIRED" in the data field. The user needs to update the service date data if the machine parts had serviced.

4.2 Scope of the Project

- This system was created using Microsoft Access.
- This system was created for the use of maintenance department only.
- This system only can be access from supervisor computers to avoid data duplication.
- It's only using small requirement of computer performance to use this system.
- There is no log in function because the supervisor's computer already have log in password.

4.3 Objective of the Project

- Simplify maintenance department to check the expired machine parts.
- Make the system simple so the user can easily understand about the system.
- Maintenance department people don't need to check every machine expired date one by one.
- So that the service machine parts works in maintenance department become smoothly.

4.4 Project Details

4.4.1 Description of the System Maintenance

This system doesn't really need to have much maintenance because it's only a simple system. The IT supervisor can handle if the system get problem. If he can't do it, he can contact me to see the system problem.

4.4.1.1 System Maintenance Team

- IT department supervisor.
- Maintenance department supervisor.

4.4.2 System Feedback Monitoring

After a month using this system, the supervisor of the maintenance department says this system run smoothly and it's really make maintenance works easy. He was really thankful to me.

4.4.3 System Performance Monitoring

I had come to maintenance department every week for the first month to see the performance of the system. I also teach the supervisor to use the system more easily ways.

4.4.3.1 Updating Procedures

I ask the maintenance supervisor to inform me or IT supervisor if there is a problem with the system. I also ask him to make back up data every month to prevent data lost if the computer breaks.

4.4.4 Preventing Problems

4.4.4.1 Identified Possible Problems and Attacks

- The supervisor's computer breaks.
- Data accidentally deleted.
- Virus attacks and corrupts the data.

4.4.4.2 Suggested Solution

- Make a data back up every month.
- Don't surf unnecessary website using that computer.
- Always update the anti-virus every week

4.5 Project Opportunities

This system has high chance to develop because the requirements are simple and only using Microsoft Access as the interface and database. The supervisor also has not much problem using this computer because he had used the Microsoft Access in his works.

4.6 Conclusion of the Project

This system was finished to develop in 4 weeks. Although it was a small system, a basic knowledge was needed in other to develop this system. I had presented this system to my supervisor first before present to the supervisor of the maintenance department. I had small problem when developing this system but I had solved the problem with the help of internet. I hope this system will give satisfaction to the maintenance department and no problem will come.

5.0 RECOMMENDATION

5.1 Problem and Difficulties Faced During Project

I had faced some problems in developing my systems/projects. First, I need more time to understand the requirements for the system to be create. I need to think and make sketch to create the system. I had to go to see the supervisor many time to ask if the system meet the requirement that he want. Second, in developing this project, I don't have many people to refer and get advice when I got problem with the system. My supervisor had left the programming field about 7 to 8 years and hedoesn't really remember the coding or anything about developing system. He can't help me a lot if I got problem with the system. He also doesn't have so much time to help me because he was busy with his works. So, I can say that I almost stand alone in developing this project. It's more difficult to develop system for non-IT users. But I hadtried my best to solve all the problems.

5.2 Suggestion for Problem Solution

- Try to ask friends of the same course.
- Surf the internet and find the correct website.
- Register to programming website so we can ask others programmer opinion from all over the world.
- Refers to the old notes that we had learned in college or university.
- Don't easily give up because every problem must have solutions.

6.0 CONCLUSION

6.1 Achieving the Aims of the Programs

This program was really useful for me. I had a lot of experiences in real working life. It has also taught me how to survive in working life and how to interact with other employees. I also got experiences when I need to solve certain problem myself because not all the time I can hope that other peoples can help me. I am a programmer student and now I understand the different between study life and working life. It's more difficult to develop a system for others than we develop system for our self. I need to understand user requirements to complete my system. Finally, I had finished develop my system that had been given by my supervisor and supervisor from maintenance department.

6.2 Suggestion

In working life, sometimes we will be facing a big problem. When that's happen, we need to calm down and try to think to solve the problem. Try to ask and get advice from our friends, teachers, or anyone that we think can help us. Also try to find the solution in the internet because nowadays, almost all information we can get from the internet. But if we still don't get the solution and feels like want to give up, pray to Allah to help us. 'Insyaallah' Allah will help us because Allah is all-knowing and most merciful.

6.3 Future Endeavour in the Project

The system I had created was a simple system. I'm not a really smart student, so I need to work a little bit hard than others to achieve my dream. I work really hard to finish this system. I hope one day I can create a very useful system that can easily understands by users without much explanations to make peoples works much easier. I also hope I can be a very capable programmer.

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LOG BOOK REPORT

Daily Task Report

Week No. :

1

Date	Task	Remark
13/01	<ol style="list-style-type: none"> Report for duty Be explained about discipline and company rules - by human resource assistant manager Get task to be performed by the supervisor. Sketch and make a plan to create a system for the company and check the possibility if the system can be developed. 	
14/01	<ol style="list-style-type: none"> Public holiday. (Maulidul Rasul) 	
15/01	<ol style="list-style-type: none"> Get task by Maintenance Department to create a database system for them to make their work easier. Hear their problem about old system. Discuss with supervisor how to develop the system. 	

Approved by

Supervisor Name : NOR KHILAM BIN RAHMAT

Signature :

Date : 17/01/14

Daily Task Report

Week No. :

1

Date	Task	Remark
16/01	(1) Identify the information that needs to ^{insert} enter into the system. (2) Develop the system.	Everything ok.
17/01	(1) Continue develop the system.	
18/01	Day off	
19/01	Day off.	

Approved by

Supervisor Name : NOR KHIZAM BIN RAHMAT

Signature : 

Date : 17/01/14

Daily Task Report

Week No. : 2

Date	Task	Remark
20/01	① Continue develop the system. ② Try to understand about the old system.	
21/01	① Helps supervisor when he repairs the internet down problem. ② Continue develop the system. ③ Helps supervisor to key-in some data in overtime database	
22/01	① Continue develop the system. ② Show incomplete system to maintenance department and get more information to develop the system.	
23/01	① Continue develop the system. ② Get task by Maintenance department to develop another system.	

Approved by

Supervisor Name : NOR KHIZAM BIN RAHMAT

Signature : 

Date : 24/01/14

Daily Task Report

Week No. : 2

Date	Task	Remark
24/01	① continue develop the new system.	
25/01	Day Off.	OK.
26/01	Day off	

Approved by

Supervisor Name : NORKHIZAM BIN RAHMAT

Signature :

Date : 24/01/14

Daily Task Report

Week No. : 3

Date	Task	Remark
27/01	① Continue develop the system and design the system to present to Supervisor.	
28/01	① continue design the system.	
29/01	① Call the maintenance department to see the system. ② Get task to insert something new in the system. ③ Help Supervisor to check and scan all pc and notebook in the company because there's a report from other's user that they get spam email from teresa this company and the Telekom had block the ^{company's} domain. of the comp	

Approved by

Supervisor Name :  NUR KHIZAM BIN RAHMAT

Signature : 

Date : 30/01/14

Daily Task Report

Week No. : 3

Date	Task	Remark
20/01	① Enter Work for the task that's been given by maintenance department to enter ^{insert} into the system.	Everything ok.
31/01	Public Holiday (Chinese New Year)	
01/02	Day off.	
02/02	Day off.	

Approved by

Supervisor Name : NORHAZAM BIN RAHMAT

Signature :

Date : 30/01/14

Daily Task Report

Week No. :

4

Date	Task	Remark
03/02	① check the system that's been developed.	ok.
04/02	① Shows the system to ② Edit the system.	
05/02	① Continue develop the system.	
06/02	① check the system. ② Going out to send documents to supervisor at computer shop. ③ Scan for virus for pc at	
07/02	① Helps supervisor to ^{make} preparation for video conference for manager.	
08/02	Day off	
09/02	Day off	

Approved by

Supervisor Name : NOR HIZAM BIN RAHMAT

Signature : 

Date : 07/02/14

Daily Task Report

Week No. : 5

Date	Task	Remark
10/02	① Continue develop the system.	ok.
11/02	① continue develop the system	
12/02	① find few system to make example to create system.	
	② Try and error to correct the error in other system.	
13/02	① Edit system.	
14/02	① Edit system.	
15/02	Day off	
16/02	Day off	

Approved by

Supervisor Name : NOR KHIZAM BIN RAHMAT

Signature : 

Date : 14/02/14

Daily Task Report

Week No. : 6

Date	Task	Remark
17/02	Absent (Personal matter)	
18/02	① Edit new system	ok -
19/02	① Edit new system	
20/02	① Edit new system	
21/02	① Edit new system.	
22/02	Day off	
23/02	Day off.	

Approved by

Supervisor Name : NORHIDAM BIN RAHMAT

Signature : 

Date : 21/02/14

Daily Task Report

 Week No. : 7

Date	Task	Remark
24/02	① Continue develop system.	ok -
25/02	① Continue develop system. ② Follow supervisor to change email for all staffs that using company email.	
26/02	① Continue develop system. ② Indukcion program.	
27/02	① Continue develop system	
28/02	① Continue develop system.	
01/03	Rest day.	
02/03	Rest day.	

Approved by

Supervisor Name : NORRIZAM BIN RAHMAT

 Signature : 

Date : 28/02/2014

Daily Task Report

Week No. : 8

Date	Task	Remark
03/03	① continue develop system.	ok -
04/03	① continue develop system.	
05/03	① continue develop system.	
06/03	① continue develop system. ② Formatting computer. ③ Install drivers.	
07/03	① continue develop system.	
08/03	① Rest Day.	
09/03	Rest Day.	

Approved by

Supervisor Name : NOR HIZAM BIN RAHMAT

Signature :

Date : 07/03/14

Daily Task Report

Week No. : 9

Date	Task	Remark
10/03	① continue develop system. ② follow supervisor repair pc at lab.	Good
11/03	① continue develop system.	
12/03	① continue develop system.	
14/03		
15/03	① continue develop system. ② format notebook. ③ find drivers.	

Approved by

Supervisor Name : NORKHIZAM BIN RAHMAT

Signature : 

Date : 14/03/14

Daily Task Report

Week No. : 10

Date	Task	Remark
17/03	① Continue develop system.	Good
18/03	① continue develop system.	
19/03	① Format laptop.	
	② Service pack update.	
20/03	① continue develop system.	
21/03	① continue develop system.	
	② Repair laptop.	
22/03	① Rest Day.	
23/03	① Rest Day.	

Approved by

Supervisor Name : NORHIDAM BIN RAHMAT

Signature :

Date : 21/03/2014

Daily Task Report

Week No. : 11

Date	Task	Remark
24/03	① continue develop system.	Good
25/03	① cleaning and formatting pc. ② continue develop system.	
26/03	① continue develop system.	
27/03	① continue develop system.	
28/03	① continue develop system.	

Approved by

Supervisor Name : NOR KHIZAM BIN RAHMAT

Signature :

Date : 28/08/14

Daily Task Report

Week No. : 12

Date	Task	Remark
31/03	① continue develop the system.	Good
01/04	① show the system to supervisor. ② Adjust the system	
02/04	① show the system to Admin and HR Manager.	
03/04	① Make adjustment to the system.	
04/04	① continue adjustment.	

Approved by

Supervisor Name : NOH HIZAM BIN RAHMAT

Signature :

Date : 04/04/14


Daily Task Report

Week No. : 13

Date	Task	Remark
7/04	① Last present the system to my supervisor	Good
08/04	① install the system in my supervisor's computer.	
09/04	① supervisor still used the system for trial.	
10/04	① install the system to other two department.	
11/04	① process of trial.	

Approved by

Supervisor Name : NORTHIZAM BIN RAHMAT

Signature : 

Date : 11/04/14

Daily Task Report

Week No. : 14

Date	Task	Remark
14/04	① install the system to all department.	Good
15/04	① check the syst install the system to all department in progress.	
16/04	① installation the system in progress.	
17/04	① finish installation and check the progression.	
18/04	① monitor the system.	

Approved by

Supervisor Name : NORHIZAM BIN RAHMAT

Signature : 


Date : 18/04/14

Daily Task Report

Week No. : 15

Date	Task	Remark
21/04	① Monitor the system for one weeks.	Good
22/04	① Monitor the system process.	
23/04	① Monitor the system process.	
24/04	① monitor the system process.	
25/04	① monitor the system process.	

Approved by

Supervisor Name : NORDKHAZAM BIN RAHMAT
 Signature : 
 Date : 25/04/14

Daily Task Report

Week No. : 16

Date	Task	Remark
28/04	① Follow supervisor go to KL office to solve the problems there. ② Help supervisor.	Good
29/04	- Take leave.	
30/04	① make ^{do} daily routin.	
01/05	① do daily routin.	
2/05	① do daily routin.	

Approved by

Supervisor Name : NORKHIZAM BIN RAHMAT

Signature : 

Date : 02/05/14

Daily Task Report

Week No. : 17

Date	Task	Remark
5/05	① replace the take leave on 29 by.	Gru2

Approved by

Supervisor Name : MURKHAM BIN RAHMAT

Signature :

Date : 05/05/14

APPENDICES

User Manual (Overtime System)

1

The screenshot shows a window titled "Login" with a "TERREAL" logo. It contains two input fields: "Username" and "Password". Below these fields are two buttons: "Login" and "Close".

Enter your Username.

Enter your Password.

Click this after enter your Username and Password.

Click this to close the system.

2

The screenshot shows a window titled "Menu" with three buttons: "Employee", "Overtime", and "Logout".

Click this to open employee form (admin only)

Click this to open employee overtime form.

Click this to log out the system.

3

The screenshot shows a web-based 'Employee Form' window. It contains several input fields: 'Employee No' (a dropdown menu), 'Name', 'Department', 'Division', 'Designation', and 'Company ID' (all text boxes). To the right of these fields is a large empty rectangular box. Below the input fields is a row of buttons: 'Menu', 'Save', 'Clear', 'Search', 'Delete', and 'Logout'. A blue 'Browse' link is positioned above the 'Delete' button. Red circles with numbers 1 through 9 are placed over specific elements: 1 is over the 'Employee No' dropdown, 2 is over the 'Name' text box, 3 is over the 'Browse' link, 4 is over the 'Menu' button, 5 is over the 'Save' button, 6 is over the 'Clear' button, 7 is over the 'Search' button, 8 is over the 'Delete' button, and 9 is over the 'Logout' button. A red bracket connects callout 1 to callout 2.

1 = dropdown to choose employee id no.

2 = fill all the textbox.

3 = use browse to choose employee picture in the computer.

4 = button to back to main menu form.

5 = button to save the data.

6 = button to clear all the textbox and dropdown.

7 = button to search the employee by the employee id.

8 = button to delete employee data.

9 = button to log out the system.

The screenshot shows a web-based 'Overtime Form' interface. It includes input fields for Employee No, Name, Department, and Company ID, which are grouped by a bracket labeled '1'. Below these are fields for Date (pre-filled with 5/14/2014), Start, End, Duration (with a 'Calculate' button labeled '3'), OT Type, and Task. To the right, there are fields for Category, Request By, Approved By, Description, Running No, and Date Add (pre-filled with 5/14/2014). A menu of buttons is located on the right side, including 'Menu' (labeled '4'), 'Save' (labeled '5'), 'Clear' (labeled '6'), 'Logout' (labeled '7'), 'See Database' (labeled '8'), and 'Report' (labeled '9'). A bracket labeled '2' encompasses the bottom section of the form, including the Date Add field.

1 = choose employee no using dropbox and the name, department and company id of the employee will appears.

2 = fill in all the blanks.

3 = click calculate button after insert "start" and "end" and it will calculate the total duration.

4 = button back to main menu.

5 = button to save the data.

6 = button to clear all the textbox and dropbox.

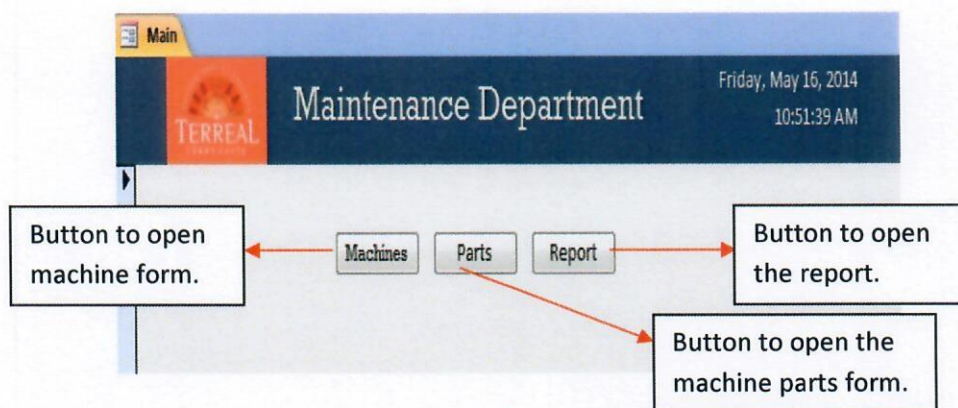
7 = button to log out the system.

8 = button to open and see the database (admin only).

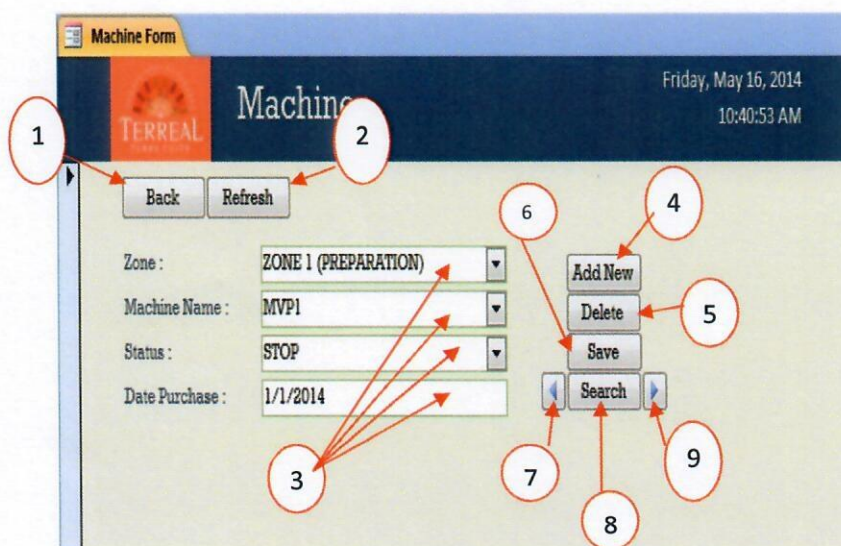
9 = button to see the employee overtime report.

User Manual (Machine Parts Service Date System)

1



2



- 1 = Button to go back to main menu.
- 2 = Button to refresh the data.
- 3 = Fill the box with new data or use dropbox to choose existing data.
- 4 = Button to add dew data.
- 5 = Button to delete data.
- 6 = Button to save data.
- 7 = Button to see previous data.
- 8 = Button to search data.
- 9 = Button to see next data.

3

Machine Parts Form

Friday, May 16, 2014
10:46:05 AM

Parts

1: Back 2: Refresh

Machine Name : MVP1
Part Serial No : A102
Parts Description : HEADER
Interval Operating Hour : 2302
Location : EXTRUDER

3: Fill in the box.

4: Choose last service date.
5: Choose next service date.

Service Date	Last Service Date	Next Service Date	Check
	2/1/2014	2/2/2014	EXPIRED
	2/2/2014	2/3/2014	EXPIRED
	2/3/2014	2/4/2014	EXPIRED
	2/4/2014	2/10/2014	EXPIRED
	2/11/2014	2/11/2014	EXPIRED
	2/10/2014	2/11/2014	EXPIRED
	2/11/2014	2/12/2014	EXPIRED
*			

6: This field will automatically fill when next service date inserted.

7: Add New
8: Save
9: Delete
10: Search
11: Search
12: Search

Record: 14

- 1 = Button to go back to main menu.
- 2 = Button to refresh the data.
- 3 = Fill in the box.
- 4 = Choose last service date.
- 5 = Choose next service date.
- 6 = This field will automatically fill when next service date inserted.
- 7 = Button to add new data.
- 8 = Button to save data.
- 9 = Button to delete data.
- 10 = Button to see previous data.
- 11 = Button to search data.
- 12 = Button to see next data.

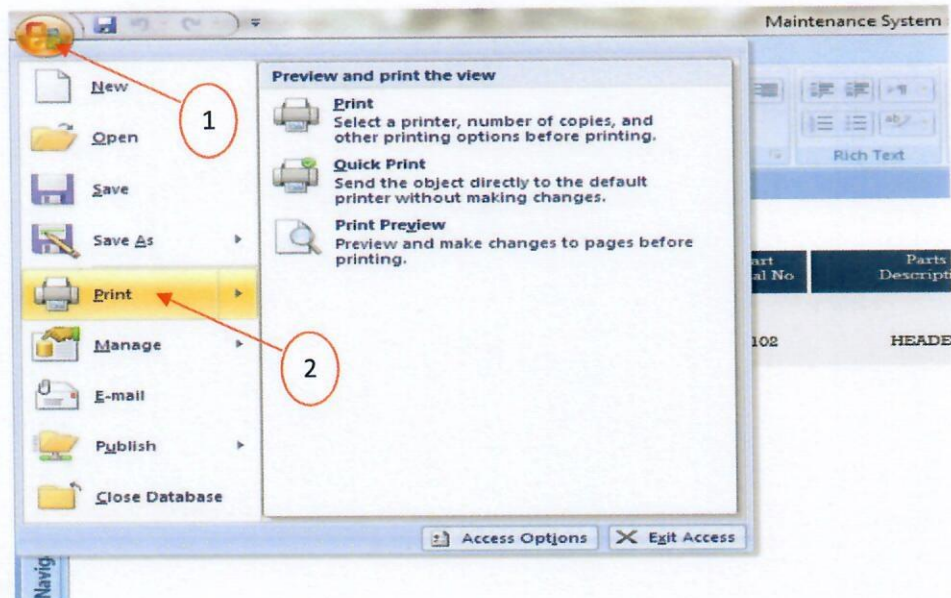
4

Zone	Machine Name	Status	Date Purchase	Part Serial No.	Parts Description	Location	Intermittent Operating Hour	Last Service Date	Next Service Date	Remarks
ZONE 1 (PREPARATION)	MVP1	STOP	1/1/2014							
				A100	HEADER	EXTRUDER	0000	0/11/2014	0/10/2014	EXPLODED
								0/11/2014	0/11/2014	
								0/10/2014	0/11/2014	
								0/4/2014	0/10/2014	
								0/0/2014	0/4/2014	
								0/0/2014	0/0/2014	
								0/1/2014	0/2/2014	
				A100	DIAPHRAGM	EXTRUDER	0041	0/0/2014	0/10/2014	EXPLODED
								0/0/2014	0/10/2014	
								1/4/2014	0/0/2014	
				A104	BEARING	EXTRUDER	0000			EXPLODED
								0/0/2014	0/00/2014	
								0/1/2014	0/4/2014	
								1/4/2014	1/0/2014	

To filter the data, first you need to click at any field that you want to filter for example, in field remarks. 2 After that, click the filter icon 1 and choose data that you want.

You also can search the data using search icon 3

5



To print the report, click the Microsoft Office icon on the top left of the Microsoft Access **1** and choose print. **2** Then you can choose print, quick print or print preview.

Coding for Overtime System

Module

Imports System.Data.OleDb

Module Module1

Public acsconn As New OleDb.OleDbConnection

Public acsdr As OleDbDataReader

Public strsql As String

Sub connect()

acsconn.ConnectionString =

"Provider=Microsoft.ACE.OLEDB.12.0;DataSource=" &

"C:\Users\Saiful\Desktop\TerrealOT\TerrealOT\bin\Debug\TerrealOT.mdb;"

End Sub

End Module

Form Login

Imports System.Data.OleDb

Public Class frmLogin

Dim cmd As OleDbCommand

Dim drAsOleDbDataReader

Dim ds As New DataSet

Dim da As OleDbDataAdapter

Dim table As New DataTable

Dim icount As Integer

Dim str As String

Dim inc As Integer

Dim maxrows As Integer


```
Private Sub btnLogin_Click(ByVal sender As System.Object, ByVal e As  
System.EventArgs) Handles btnLogin.Click  
  
Dim cn As New OleDbConnection("Provider=Microsoft.ACE.OLEDB.12.0;Data  
Source=" &  
"C:\Users\Saiful\Desktop\TerrealOT\TerrealOT\bin\Debug\TerrealOT.mdb;")  
  
Str = "select * from Admin where Username in (" &txtUsername.Text& ") and  
Password = " &txtPassword.Text& "" 'STAFF = table, username and password =  
field in that table  
  
da = New OleDbDataAdapter(Str, cn) 'route of the data  
  
table.Clear()  
  
icount = da.Fill(table) 'how many data  
  
If icount<> 0 Then  
  
If txtUsername.Text = "ADMIN" Then  
  
MsgBox("Employee Overtime System !!!", 0 + 64, "WELCOME ADMIN")  
  
frmMenu.Show()  
  
Me.Hide()  
  
Else  
  
MsgBox("Employee Overtime System !!!", 0 + 64, "WELCOME")  
  
frmMenu.Show()  
  
Me.Hide()  
  
End If  
  
Else
```

```
MsgBox("Invalid Username or Password", 0 + 48, "LOGIN ERROR")
```

```
txtUsername.Clear()
```

```
txtPassword.Clear()
```

```
txtUsername.Focus()
```

```
Me.Show()
```

```
End If
```

```
cn.Close()
```

```
End Sub
```

```
Private Sub frmLogin_Load(ByVal sender As System.Object, ByVal e As  
System.EventArgs) Handles MyBase.Load
```

```
Me.Left = (Screen.PrimaryScreen.WorkingArea.Width - Me.Width) / 2
```

```
Me.Top = (Screen.PrimaryScreen.WorkingArea.Height - Me.Height) / 2
```

```
End Sub
```

```
Private Sub btnClose_Click(ByVal sender As System.Object, ByVal e As  
System.EventArgs) Handles btnClose.Click
```

```
Me.Close()
```

```
End Sub
```

```
End Class
```

Form Overtime

Public Class frmOvertime

Sub fillcombo1()

acscconn.Open()

strsql = "select * from Employee"

Dim acscmd As New OleDb.OleDbCommand

acscmd.CommandText = strsql

acscmd.Connection = acscconn

acsdr = acscmd.ExecuteReader

While (acsdr.Read())

cBoxEmployeeNo.Items.Add(acsdr("EmpNo"))

End While

acscmd.Dispose()

acsdr.Close()

acscconn.Close()

End Sub


```
Sub fillcombo()  
  
acscconn.Open()  
  
strsql = "select * from Task"  
  
Dim acscmd As New OleDb.OleDbCommand  
  
acscmd.CommandText = strsql  
  
acscmd.Connection = acscconn  
  
acsdr = acscmd.ExecuteReader  
  
While (acsdr.Read())  
  
cBoxTask.Items.Add(acsdr("Tasking"))  
  
End While  
  
acscmd.Dispose()  
  
acsdr.Close()  
  
acscconn.Close()  
  
End Sub
```

Private Sub frmOvertime_Load(ByVal sender As System.Object, ByVal e As System.EventArgs) Handles MyBase.Load

Me.Left = (Screen.PrimaryScreen.WorkingArea.Width - Me.Width) / 2

Me.Top = (Screen.PrimaryScreen.WorkingArea.Height - Me.Height) / 2

Module1.connect()

Me.fillcombo()

Me.fillcombo1()

End Sub

Private Sub btnMenu_Click(ByVal sender As System.Object, ByVal e As System.EventArgs) Handles btnMenu.Click

frmMenu.Show()

Me.Hide()

End Sub

Private Sub bntSave_Click(ByVal sender As System.Object, ByVal e As System.EventArgs) Handles bntSave.Click

Dim cn As New OleDb.OleDbConnection

cn.ConnectionString = "Provider=Microsoft.ACE.OLEDB.12.0;Data Source=" &
"C:\Users\Saiful\Desktop\TerrealOT\TerrealOT\bin\Debug\TerrealOT.mdb;"

cn.Open()

```
Dim cmd As New OleDb.OleDbCommand

cmd.Connection = cn

cmd.CommandText = "INSERT INTO Overtime(EmpNum, [Date], Start, [End],
Duration, Category, OTType, Task, RequestBy, ApprovedBy, Description,
RunningNo, DateAdd) VALUES('" & Me.cBoxEmployeeNo.Text & "','" & _
Me.DateTimePicker1.Text & "','" & Me.cBoxStart.Text & "','" & Me.cBoxEnd.Text &
 "','" & Me.txtDuration.Text & "','" & txtCategory.Text & "','" & Me.cBoxOTType.Text &
 "','" & Me.cBoxTask.Text & "','" & Me.cBoxRequest.Text & "','"
& Me.cBoxApproved.Text & "','" & Me.txtDescription.Text & "','"
& Me.txtRunningNo.Text & "','" & Me.DateTimePicker2.Text & "','"")

MsgBox("Data save successfully!")

cmd.ExecuteNonQuery()

RefreshData()

Me.btnClear.PerformClick()

cn.Close()

End Sub
```


Private Sub btnClear_Click(ByVal sender As System.Object, ByVal e As System.EventArgs) Handles btnClear.Click

Me.cBoxEmployeeNo.Text = ""

Me.txtName.Text = ""

Me.txtDepartment.Text = ""

Me.txtCompanyID.Text = ""

Me.txtRunningNo.Text = ""

Me.DateTimePicker1.Text = ""

Me.cBoxStart.Text = ""

Me.cBoxEnd.Text = ""

Me.txtDuration.Text = ""

Me.txtCategory.Text = ""

Me.cBoxOTType.Text = ""

Me.cBoxTask.Text = ""

Me.cBoxRequest.Text = ""

Me.cBoxApproved.Text = ""

Me.txtDescription.Text = ""

Me.txtRunningNo.Text = ""

Me.btnClear.Enabled = True

End Sub

```
Private Sub btnLogout_Click(ByVal sender As System.Object, ByVal e As  
System.EventArgs) Handles btnLogout.Click
```

```
If MessageBox.Show("Are you sure to logout now?", "Logout",  
MessageBoxButtons.YesNo, MessageBoxIcon.Question) _
```

```
= Windows.Forms.DialogResult.Yes Then
```

```
frmLogin.txtUsername.Clear()
```

```
frmLogin.txtPassword.Clear()
```

```
frmLogin.txtUsername.Focus()
```

```
frmLogin.Show()
```

```
Me.Close()
```

```
End If
```

```
End Sub
```

Private Sub RefreshData()

Dim cn As New OleDb.OleDbConnection

cn.ConnectionString = "Provider=Microsoft.ACE.OLEDB.12.0;Data Source=" &
"C:\Users\Saiful\Desktop\TerrealOT\TerrealOT\bin\Debug\TerrealOT.mdb;"

If Not cn.State = ConnectionState.Open Then

cn.Open()

End If

Dim da As New OleDb.OleDbDataAdapter("SELECT EmpNum as [ID], " & _
"Category, OTType, Task, RequestBy, ApprovedBy, RunningNo, Task2 "& _
" FROM Overtime ORDER BY Category", cn)

cn.Close()

End Sub


```
Private Sub cBoxEmployeeNo_SelectedIndexChanged(ByVal sender As
System.Object, ByVal e As System.EventArgs) Handles
cBoxEmployeeNo.SelectedIndexChanged

acscconn.Open()

strsql = "select * from Employee where EmpNo=" &cBoxEmployeeNo.Text& ""

Dim acscmd As New OleDb.OleDbCommand

acscmd.CommandText = strsql

acscmd.Connection = acscconn

acsdr = acscmd.ExecuteReader

If (acsdr.Read() = True) Then

txtName.Text = (acsdr("Name"))

txtDepartment.Text = (acsdr("Department"))

txtCompanyID.Text = (acsdr("CompanyID"))

End If

acscmd.Dispose()

acsdr.Close()

acscconn.Close()

End Sub
```

```
Private Sub Button1_Click(ByVal sender As System.Object, ByVal e As  
System.EventArgs) Handles btnCalculate.Click
```

```
    If (cBoxStart.Text < cBoxEnd.Text) Then
```

```
        txtDuration.Text = cBoxEnd.Text - cBoxStart.Text
```

```
    Else
```

```
        txtDuration.Text = (cBoxEnd.Text + 24) - cBoxStart.Text
```

```
    End If
```

```
End Sub
```

Private Sub cBoxTask_SelectedIndexChanged(ByVal sender As System.Object,
ByVal e As System.EventArgs) Handles cBoxTask.SelectedIndexChanged

acscconn.Open()

strsql = "select * from Task where Tasking='" &cBoxTask.Text& "'"

Dim acscmd As New OleDb.OleDbCommand

acscmd.CommandText = strsql

acscmd.Connection = acscconn

acsdr = acscmd.ExecuteReader

If (acsdr.Read() = True) Then

txtCategory.Text = (acsdr("Category1"))

End If

acscmd.Dispose()

acsdr.Close()

acscconn.Close()

End Sub


```
Private Sub Button1_Click_1(ByVal sender As System.Object, ByVal e As  
System.EventArgs) Handles btnAccess.Click
```

```
If frmLogin.txtUsername.Text = "ADMIN" Then
```

```
Process.Start("Msaccess.exe",  
"C:\Users\Nuraishah\Desktop\TerrealOT\TerrealOT\bin\Debug\TerrealOT.mdb")
```

```
Else
```

```
MsgBox("You are not the Admin", 0 + 48, "ERROR")
```

```
End If
```

```
End Sub
```

```
Private Sub Button1_Click_2(ByVal sender As System.Object, ByVal e As  
System.EventArgs) Handles Button1.Click
```

```
Form1.Show()
```

```
Me.Hide()
```

```
End Sub
```

```
End Class
```