

# OCIMS

## ENTERPRISE SOLUTION



# OVERVIEW

## CONTENT

- Company Background
- Clients
- Issues & Problems
- Features for Top Management
- Product Differentiation
- Software as A Service (Saas)
- OCIMS Enterprise





**IBS TECHNOLOGY SDN BHD**  
(Technology & Software Provider)

**HEAD OFFICE**

No.46, Jalan Wangsa Delima 6,  
Pusat Bandar Wangsa Maju (KLSE)  
53300 Kuala Lumpur, Malaysia.



Incorporated over 20 years since July 1996 with a paid up capital of RM6.9 million.



In-house software and hardware developers.

Experienced company serving well known GLCs, corporate and Government Agency.



Moving into product that supports Smart Mobile Technology with easy icon based design.

Statewide upgrade from WTMS to EWACS for PKNS and its offices



Nationwide Web Based Time Attendance System for KWSP

Provides SaAS product offerings that is more cost competitive to clients

Responsible for High End Security Implementation for Prisons and Naval Base.

**IBS TECHNOLOGY SDN BHD**  
A MEMBER OF THE SYSTEMS CONSULTANCY GROUP OF COMPANIES



# OUR CLIENTS



SUK NEGERI  
SEMBILAN



# OUR CLIENTS



# ISSUES AND PROBLEMS

A giant wholesale company bought MS Dynamics for RM25M

Very difficult deployment and considered failure due to complexity of operation and non user-friendly interface.

Non-intuitive. Complex Business Process Flow dictated by Software

Complicated page navigation  
Too many buttons, too many clicks

Accessibility via dedicated PC only  
Not user-friendly

Hard to adapt

Humanic HRMS - Employee

Logout ?

Humanic Design V107

Citizenship Employee Incentive Job Optional D... Organization Payroll Ex... Payroll Sta... Performance Personal D... Salary

Primary ID: [REDACTED] First Name: ROBERT Init: E Last Name: MITCHELL Alternate ID: 401

Scheduled Hours: 100.00 Annual Hours: 2000.00 FTE: .40

Ann Hrs Change Code: CONV CONVERSION/SYS UPGRADE Annual Hours Eff Date: 9/28/1990 Process: 9/28/1990

Salary Type: ANNUAL Pay Period: BI-WEEKLY

Currency Type: USA US DOLLAR

Salary: 99,000.00 Split Pay?

Percent Of Change: 1.01

Amount Of Change: 990.20

Change Code: 004 SALARY INCREASE/ANNUAL

Salary Effective Date: 12/14/2010 Process: 12/14/2010

Salary Equivalents

	Annual	Grade
Annual	99,000.00	100E
Monthly	8,250.00	Min 73,813.00
Semi Monthly	4,125.00	Mid 90,417.00
Bi Weekly	3,807.69	Max 123,022.00
Weekly	1,903.85	
Hourly	47.5962	

Compa Ratio: 1.01

Currency Conv. Percent Of Range: 51.18

Quartile: 3

History Pending Mult. Changes Split Payroll Ann Hrs Hist Ann Hrs Pend

Employee ID: 4112 Employee Name: MELISA MARTHA BETA

General Information Detail Information Salary Information

Division: EBC-BVR EBC-BEVERLY BRANCH

Department: BE-BVR BEVERLY BRANCH

Section: BE-BVR BEVERLY BRANCH BRANDED

Sub Section: [REDACTED] BRANDED

Position: [REDACTED]

Grade: [REDACTED] Employee Type: Permanent

Working Scheme: [REDACTED] Shift Code: [REDACTED]

Cost Center: SMT [REDACTED] BRANDED

Nationality: [REDACTED] [REDACTED] [REDACTED] Time Test: 8:12

Marital Status: Single Total Grade: [REDACTED]

Personal ID/Prof: [REDACTED]

Join to: [REDACTED] Date: 6/1/1982 12

Group Code

Overline:  Fee: [REDACTED]

Justification:  Included  Justification

Absent:  Included  Absent

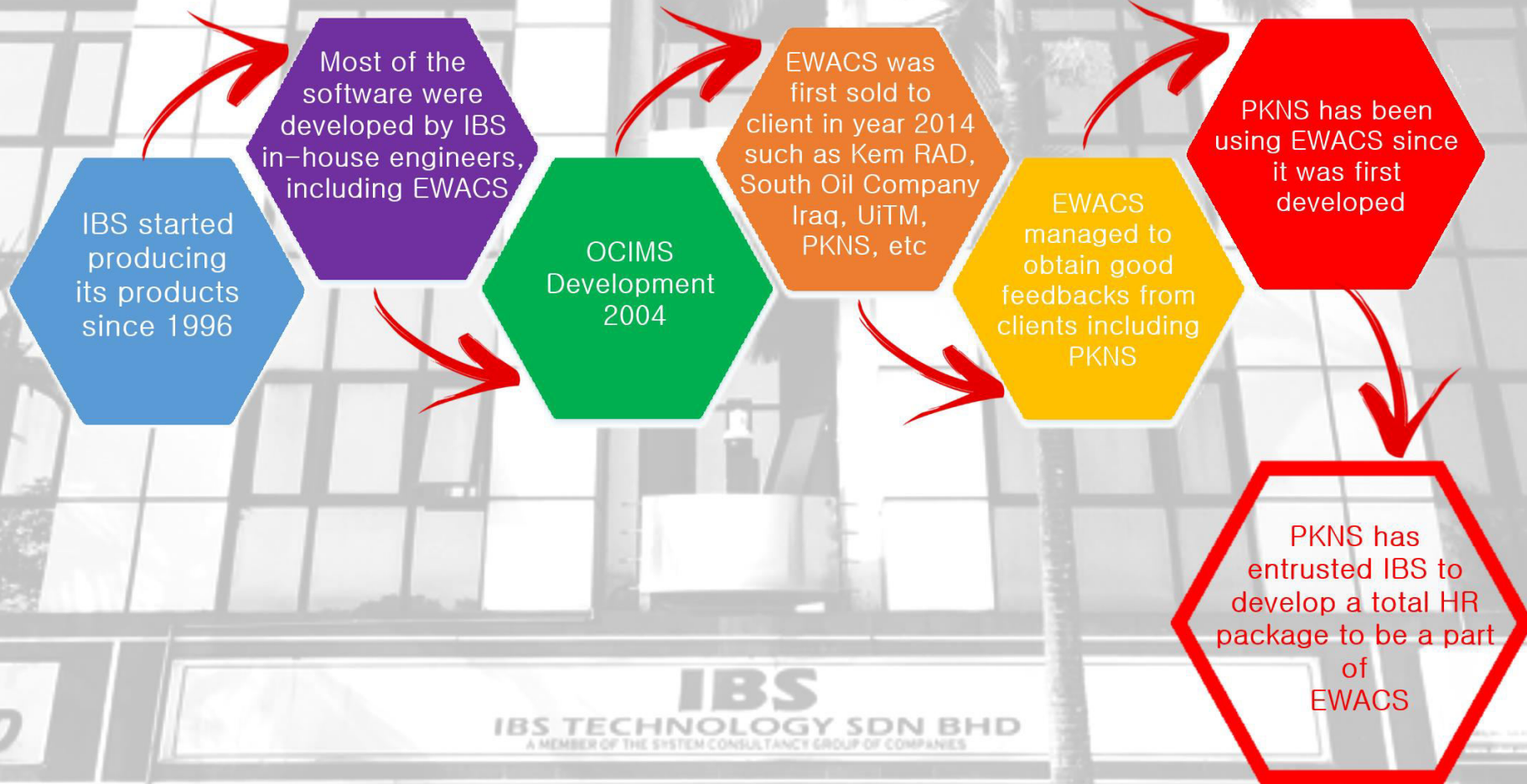
Medical Group: [REDACTED] Leave Group: [REDACTED] Leave Reason: [REDACTED]

Assigned Post: #1 #2 #3 #4 #5

IBS



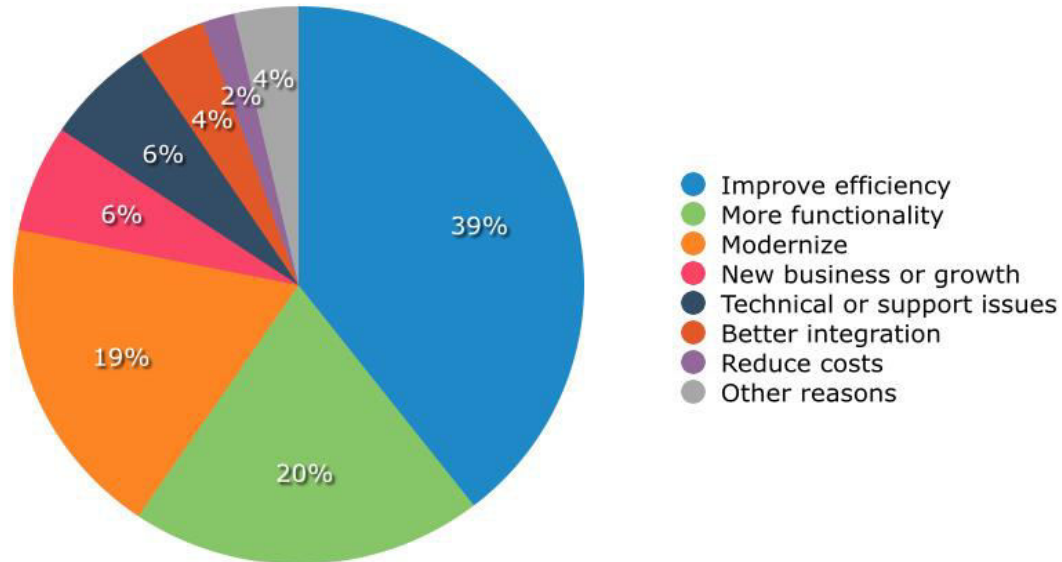
# ISSUES AND PROBLEMS



**IBS**  
IBS TECHNOLOGY SDN BHD  
A MEMBER OF THE SYSTEM CONSULTANCY GROUP OF COMPANIES



# OTHER PROBLEMS



- No IT expertise or not enough IT staff to accommodate own software development .
- Legacy System that is very rigid and sometimes very complicated for end user .
  - Expensive support and software upgrade
  - Expensive initial investment



# FEATURES FOR TOP MANAGEMENT



Easily Accessible Top Level Reporting

Consolidated Information for Group

Transforming the Corporate Workstyle to be more relaxed.  
BYOD – Bring your own device

Reliable Information at Fingertips for Fast Decision making



# PRODUCT DIFFERENTIATION



In designing our software we ensure the following:

User Friendly :  
No instruction manual required.  
Icon based and easy to adapt and use.



Smart Mobile Technology:  
Design with bootstrap, scales up and work on all smart device



Quick and Affordable:  
Deployment & Software As a Service



3 Clicks for intended output :  
Fast tracking method

# SOFTWARE AS A SERVICE (SAAS)



Software as a Service (SaaS) is used for business solutions which are provided on a subscription-based model, accessed through a web browser and maintained and stored at the service provider data center or on the Cloud.

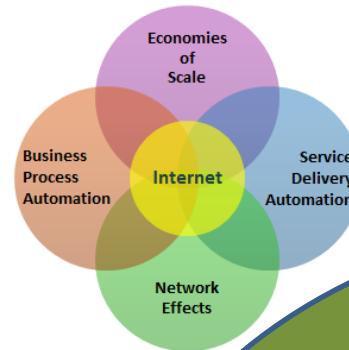
**"You can get rid of servers, personal computers, applications and licenses. With the cloud, you only pay for what they use in a secure and high performance environment"**

Table 1. Worldwide Public Cloud Services Forecast (Millions of Dollars)

	2016	2017	2018	2019	2020
Cloud Business Process Services (BPaaS)	40,812	43,772	47,556	51,652	56,176
Cloud Application Infrastructure Services (PaaS)	7,169	8,851	10,616	12,580	14,798
Cloud Application Services (SaaS)	38,567	46,331	55,143	64,870	75,734
Cloud Management and Security Services	7,150	8,768	10,427	12,159	14,004
Cloud System Infrastructure Services (IaaS)	25,290	34,603	45,559	57,897	71,552
Cloud Advertising	90,257	104,516	118,520	133,566	151,091
<b>Total Market</b>	<b>209,244</b>	<b>246,841</b>	<b>287,820</b>	<b>332,723</b>	<b>383,355</b>

Source: Gartner (February 2017)

## SaaS Competitive Advantage



Cloud-based applications are quickly spreading across many areas. The Cloud combines networks, servers and applications in a shared pool, generating huge efficiencies of scale.



# SOFTWARE AS A SERVICE



**Economies of scale of the Cloud translate into much lower TCO (Total Cost of Ownership)**

- "pay per use" & "no hardware investments are required"

**SaaS delivers fast and lean innovation.**

- lower cost, faster pace and much less risk",
- Immediate hardware improvements on the Cloud – non Invasive and Incremental software upgrades

**Experience curve for specialized SaaS companies raises much faster than for in-house, on-premise platforms.**

- impossible to match by a corporation using local, legacy IT paradigms".

**SaaS providers offer accountability and low exit barriers.**

- delivers the right service levels and, in case it doesn't deliver what was expected, stop the contract with low exit costs.



# IBS AS CLIENT PARTNER FOR SAAS



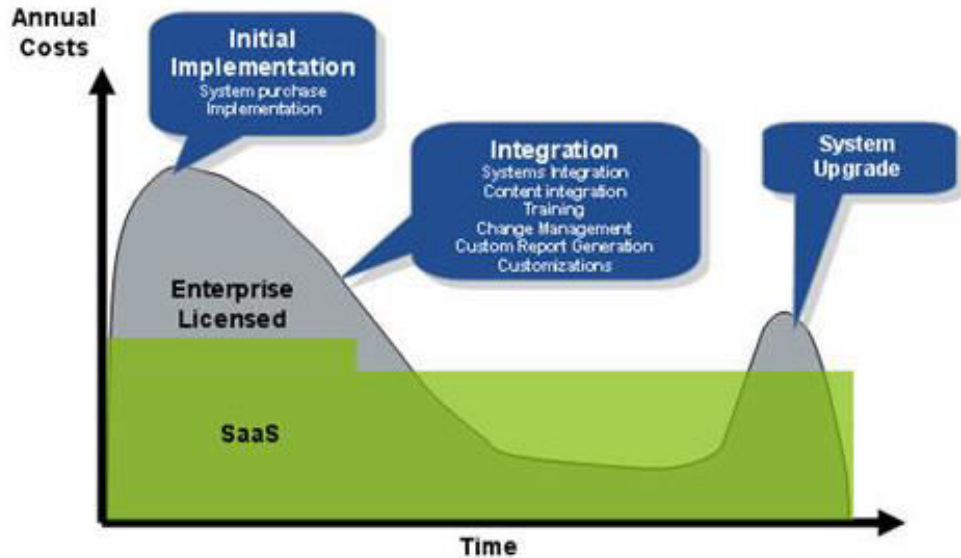
## Cost of Ownership – SaaS vs. Licensed

Cost follows model of a rental agreement (rent)

Develop same system & host it on their premises Vs SaaS

\*Underestimate effort it takes to host software on premises  
\*develop and maintain a whole solution by themselves.

From Survey:  
\*68.2% of expenses in IT are focused on service continuity  
\*only 31.8% is given to innovation and enriching assets such as software development and new deployments.



- huge difficulties in hiring good IT
- IT budgets are used to maintain costly legacy technologies

\*replacing on-premise infrastructure and software for SaaS solutions,  
\*replacing data centers for Cloud\*  
replacing in-house software development for specialized supplier software.





# OCIMS ENTERPRISE





## A Single Solution That Meets The Management's Needs

Connected And Always On The Go

Minimize Cost And Maximize Purchasing Power

Centralizes All Communication Into One Application (Portal/Cloud Service)

Accessible Everywhere With Any Smart Devices

Less hassle & paperwork with self service application



# OCIMS ENTERPRISE



OCIMS Enterprise or better known as OCIMS-E is a combination of IBS powerful software application known as OCIMS Corporate and EWACS

## OCIMS

1. Message
2. Staff ( Attendance & Leave)
3. Calendar
4. Task
5. KPI
6. Marketing
7. Project
8. Maintenance
9. Asset
10. Document
11. Contact
12. Facilities
13. Development
14. Procurement
15. Claim
16. Sales
17. Accounts
18. Automation



## EWACS

1. Staff Module
2. Visitor Module
3. Event Module
4. Attendance Module
5. Security Module
6. Controller Module
7. CCTV Module
8. Maps Module
9. Automation Module
10. Guard Tour Module
11. E-HR Module
12. Leave Module

Strategic information management system designed to facilitate the management and staffs of an organization in seeking information, planning and communication.

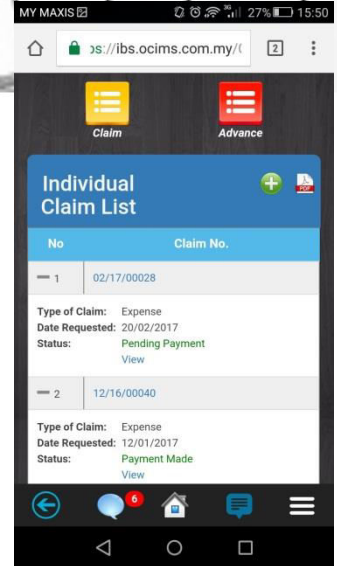
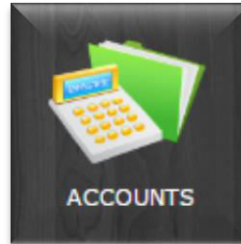


managing staff resources, attendance, claim and leave more efficiently, including managing the company assets, financing, maintenance & project operation, marketing resources, development progress, organize work schedule and documentation





Account Module - records and processes accounting transactions



Provide real-time state of the company's financial position

Mobile View

Profit & Loss - Distribution of Manhour vs Contract Value,  
Manpower Cost vs Contract Value

Bring efficiency in bank reconciliation process & automatically  
prepares for GST

Speed up the information retrieval process.



# FINANCIALS



## Receivables List

- Collection Aging Month
- Export to Excel
- Link to Invoice
- Credit Collection Updates – Reminders, Parget Payment Date

## Payables List

- Links to PRF
- Delivery Status
- Links to PV
- Links to Project

## GL

- sort and store balance sheet and income transactions
- Links to receivables, payables and etc.



Receivables



General Ledger



Payables



Accrual



Payment Voucher



Summary



Receive Money



## Full automation of

- employee expenses, payrolls and time sheets;
- company and departmental budgets; purchase requisitions and
- other complex financial activities.



## Package easily upgraded to accommodate,

- a progressively larger number of users and
- a growing amount of financial data and transactions.



# FINANCIALS



Receivables
Payables
Payment Voucher
Receive Money
  
General Ledger
Accrual
Summary

Receivables List

Page: First Page Previous Page 1 Next Page Last Page Go to  / 6

No	Job Code/Name/Client	Total Due	Aging				Expected Payment Date	Status
			0-30	31-60	61-90	90+		
1	M25 - KVMRT Project Client: Xerox Business Services Malaysia Sdn Bhd Invoice No.: IBS/INV/01/17/M25/RAHB/1433	MYR ██████	MYR ██████				27/01/2017	Show/Update Status Acknowledged Received acknowledged RIN 12/01/2017 10:36:22
2	M25 - KVMRT Project Client: Xerox Business Services Malaysia Sdn Bhd Invoice No.: IBS/INV/11/16/M25/RAHB/1392	MYR ██████		MYR ██████			20/12/2016	Show/Update Status Submitted inv submitted RIN
3	M25 - KVMRT Project Client: Xerox Business Services Malaysia Sdn Bhd Invoice No.: IBS/INV/12/16/M25/RAHB/1410	MYR ██████						
4	M25 - KVMRT Project Client: Xerox Business Services Malaysia Sdn Bhd Invoice No.: IBS/INV/10/16/M25/RAHB/1360	MYR ██████						
5	M23 - ISAC and CPMS for Laman PKNS Client: KK Woo Electrical Engineering Sdn Bhd Invoice No.: IBS/INV/10/16/M23/SSY/1346	MYR ██████						

Update Invoice Status

Update Invoice

\* Invoice Status:

\* Date of Work Done:

Amount Due (MYR):

\* Payment Amount (MYR):

Add Attachment

Attachment:

\* Account No.:

Target date of Payment:

Date & Time:  Time Spent - Total Hours:  Total Minutes:  or Start:   End:

Remarks:

No	Status	Date of the work done	Date and Time Updated	Remarks	Updated By	Amount of Payment (MYR)	Target date of payment	Action
1	Partial Payment Received	04/02/2014	20/03/2014 16:57:40	RM31,518.40 deduct for LAD Balance from MINDEF	FARHANA	31,518.40	None	
2	Partial Payment Received	22/04/2014	22/04/2014 14:11:27	R0562014 - RM100,000.00	FARHANA	100,000.00	None	
3	Partial Payment Received	17/04/2014	18/07/2014 16:23:05	R0952014 - RM50,000.00	NADIAHAKRI	50,000.00	None	
4	Partial Payment Received	26/12/2014	15/01/2015 14:49:36	R1472014 - RM50,000.00	NADIAHAKRI	50,000.00	None	
	received	04/09/2015	19/10/2015 11:56:58	Follow up bank on 21 oct. Dato Khalid outstation	NADIAHAKRI	0.00	None	
	received	12/11/2015	12/11/2015 15:49:21	R2762015	NADIAHAKRI	10,000.00	None	

Invoice Approval

Customer Details

Date	: 10/01/2017
Invoice No	: IBS/INV/01/17/M25/RAHB/1433
GST ID No.	: 001485389824
Customer Order No.	
Delivery Order No.	
Term of Payment	: 30 Days
Status	: Unknown
Attachment	

No	Description	Quantity	Unit Price(MYR)	Amount(MYR)
1	Item 140: Progressive Clock in per attachment	1	340,242.36	340,242.36
			Total before GST	340,242.36
			6.00 GST @ 6%	20,414.54
			Total after GST	360,656.90

Prepared By:   
RINA AZLIA BINTI HAZRUL BUDIDAN  
Dewan  
10/01/2017 - 17:31:33

Checked By:   
FAZILAH BT ISHAK  
Admin & Accounts Manager  
10/01/2017 - 17:19:29

Invoice for Reference



# FINANCIALS



## Procurement, Claim and Sales



Real Time display of procurement status of each verifying or approval process.

HOD Verification



Acct Manager Verification



Approval

Expense Claim Form

Staff Name: MAZIAN  
\*Date: DD/MM/YYYY

\*Description (select from your task list): Select Task [dropdown] Type Task Name [dropdown] Search

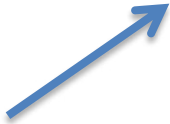
Mileage (KM): Type Mileage(KM) [input] Select Transport [dropdown]

\*Currency: Malaysia Ringgit [dropdown]

Fuel [input]  
Taxi [input]  
Parking [input]  
Toll [input]  
Outstation Allowance [input]  
Accommodation [input]  
Others [input]  
Advance [input]  
Advance No. [input]

*\*Declaration*  
I certify that the expenses claimed here were incurred on company business and have not been claimed for or reimbursed elsewhere, and that the details are true and correct.

Save



Easy Invoicing - Get paid fast to keep your cash flow healthy with online invoicing.

Streamline your sales process with professional online quotes

Capture business expenses and give your employees access to create expense claims anytime.....anywhere



# FINANCIALS

Integration with OCIMS Retails to provide accurate sales information

The desktop interface displays a 'Purchase Order List' table with the following data:

No	Job Code/ Job Name	Supplier	PO.No	Date Requested	Requested By	Amount	Status
1	A18 - Trading Sale Division	Tesco Ampang.	RETAILD/PO/01/17/A18/MFAR/0021	27/01/2017	FADZLI	MYR 66,250.00	Approved
2	A18 - Trading Sale Division	Metrojaya.	RETAILD/PO/01/17/A18/MFAR/0020	27/01/2017	FADZLI	MYR 156,350.00	Approved
3	A21 - Supply & Install Curtain	Advanco Stationery Sdn Bhd.	RETAILD/PO/01/17/A21/MFAR/0019	27/01/2017	FADZLI	MYR 51,993.00	Approved
4	A17 - Online Sale Division	Advanco Stationery Sdn Bhd.	RETAILD/PO/01/17/A17/MFAR/0018	21/01/2017	FADZLI	MYR 100.00	Pending Approval
5	A18 - Trading Sale Division	AEOn Big Wangsa Maju.	RETAILD/PO/01/17/A18/MFAR/0017	20/01/2017	FADZLI	MYR 97,520.00	Approved
6	A18 - Trading Sale Division	Perkhidmatan Cuci Abadi.	RETAILD/PO/01/17/A18/MFAR/0016	20/01/2017	FADZLI	MYR 174.90	Approved
7	A18 - Trading Sale Division	Pembekal Alat Tulis.	RETAILD/PO/01/17/A18/MFAR/0015	20/01/2017	FADZLI	MYR 137.80	Approved
8	A18 - Trading Sale Division	AEOn Big Wangsa Maju.	RETAILD/PO/01/17/A18/MSS/0014	20/01/2017	SHAMRIZAIDY	MYR 1,060.00	Approved

The mobile view shows a 'Stock List' interface with the following details for two items:

No	Stock Name
1	Telur Ayam
<b>Stock Code:</b> S000075 <b>SKU:</b> 695968967896789 <b>Category / Sub-Category:</b> Bahan Mentah Telur <b>SubSidiary:</b> Kedai Tomyam Klang <b>Balance (Unit):</b> 0 (Units) <b>Last Update:</b> FADZLI 10/02/2017 21:06:52	
2	Telur Ayam kampung
<b>Stock Code:</b> S000074 <b>SKU:</b> 2342342342fwerwer <b>Category / Sub-Category:</b> Bahan Mentah Lain-lain <b>SubSidiary:</b> Kedai Tomyam Klang <b>Balance (Unit):</b> 0 (Units) <b>Last Update:</b> FADZLI 10/02/2017 21:05:54	
3	Telur Ayam

Mobile View



# FINANCIALS



**OCIMS RETAIL** FADZLI

[Invoice](#) [Delivery Order](#) [Profoma Invoice](#) [Product](#)  
[POS](#) [Credit Note](#) [REPORTS](#) [VISUALIZER](#)

### Invoice List

No	Details	Invoice No.	Amount	Amount Due	Date Issued	Prepared By	Status
1	<b>Job Code &amp; Name:</b> A17-Online Sale Division <b>Client:</b> ABC Corner	RETAILD/INV/02/17/A17/MFAR/039	MYR 28,620.00	MYR 28,620.00	03-02-2017	FADZLI	Approved
2	<b>Job Code &amp; Name:</b> A21-Supply & Install Curtain <b>Client:</b> AFS Engineering (M) Sdn Bhd	RETAILD/INV/02/17/A21/MSS/038	MYR 4,877.00	MYR 4,877.00	03-02-2017	SHAMRIZAIDY	Pend
3	<b>Job Code &amp; Name:</b> A18-Trading Sale Division <b>Client:</b> Lim Tayar @ Taman Melawati	RETAILD/INV/02/17/A18/MFAR/031	MYR 4.50	MYR 4.50	08/02/2017	FADZLI	Open
4	<b>Job Code &amp; Name:</b> A18-Trading Sale Division <b>Client:</b> Advanco Stationery Sdn Bhd	RETAILD/INV/02/17/A18/A/037	MYR 381.60	MYR 381.60	03/02/2017	AIDEED	Appr
5	<b>Job Code &amp; Name:</b> A21-Supply & Install Curtain <b>Client:</b> Transition Sale	RETAILD/INV/02/17/A21/MSS/036	MYR 4,664.00	MYR 4,664.00	03/02/2017	SHAMRIZAIDY	Open
6	<b>Job Code &amp; Name:</b> KTM002-test <b>Client:</b> ABC Corner	RETAILD/INV/02/17/KTM002/MSS/035	MYR 9,635.40	MYR 9,635.40	03/02/2017	SHAMRIZAIDY	Pend
7	<b>Job Code &amp; Name:</b> A21-Supply & Install Curtain <b>Client:</b> ABC Corner	RETAILD/INV/02/17/A21/ARR/034	MYR 212.00	MYR 212.00	03/02/2017	RAFIDI	Pend

Invoicing & Point Of Sales Features from OCIMS (integration works requires)

**OCIMS RETAIL** FADZLI

[Invoice](#) [Delivery Order](#) [Profoma Invoice](#) [Product](#)  
[POS](#) [Credit Note](#) [REPORTS](#) [VISUALIZER](#)

Search Product Name

Description	Qty	Price	Action																																			
<table border="1"> <tr> <td>Dunlop 002</td> <td>Dunlop 004</td> <td>Dunlop 005</td> <td>Dunlop 006</td> <td>Zeta 001</td> <td>Zeta 002</td> <td>Zeta 003</td> </tr> <tr> <td>Zeta 004</td> <td>Zeta 005</td> <td>Repsol Brake Fluid - DOT 3</td> <td>Tepung Gandum Kunci Kan Hejima</td> <td>Product B ver 4</td> <td>Zeta 011</td> <td>Zeta 010</td> </tr> <tr> <td>zeta 013</td> <td>Zeta 014</td> <td>Zeta 015</td> <td>Zeta 016</td> <td>zeta 020</td> <td>zeta 021</td> <td>zeta 030</td> </tr> <tr> <td>zeta 031</td> <td>Belacan</td> <td>dumex dugro 123</td> <td>Daging Lembu</td> <td>Daging Kambing</td> <td>Nasi Ayam</td> <td>Nasi Goreng Cina</td> </tr> <tr> <td>Promosi Makan Angin</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Dunlop 002	Dunlop 004	Dunlop 005	Dunlop 006	Zeta 001	Zeta 002	Zeta 003	Zeta 004	Zeta 005	Repsol Brake Fluid - DOT 3	Tepung Gandum Kunci Kan Hejima	Product B ver 4	Zeta 011	Zeta 010	zeta 013	Zeta 014	Zeta 015	Zeta 016	zeta 020	zeta 021	zeta 030	zeta 031	Belacan	dumex dugro 123	Daging Lembu	Daging Kambing	Nasi Ayam	Nasi Goreng Cina	Promosi Makan Angin						
Dunlop 002	Dunlop 004	Dunlop 005	Dunlop 006	Zeta 001	Zeta 002	Zeta 003																																
Zeta 004	Zeta 005	Repsol Brake Fluid - DOT 3	Tepung Gandum Kunci Kan Hejima	Product B ver 4	Zeta 011	Zeta 010																																
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zeta 031	Belacan	dumex dugro 123	Daging Lembu	Daging Kambing	Nasi Ayam	Nasi Goreng Cina																																
Promosi Makan Angin																																						
Total Items :		Total :																																				
Discount (0%) :		TAX (6%) : 0.00																																				
Total Payable : 0.00																																						
HOLD		PAYMENT																																				



# PRODUCTIVITY & KPI

## Monitoring Staff Work & Claim with Ease And Flexibility

- Focus on income generated task.
- **Job Codes** - differentiate the income and non income activities .
- Task oriented environment
- **80% of issues can be solved in OCIMS** before there is a need for face to face discussion or meeting to reduce man hours.
- KPI is automated
- Performance is displayed, online, real-time

Mobile application interface showing staff information and leave details. The page displays the following information:

Leave Information 2017	
Section A (Filled by Applicant)	
Staff Name	MUHAMMAD THARMIZI BIN ZAZUKI
Staff Number	T 364
Head of Department	KHAIRUL ANWAR BIN SHARIF
Department	Research and Development
Designation	Trainee
Start Date	01/03/2017
Total Day(s)	1
End Date	01/03/2017
Leave Type	Compassionate Leave
Please Specify Reason	Datuk Meninggal Dunia
Address	NO 19, JALAN 3/7

Mobile View



# PRODUCTIVITY & KPI



## MARKETING/PROJECT MODULE

A02 – OCIMS for System Consultancy Services (Marketing/Project)  
 SYAZWAN : [A02 – T0005 – Meeting with SCS](#)

\*A02 is Job Code  
 \*T0005 is Task ID

**Job Code Category :**  
 Project, Production, Maintenance,  
 Marketing, Development,  
 Administrative & General

### KPI MODULE

### TASK MODULE

SYAZWAN : [A02 - T0005 - Meeting with SCS](#)

### CALENDAR

25 October : SYAZWAN : [A02 - T0005 - Meeting with SCS](#)

### STAFF MODULE

#### ATTENDANCE

SYAZWAN :

Time In : **13:30:45**

**Late in Reason** : Meeting [A02 - T0005 - Meeting with SCS](#) (8:30-13:30)

### FACILITIES MODULE

Book : Projector

Purpose of booking: [A02 - T0005 - Meeting with SCS](#)

Booked by : SYAZWAN

### CLAIM MODULE

No.	Name	Description	Mileage (KM) *RM0.90/KM	Total (RM)
1	SYAZWAN	<a href="#">1. A02 - T0005 - Meeting with SCS</a>	56	50.40



# PRODUCTIVITY & KPI



Department: Maintenance

No.	KRA (Key Results Area)	Objective	Activities	Measure	Target	Weightage	1	2	3	4	5	Staff Score	%	Auditor Score	%	Evidence	
							Poor	Below Target	Target	Stretch Target	Excellent Target						
1	Finance	Increase productivity	Ensure punctuality among staff	No. of days punctual	80% before 8.30am	10.0%	less than 75%	between 76% to 80%	between 81% to 85%	between 86% to 90%	between 91% to 100%	4	7.5%	4	5	5	Monthly Staff Attendance Report
			Reduce total lost hours	Total of lost hours	below 60 mins		more than 90 mins	between 61 to 90 mins	between 31 to 60 mins	between 01 to 30 mins	0						
			Reduce total of unplanned leave (UPL) & emergency leave (EL) taken	No. of UPL / EL taken	below 2 days		more than 3 days	2.5 to 3 days	1.5 to 2 days	0.5 to 1 day	0						
			Reduce medical leave (MC)	No. of MC taken	below 3 days		more than 7 days	5 to 6 days	3 to 4 days	1 to 2 days	0						
			Increase GS grades for each staff	Individual GS mark attained	above 50%		less than 20% on monthly score	21% to 50% on monthly score	51% to 65% on monthly score	66% to 80% on monthly score	81% to 100% on monthly score	3					
2	Human capital	Self development	Give a brief of idea about the book or articles read in dedicated forum monthly. Operation team has the right to ask employee to engage in a discussion with regards to the summary or articles posted.	No. of article submitted	Submitted 3 articles within the month	5%	Submitted 1 articles within the month	Submitted 2 articles within the month	Submitted 3 articles within the month	Submitted 4 articles within the month	Submitted 5 articles within the month	1	1%	1	1	Job Code :	
			KPI Submission	Submit individual KPI form to HOD by last working day of the month	2 days late in submitting the KPI form	5%	more than 4 days late	3 days late	2 days late	1 day late	Submit on time	5	5%	5	5	Individual KPI Form	
		Increase communication skills among colleagues	Active participation in departmental & inter departmental meeting.	No. of meeting attended	Have attended & actively communicate in 2 dept meeting and 1 inter dept meeting	5%	Have attended & actively communicate in 1 meeting either dept or inter dept	Have attended & actively communicate in 1 dept meeting and 1 inter dept meeting	Have attended & actively communicate in 2 dept meeting and 1 inter dept meeting	Have attended & actively communicate in 2 dept meeting and 2 inter dept meeting	Have attended & actively communicate in 2 dept meeting and more than 2 inter dept meeting	3	3%	3	3	Minute meeting or any updates on the meeting agenda in respective Job Code/Task	
3	Internal process	Enhance operational efficiency	Update TASK in OCIMS - to ensure all task either new, in progress or completed update in TASK-OCIMS	No. of day TASK update per week	TASK updated 3 days in a week	5%	TASK updated 1 day only in a week	TASK updated 2 days only in a week	TASK updated 3 days only in a week	TASK updated 4 days only in a week	TASK updated every day	4	4%	4	4	Individual TASK	
			To create SOP / How-To / Troubleshooting or guidelines for various work related matters.	No. of SOP / How-To / Technical Troubleshooting or Guidelines approved per month	1 SOP / How-To / Technical Troubleshooting or guidelines submitted to HOD for review	5%	1 SOP / How-To / Technical Troubleshooting or guidelines write up. BELOW 50% completed	1 SOP / How-To / Technical Troubleshooting or guidelines write up. 50% completed	1 SOP / How-To / Technical Troubleshooting or guidelines submitted to HOD for review	1 SOP / How-To / Technical Troubleshooting or guidelines approved	1 SOP / How-To / Technical Troubleshooting or guidelines approved & 1 SOP, 50% completed	1	1%	1	1	To include title of SOP for reference & proof	
			Complaint from client direct to top Management	No. of complaint(s) received by top Management	not more than 1 complain in a month	7.5%	more than 1 complaints	NA	1 complaint	NA	no complaint	5	7.5%	5	7.5	Job Code	
			Maintenance project filing - To update maintenance project filing on drawing, software updates, system updates, specs updates and etc.	No. of updates	Atleast 3 updates in Maintenance project filing at the end of each month	7.5%	1 update	2 updates	3 updates	4 updates	More than 4 updates	4	6.0%	4	6	To include title of Maintenance project file update	
			Supplier and Client Database Update	Actual Date	2 days late in updating Supplier & Client Database	5%	4 days	3 days	2 days	1 day late	Update Supplier & Client Database on last working day of the month	5	5%	5	5		
	Developing internal leadership skills		Work Improvement activities - To submit relevant work improvement activities with regards to the daily maintenance activities in dedicated Job Code to instill the learning curve for all dept staff.	No. of submission of work improvement activities	Submit 1 work improvement activities and participated in 2 work improvement discussion session.	5%	Participated in 2 work improvement discussion session.	Submit 1 work improvement activities and participated in 1 work improvement discussion session.	Submit 1 work improvement activities and participated in 2 work improvement discussion session.	Submit 2 work improvement activities and participated in 2 work improvement discussion session.	Submit more than 2 work improvement activities and participated more than 2 work improvement discussion session.	1	1%	1	1		
			Meeting with Senior Manager Operation 30 minutes per week - to ask for idea or	No. of minutes spent	90 minutes per month	5%	30 minutes per month	60 minutes per month	90 minutes per month	120 minutes per month	150 minutes per month	1	1%	1	1		

70.5%

Complexity of MANUAL KPI as LEARNED from the so called Expert out there





## Auto Calculated KPI Monitoring Staff Work with Ease & Flexibility

Detail KPI for ATHIRAH BINTI AZMAN (Month of March, 2016)



No	Key Result Area (KRA)	Description	Weightage (%)	Score (%)
<b>A</b>	<b>Mandatory</b>			
1.0	<b>Attendance - View Detail</b> Minimum Working Hours = 171:00:00 Total Cumulative Hours = 189:01:33	Cumulative Working Hours vs Minimum Working Hours	20	20
2.0	<b>Mandatory Tasks</b> Total Task = 39 Completed Task = 39 - Advance = 0 (Before Deadline = 0, After Deadline = 0) - Intermediate = 39 (Before Deadline = 39, After Deadline = 0) - Basic = 0 (Before Deadline = 0, After Deadline = 0) Highest Completed Task = 39 (ATHIRAH) Total Task Created by Yourself = 49	Tasks completed vs Total Tasks, Competency Level, vs Highest Completed Tasks, vs Total Tasks Created	70	70.00
<b>B</b>	<b>Preferable Tasks - View Detail</b> 5s = Not Measured Others (Reading Material, Training, Seminar) = 8 (Highest = 11)	5S, Reading Material, Training, Seminar	10	7.27
<b>C</b>	<b>Undesirable - View Detail</b> MC = 0, EL = 0, UPL = 0 Total Working Days = 23	MC, EL, UPL	10	-0.00
<b>D</b>	<b>Prohibited</b> Total Incomplete Task = 0 Total Task Still In Progress for the last 3 Months = 1	Task Incomplete more than 3 month from Assigned Date	1	-0.00
			<b>TOTAL</b>	97.27
			<b>GPA</b>	3.89

Date and Time Last Updated : 10/04/2016 03:07:43






Update KPI Calculation



# PRODUCTIVITY & KPI



Don't Wait Till Its Too Late to Improve Staff performance with OCIMS, KPI is calculated at an instance

KPI List - 2016														
No	Staff Name	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	CGPA
1	 ATHIRAH	3.58	3.70	3.89	3.70	3.51	3.46	3.60	3.56	3.53	3.60	3.50	3.60	21.62
2	 AZLIZA	3.38	3.19	2.95	3.08	2.91	2.87	3.26	2.76	2.96	2.66	3.07	2.75	17.92
3	 FADDEAN	3.46	3.06	2.98	3.46	2.83	2.02	2.53	2.84	2.71	2.45	2.72	3.07	17.07
4	 MAZIAN	3.74	3.70	3.72	3.68	3.41	3.21	3.63	3.46	3.49	3.46	3.46	3.32	21.14
5	 RIDZUAN	3.35	2.74	3.28	3.03	2.68	3.13	2.17	3.40	3.43	2.92	3.20	3.29	18.31



# MANAGING ASSETS



OCIMS records asset movements and adjustments, allowing for real-time asset tracking (with additional hardware), reporting and auditing.

No	Asset Name / Model No. / Manufacturer	Asset Code / Category	Asset Serial No. / Manufacturer Serial No.	Location	Custodian	Unit Price	Qty	Last Updated
1	Canon Mx727 Maintenance Model No.:MX727 Manufacturer:Canon	A0005 - OE - Printer	Asset Serial No.: 00030005916991B01292AB21 Manufacturer Serial No.: 916991B01292AB21	IBS HQ, 2nd Floor - L0003	REDUAN	MYR 759.00	1	SYAZWAN - 20/10/2016   16:38:04 Next Audit: 08/11/2017 (Annually) Start Audit
2	Maintenance -HP Laserjet P1102 Model No.:CE631A Manufacturer:Hewlett Packard	A0005 - OE - Printer	Asset Serial No.: 00030005VNF8S56980 Manufacturer Serial No.: VNF8S56980	IBS HQ, 2nd Floor - L0003	NADZIAH	MYR 419.00	1	SYAZWAN - 20/10/2016   15:52:20 Next Audit: 08/05/2017 (Bi-annually) Start Audit
3	Printer - HP Laserjet P1102 (Disposed) Model No.:HP Laserjet P1102 Manufacturer:	A0005 - OE - Printer	Asset Serial No.: Manufacturer Serial No.:	IBS HQ, 2nd Floor - L0003	SAFUANAH	MYR 439.00	1	SYAZWAN - 20/10/2016   15:38:58 Next Audit: 08/05/2017 (Bi-annually) Start Audit
4	PC - RND31 Model No.:PRO 3330 Manufacturer:Hewlett Packard	A0001 - PC - Personal Computers	Asset Serial No.: 00010001XCEL66SL027 Manufacturer Serial No.: XCEL66SL027	IBS HQ, Ground Floor - L0001	SYAZWAN	MYR 599.00	1	SYAZWAN - 05/09/2016   17:07:46 Next Audit: 08/11/2017 (Annually) Start Audit
5	PC - RND30 Model No.:PRO 3330 Manufacturer:Hewlett Packard	A0001 - PC - Personal Computers	Asset Serial No.: 00010001XCEL66SL030 Manufacturer Serial No.: XCEL66SL030	IBS HQ, Ground Floor - L0001	SYAZWAN	MYR 599.00	1	SYAZWAN - 05/09/2016   17:04:42 Next Audit: 08/11/2017 (Annually) Start Audit
6	PC - RND29 Model No.:PRO 3330 Manufacturer:Hewlett Packard	A0001 - PC - Personal Computers	Asset Serial No.: 00010001XCEL66SL026 Manufacturer Serial No.: XCEL66SL026	IBS HQ, Ground Floor - L0001	SYAZWAN	MYR 599.00	1	SYAZWAN - 05/09/2016   16:57:16 Next Audit: 08/11/2017 (Annually) Start Audit
7	PC - RND27 Model No.:PRO 3330 Manufacturer:Hewlett Packard	A0001 - PC - Personal Computers	Asset Serial No.: 00010001XCEL66SL027 Manufacturer Serial No.: XCEL66SL027	IBS HQ, Ground Floor - L0001	SYAZWAN	MYR 599.00	1	SYAZWAN - 05/09/2016   16:55:34 Next Audit: 08/11/2017 (Annually) Start Audit
8	PC - RND26 Model No.:PRO 3330 Manufacturer:Hewlett Packard	A0001 - PC - Personal Computers	Asset Serial No.: 00010001XCEL66SL026 Manufacturer Serial No.: XCEL66SL026	IBS HQ, 2nd Floor - L0003	FAIRUS	MYR 599.00	1	SYAZWAN - 05/09/2016   16:48:51 Next Audit: 08/11/2017

support multi location organizations to update:

- status of belonging,
- location and custodian of each particular asset.
- Linking assets to users and locations shall easily determine current location and status.



# MANAGING ASSETS

## RECONCILIATION FEATURES

Link details documents and images of each asset.


Provides data import and export tools.

Provides transaction log of Check In and Check Out of tagged asset.

Integration with RFID Mobile Reader during stock sighting or audit purpose for instant updates.

Asset Definition	
*Asset Category / Code	OE - Printer-A0005 <span>-Select Asset Code-</span>
*Asset Name	Canon Mx727 Maintenance
*Asset Type	Fixed <span>-Select Asset Type-</span>
*Asset Description	Canon Pixma Mx727 Inkjet Aio with Fax Printer
Asset Serial No.	00030005916991B01292AB21
*Model No.	MIX727
*Supplier	Asashi Technology W.Walk
*Manufacturer	Canon
*Manufacturer Serial No.	916991B01292AB21
*Purchasing Number	<span>-Select Type-</span> IBS/PO/03/15/G65/MSBAR/0059
*Date Purchase	21/04/2015
Warranty Ends	21/04/2016
*Unit Price	MYR <span>759.00</span>
*Net Book Value(NBV)	MYR 657.80
*Depreciation Type	Straight Line <span>-Select Depreciation-</span>
*Depreciation Rate(%)	10
*Depreciation Value	MYR 101.20
*Quantity	1
*Location	IBS HQ, 2nd Floor - L0003 <span>-Select Location-</span>
*Sub-Location	MAINTENANCE
*Custodian	REDUAN <span>-Select Custodian-</span>
*User	REDUAN <span>-Select User-</span>
Date of Disposal	DD/MM/YYYY
Last Printed On	DD/MM/YYYY
Remarks	20/10/2016   16:38:04 SYAZWAN - Update SN: ACXW04961 25/09/2015   15:47:40 SYAZWAN - Requisition installed on Maintenance Room

Company Logo  
 Company Name  
 QR Code  
 Bar Code  
 Serial Number



# MANAGING ASSETS



CHECK IN CHECK OUT FEATURES



**OCIMS** Asset Definition

Asset Name: Access Controller -A0028    -Select Asset Code-

Asset Description: Desktop reader casing (Maintenance)

Asset Serial No.: Desktop reader casing

\*Model No.: Desktop reader casing

\*Supplier:   

\*Manufacturer: IBS Technology Sdn Bhd

\*Manufacturer Serial No.:   

\*Purchasing Number: -Select Type-   

\*Date Purchase: DD/MM/YYYY   

Warranty Ends: DD/MM/YYYY   

\*Unit Price: MYR   

\*Quantity: 0

\*Location: IBS HQ, 2nd Floor - L0003    -Select Location-

\*Sub-Location: cabinet

\*Custodian: AZAMI    -Select Custodian

\*User: FAIRUS    -Select User-

Date of Disposal: DD/MM/YYYY   

Last Printed On: DD/MM/YYYY   

Remarks: 01/03/2016 | 12:52:04    AZAMI - update  
16/02/2016 | 12:22:02    NORHIDAYU - Stock IN    [View All](#)

\*Update Remarks:   

\*Image: Choose File    No file chosen

Date Registered: 16/02/2016

Registered By: NORHIDAYU

\*Asset Inventory Schedule:    Select Schedule

Last Inventory Audit:   

Next Inventory Audit:   

Update    Delete

IN    OUT



# MAINTENANCE



The maintenance module in OCIMS provides organized details of works that is needed to be carried out periodically

Keep track of company's asset that requires maintenance services at the client's location in order to maintain a good after-sales services.



# MAINTENANCE





Navigation bar with icons: CM List, Add CM, PM List, Add PM, Summary. Below the icons is a blue bar with the text 'CM List' and two circular icons (a green one with a document and a red one with a magnifying glass).

When User click on Maintenance Module in OCIMS, there will be 5 sub-modules for User to click on.

17	<a href="#">I91-0039</a> CSR Serial No. :	<a href="#">I91 - LHDN Maintenance All Sites - Maintenance</a>	OAS Pada 12/09/2014(Jumaat) Shanfah Mariam Syed Abu Bakar  1. pegawai berikut mempunyai <a href="#">Read More...</a>	26/09/2014 - 10:51	  <b>Action Last Update:</b> AZAMI (15/10/2015) <a href="#">Read More...</a>	26/09/2014	<i>In Progress - Internal</i>  <a href="#">View CM</a> <a href="#">Update Progress</a>  <a href="#">CSR Report</a>  <a href="#">Upload CSR LHDN_I91-0039.jpg</a>  Not Chargeable
18	<a href="#">I91-0045</a> CSR Serial No. :	<a href="#">I91 - LHDN Maintenance All Sites - Maintenance</a>	From: Mohd Kamsani Mustafa Kamal Sent: Thursday, 20 November, 2014 10:25 AM To: Wan Izdih <a href="#">Read More...</a>	21/11/2014 - 15:13	  <b>Action Last Update:</b> AZAMI (15/10/2015) <a href="#">Read More...</a>	27/11/2014	<i>In Progress - External</i>  <a href="#">View CM</a> <a href="#">Update Progress</a>  <a href="#">CSR Report</a>  <a href="#">Upload CSR LHDN JPPM error 500.</a>  Not Chargeable
19	<a href="#">K33-0044</a> CSR Serial No. :	<a href="#">K33 - Penjara Bentong Maintenance Contract</a>	1.Camera ID:1414 dan 1415  -Camera ok -Cable power bermasalah <a href="#">Read More...</a>	06/03/2014 - 20:48	  <b>Action Last Update:</b> MADI (01/10/2015) <a href="#">Read More...</a>	07/03/2014	<i>In Progress - External</i>  <a href="#">View CM</a> <a href="#">Update Progress</a>  <a href="#">CSR Report</a>  <a href="#">Upload CSR</a>  Not Chargeable
20	<a href="#">K33-0053</a> CSR Serial No. :	<a href="#">K33 - Penjara Bentong Maintenance Contract</a>	1. 10 unit tidak boleh dibuka secara Auto dan Auto hanya Manual sahaja  2. 20 unit tidak b <a href="#">Read More...</a>	06/03/2014 - 23:40	  <b>Action Last Update:</b> MADI (01/10/2015) <a href="#">Read More...</a>	07/03/2014	<i>In Progress - External</i>  <a href="#">View CM</a> <a href="#">Update Progress</a>  <a href="#">CSR Report</a>  <a href="#">Upload CSR</a>  Not Chargeable

Page : 1

-  'Export to Excel' Function
-  'Search' Function

A list of Corrective Maintenance (CM) will be displayed on this page.



# MAINTENANCE



Details of CM will be displayed when User clicks on the Issue ID that is automatically generated when a new Maintenance activity is added.

**CM** **PM** **Summary**

### Corrective Maintenance Detail

**Customer Name**   **Telephone No**

**Contact Person**  **Fax No.**

**Address**

**Assigned To** **FAZLIY\_DAUD**

**CSR Ref. No** **IBS/CSR/02/17/H84/1812**

**Date/Time Received** **03/02/2017 , 08:24**

**\*Service Category**

**\*Chargeable**

**\*Service Requested/Problem Description:**  
ACTAS : Sistem ACTAS Tidak Berfungsi Di Lokasi Level 1A Kaunter Bayaran/Peresitan HQ  
Team IBS,  
Mohon bantuan tindakan bagi masalah Reader Out tidak berfungsi pada pintu Level 1A Kaunter Bayaran/Peresitan iaitu Pintu sebelah dalam untuk memasuki Ruang Kerja Anggota Kaunter Hadapan HQ.

**\*Job Status**

**PIC** **HAFIDZ, FAZLIY\_DAUD,**

### Issue ID

3F-UTM Skudai - Maintenance - F84-0050  
CSR Serial No : TEST

Status Maintenance :

<https://ibs.ocims.com.my/>

	<b>Time Out:</b> 11:16:39 <b>Late In Reason:</b> <a href="#">Update Reason</a> <b>Early Out Reason:</b> <a href="#">Update Reason</a> <b>Leave Category:</b> <a href="#">Update Leave</a>
3	<b>Time In:</b> 08:08:27 <b>Time Out:</b> 11:08:53 <b>Late In Reason:</b> <a href="#">Update Reason</a> <b>Early Out Reason:</b> <a href="#">Update Reason</a> <b>Leave Category:</b> <a href="#">Update Leave</a>
	<b>Time In:</b> 08:35:01

4 **JUNAIESMADI BIN JUHARI**



# MANAGING PROJECTS



Designed so that necessary details and data are available at the Project Director and other Project team members' finger tips and eventually resolving the common Project Management issues available.

Common Project Management Issues Faced By  
The Project Director During Project  
Implementation Phase.



- Deadlines
- Client Satisfaction
- No Budget Overrun
- Requirement Coverage
- Team Management
- Credit Control

# MANAGING PROJECTS



Delivery and other progress can be retrieved and monitored up to the status of delivery (either ahead or delay).

Search Project Progress												
Item Description											Search	
Project Progress <span style="float: right;">Add Item</span>												
Page: 1 Prev Page 1 Next Page												
No	Item Description	Unit	Unit Price (MYR)	Contract Quantity	Revised Quantity	Start Date on Installation Planned	End Date on Installation Planned	Last Date of Installation	Total Quantity Installed	Planned Progress	Actual Progress	Ahead/Delay (Days)
1	Visitor Management System (VMS2000)	pcs	1,000.00	1	1	09/09/2013	20/09/2013			100%	0%	
2	Desktop Card Reader (for personalization)	pcs	361.00	2	2	09/09/2013	20/09/2013			100%	0%	
3	Contact MyKad Reader	pcs	2,000.00	1	1	09/09/2013	20/09/2013			100%	0%	
4	TRT5000 - R2	pcs	2,250.00	5	5	17/06/2013	21/06/2013	21/06/2013	5	100%	100%	0
5	SAC5000	pcs	1,880.00	45	45	29/04/2013	20/06/2013	14/06/2013	45	88%	100%	6
6	Smart Card Reader - Out	pcs	460.00	45	45	29/04/2013	20/06/2013	14/06/2013	45	88%	100%	6
7	SAC5000 - SED	pcs	1,700.00	30	30	29/05/2013	07/06/2013	07/06/2013	30	100%	100%	0
8	SAC5000-Magnetic Door Contac.(MDC)	pcs	2,400.00	11	11	03/06/2013	07/06/2013	07/06/2013	11	100%	100%	0
9	Vehicle Barrier (Straight Arm)	pcs	1,000.00	4	4	31/05/2013	07/06/2013	05/06/2013	4	71%	100%	2
10	Vehicle Barrier (Folding Arm)	pcs	2,500.00	2	2	31/05/2013	07/06/2013	05/06/2013	2	71%	100%	2
11	SAC5000 Controller	pcs	1,200.00	5	5	15/05/2013	26/06/2013	26/06/2013	5	100%	100%	0
12	Control Column	pcs	1,750.00	5	5	31/05/2013	07/06/2013	05/06/2013	5	71%	100%	2
13	Push Button	pcs	270.00	2	2	09/09/2013	20/09/2013			100%	0%	
14	SAC-X	pcs	200.00	8	8	09/09/2013	20/09/2013			100%	0%	
15	Software Upgrade	lump	2,275.00	1	1	09/09/2013	20/09/2013			100%	0%	
16	Project Management (PM)	lump	20,175.00	1	1	28/03/2013	30/09/2013			100%	0%	
17	Training & Documentation	lump	1,000.00	1	1	23/09/2013	27/09/2013			100%	0%	

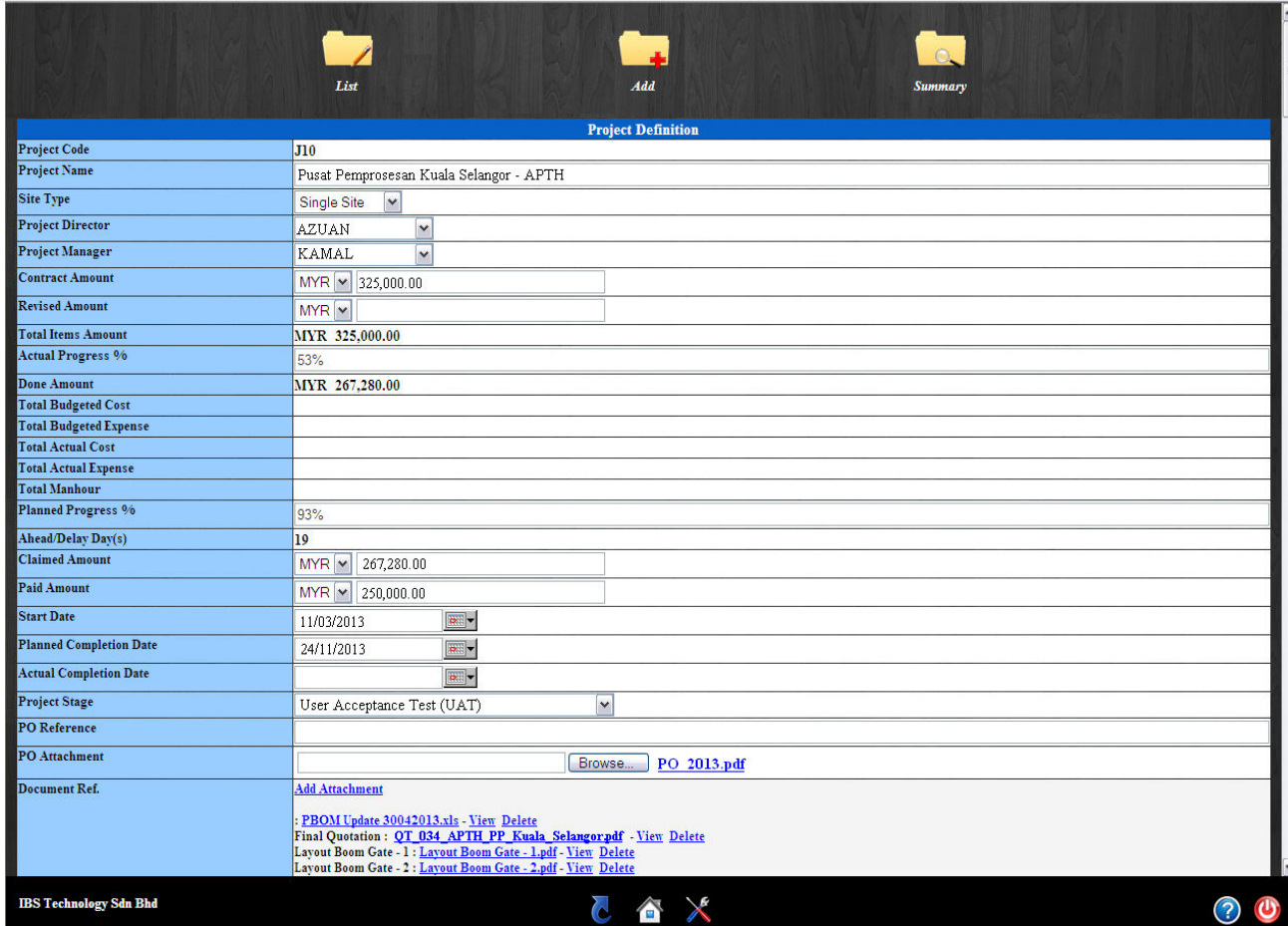
No	Task Description	Staff Name	Task Stage	Planned Start and End Date	Actual Start and End Date	Status	Ahead/Delay
1	To prepare VM for development	BAZLI MATYAN SYAZWAN NURKHAIRI		01/03/2016 to 03/03/2016	01/03/2016 to 03/03/2016	Completed	[Closed] On Time
2	prepare additional quotation for SAMB	HAFIZ_RAHMAN MATYAN NURKHAIRI		25/02/2016 to 26/02/2016	26/02/2016 to 26/02/2016	Completed	[Closed] On Time
3	po from SAMB	HAFIZ_RAHMAN FAZILAH		15/02/2016 to 15/02/2016	15/02/2016 to 15/02/2016	Completed	[Closed] On Time
4	ordering outdoor casing for TRT	IDZUAN_ZAINUDDIN HAZLI MATYAN AZIZ.	Start	05/09/2016 to 02/11/2016	05/09/2016 to 02/11/2016	Completed	[Closed] On Time

Project Lead and project team members can monitor and update any progress related to the project. Each issues can be identified based on task description



# MANAGING PROJECTS

Get info update and progress on the project and additional reference document attached in each Project Page. Main project document (contractual or original design) can be in the Document Reference and accessible for easy reference.



The screenshot displays a web-based project management interface. At the top, there are three folder icons labeled 'List', 'Add', and 'Summary'. Below these is a 'Project Definition' form for project J10. The form contains various fields for project details, financials, and progress. At the bottom, there is a 'Document Ref.' section with a list of links to project documents.

Project Definition	
Project Code	J10
Project Name	Pusat Pemprosesan Kuala Selangor - APTH
Site Type	Single Site
Project Director	AZUAN
Project Manager	KAMAL
Contract Amount	MYR 325,000.00
Revised Amount	MYR
Total Items Amount	MYR 325,000.00
Actual Progress %	53%
Done Amount	MYR 267,280.00
Total Budgeted Cost	
Total Budgeted Expense	
Total Actual Cost	
Total Actual Expense	
Total Manhour	
Planned Progress %	93%
Ahead/Delay Day(s)	19
Claimed Amount	MYR 267,280.00
Paid Amount	MYR 250,000.00
Start Date	11/03/2013
Planned Completion Date	24/11/2013
Actual Completion Date	
Project Stage	User Acceptance Test (UAT)
PO Reference	
PO Attachment	<input type="text"/> <input type="button" value="Browse..."/> <a href="#">PO_2013.pdf</a>
Document Ref.	<a href="#">Add Attachment</a> : <a href="#">PBOM Update 30042013.xls</a> - View Delete Final Quotation : <a href="#">QT_034_APTH_PP_Kuala_Selangor.pdf</a> - View Delete Layout Boom Gate - 1 : <a href="#">Layout Boom Gate - 1.pdf</a> - View Delete Layout Boom Gate - 2 : <a href="#">Layout Boom Gate - 2.pdf</a> - View Delete

IBS Technology Sdn Bhd

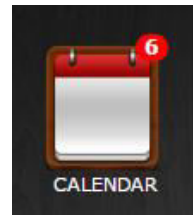
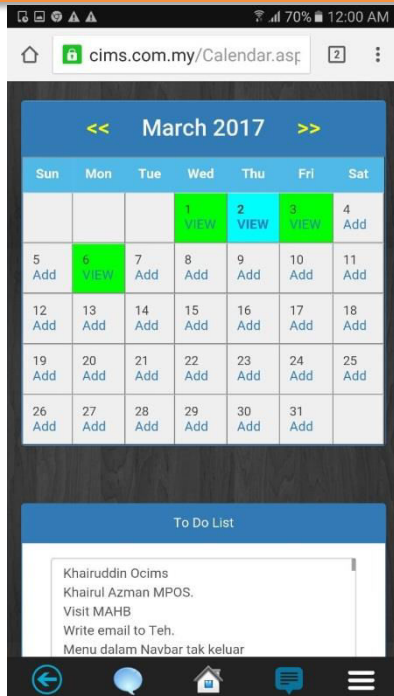


# MANAGING APPOINTMENTS

All task with important activities such as meeting and appointments with OCIMS Calendar

Bosses and Staff will get their notification through messages or they can go through their personal calendar .

The calendar will efficiently display the task or activities set for the day for individual staff and it allows view for activities for all staff.



Mobile View



# HR MANAGEMENT



- The e-HR shall provide HRD with the utmost ability to manage staff information, payroll, recruitment, performance evaluation, and other HR activities from a single web-based system.
- The e-HR shall comprise of 6 main modules which are:-
  1. Profile
  2. Payroll
  3. Services
  4. Training
  5. Development
  6. recruitment



# HR Profile

This list provides information about each profile that has been registered in the system.

No.	Staff ID	Staff Name	Department	Designation	Email	Phone No.
1	IBS 236	ABDUL AZIZ BIN LOKMAN	Maintenance	Junior Maintenance Engineer II	aziz@jbstech.com.my	0172685987
2	IBS 242	ABDUL HAFIZ BIN ABD RAHMAN	Marketing	Business Development Executive	fiz.rahman@gmail.com	0122203347
3	T 314	AHMAD DANIAL BIN AHMAD NAZRI	Maintenance	Trainee	mistadaniel@gmail.com	0176800487
4	T 362	AHMAD HAFIDZ BIN MUHD MAWARDI	Maintenance	Trainee	ahafidz333@gmail.com	0132718171
5	T 305	AHMAD HAFIZI BIN MOHAMED@AZIZ	Maintenance	Trainee	p_fizi@yahoo.com	0148007426
6	T 306	AHMAD NABIL FIKRI BIN PAIMAN	Maintenance	Trainee	-	0173102864
7	IBS 256	AHMAD SAFUAN B CHE AWANG	Maintenance	Junior Maintenance Engineer II	safuan@jbstech.com.my	0179554252



**Add:**  
Register new profile

**PDF:**  
Reporting

**Search:**  
Function for easy retrieval

SEARCH

Order Department  
Department

Order Designation  
Designation

Order Staff Name  
Staff Name

Order Staff ID  
Staff ID

Search

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IBS

# HR PROFILE



Staff Exchange sub-module where information about staff's designation history is recorded.

The screenshot shows the HR system menu with icons for List, Staff Exchange, Promotion, Employment Status, Confirmation, Time Based Excellent, Title, Covering of Duty, PERKESO, and Termination. Below the menu is a table titled "Staff Exchange List" with the following data:

No	Staff ID	Staff Name	Current Department	Current Designation	Date of Change
1	IBS 236	ABDUL AZIZ BIN LOKMAN	Department Not Found	Junior Maintenance Engineer II	21 September 2016
2	IBS 242	ABDUL HAFIZ BIN ABD RAHMAN	Department Not Found	Business Development Executive	21 September 2016
3	T 314	AHMAD DANIAL BIN AHMAD NAZRI	Department Not Found	Trainee	
4	T 382	AHMAD HAFIDZ BIN MUHD MAWIARDI	Department Not Found	Trainee	
5	T 305	AHMAD HAFIZI BIN MOHAMED@AZIZ	Department Not Found	Trainee	
6	T 306	AHMAD NABIL FIKRI BIN PAIMAN	Department Not Found	Trainee	
7	IBS 256	AHMAD SAFUAN B CHE AWANG	Department Not Found	Junior Maintenance Engineer II	
8	IBS 282	AHMAD SYAKHIFUDDIN BIN RUSLI	Department Not Found	Junior Project Engineer II	
9	T 334	AIMAN NAJMI BIN ZAHARUDIN	Department Not Found	Trainee	
10	IBS 274	AMERUL HELMY BIN AMIRUDDIN	Department Not Found	Junior Engineer II	

List of Staff Exchange information

The screenshot shows the "Staff Exchange Information" screen with the following details:

- Staff ID: IBS 267
- Staff Name: MUHAMMAD FAIZ BIN FAZILLAH
- Department: Research and Development
- Designation: Junior System R&D Programmer I
- Effective Date: 27 Sep 2016

Buttons: Update, View Audit Trail

Below is the "Staff Exchange Details" table:

No	Staff ID	Staff Name	Effective Date	Previous Department	Latest Department	Previous Designation	Latest Designation	Duration	Updated By
1	IBS 267	MUHAMMAD FAIZ BIN FAZILLAH	27 Sep 2016	Research and Development	Research and Development	AAO	Junior System R&D Programmer I	2	20/09/2016 NURUL NADHIRAH
2	IBS 267	MUHAMMAD FAIZ BIN FAZILLAH	27 Sep 2016	Research and Development	Research and Development	AAO	Junior System R&D Programmer I	1	07/12/2014 NURUL NADHIRAH

One click on Staff ID, user shall be redirected to Staff Exchange Details for the respective staff



# HR PROFILE

Promotion sub-module provides information about each staff's promotion history throughout their working period.

No.	Staff ID	Staff Name	Job Grade	Previous Designation	Current Designation	Effective Date
1	IBS 236	ABDUL AZIZ BIN LOKMAN	2	Trainee	Junior Maintenance Engineer II	27 September 2016
2	IBS 242	ABDUL HAFIZ BIN ABD RAHMAN	2	Trainee	Business Development Executive	27 September 2016
3	T 314	AHMAD DANIAL BIN AHMAD NAZRI	2	Trainee	Trainee	27 September 2016
4	T 362	AHMAD HAFIZ BIN MUHD MAWARDI	2	Trainee	Trainee	27 September 2016
5	T 305	AHMAD HAFIZI BIN MOHAMED@AZIZ	2	Trainee	Trainee	27 September 2016
6	T 306	AHMAD HABIL FIKRI BIN PAIMAN	2	Trainee	Trainee	27 September 2016
7	IBS 256	AHMAD SAFUAN B CHE AWANO	2	Trainee	Junior Maintenance	
8	IBS 282	AHMAD SYAKHIFUDDIN BIN RUSLI	2	Trainee	Junior Project E	
9	T 334	AIMAN NAJMI BIN ZAHARUDIN	2	Trainee	Trainee	
10	IBS 274	AMERUL HELMY BIN AMIRUDDIN	2	Trainee	Junior Engi	
11	T 278	AMIRA AMALINA BT ZULKIFLI	2	Trainee	Trainee	
12	T 315	AMIRUL NAIM BIN M NASIR	2	Trainee	Trainee	
13	QC 03	amyra rosli	2	Trainee	Admin & Accou	
14	T 276	ANAS BIN AS HALIM	2	Trainee	Trainee	
15	IBS 252	ATHIRAH BINTI AZMAN	2	Trainee	Junior Marketin	
16	T 371	AUNI DALILAH BINTI MOHD ZAINI	2	Trainee	Trainee	
17	T 291	AZIZ BIN SYAPRIZAL	2	Trainee	Trainee	
18	TM 36	BALLA MOUSSA DIOUBATE	2	Trainee	System R & D P	
19	IBS 204	CHE WAN BADRUL HISHAM BIN CHE YUAN MANAN	2	Trainee	Maintenance E	

List of Staff Exchange information

One click on Staff ID, user shall be redirected to Staff Exchange Details for the respective staff

No.	Staff ID	Staff Name	Job Grade	Previous Designation	Current Designation	Effective Date	Updated By
1	IBS 267	MUHAMMAD FAIZ BIN FAZILLAH	2	JUNIOR PROGRAMMER II	JUNIOR SYSTEM R&D PROGRAMMER I	01/01/2015	07/12/2014 NURUL NADHIRAH



# HR PROFILE



This sub-module provides information about each staff's current employment status.

No.	Staff ID	Staff Name	Current Designation	Employment Status	Effective Date
1	IBS 236	ABDUL AZIZ BIN LOKMAN	Junior Maintenance Engineer II	Permanent	1 October 2016
2	IBS 242	ABDUL HAFIZ BIN ABD RAHMAN	Business Development Executive	Permanent	1 October 2016
3	IBS 256	AHMAD SAFUAN B CHE AWANG	Junior Maintenance Engineer II	Permanent	1 October 2016
4	IBS 282	AHMAD SYAKHIFUDDIN BIN RUSLI	Junior Project Engineer II	Permanent	1 October 2016
5	IBS 086	AKHMAD ASYARAFFADDEAN BIN SUPIAN	Business Development Specialist	Permanent	1 October 2016
6	IBS 274	AMERUL HELMY BIN AMIRUDDIN	Junior Engineer II	P	
7	IBS 269	AMIR HAMZAH BIN KHAIRUL ANWAR	R & D Engineer II	P	
8	QC 03	amya rosli	Admin & Accounts Officer	P	
9	IBS 252	ATHIRAH BINTI AZMAN	Junior Marketing Executive	P	
10	TM 36	BALLA MOUSSA DIOUBATE	System R & D Programmer	T	
11	IBS 204	CHE WAN BADRUL HISHAM BIN CHE WAN MANAN	Maintenance Engineer II	P	
12	IBS 288	EZZAMEL BIN ALIAS	R & D Engineer II	P	
13	IBS 094	FAZILAH BT ISHAK	Admin & Accounts Officer	P	
14	IBS 280	FAZLY BIN DAUD	Junior Maintenance Engineer II	P	
15	IBS 273	HAAZIQ BIN HILMY	QC Executive II	P	
16	TM 44	HANIS BINTI HILMY	Junior Admin & Accounts Executive II	T	
17	TM 45	HAFIS BIN HANAFI	Trainee	T	
18	IBS CLN	HAYATI BINTI SIRAJUDDIN	Office Cleaner	P	
19	IBS 243	JUNJIEBADI BIN JUHARI	Junior Maintenance Engineer II	P	

List of staff's current designation and other information

**Employment Status Information**

Staff ID	IBS 267
Staff Name	MUHAMMAD FAIZ BIN FAZILLAH
Designation	Junior System R&D Programmer I
Employment Status	Contract
Effective Date	3 Oct 2016

**Update**

**Employment Status Details**

No.	Staff ID	Staff Name	Current Designation	Employment Status	Effective Date	Updated By
1	IBS 267	MUHAMMAD FAIZ BIN FAZILLAH	JUNIOR SYSTEM R&D PROGRAMMER I	Contract	01/01/2015	07/12/2014 NURUL NADHIRAH

User shall update the employment status for staff and view detailed information of the staff's employment status



# HR PROFILE



Information about each staff's designation confirmation shall be retrieved in this sub-module.

No.	Staff ID	Staff Name	Department	Designation	Examination	Effective Date
1	IBS 236	ABDUL AZIZ BIN LOKMAN	Maintenance	Junior Maintenance Engineer II	JPA - Pengesahan Dalam Perkhidmatan	6 October 2016
2	IBS 242	ABDUL HAFIZ BIN ABD RAHMAN	Marketing	Business Development Executive	JPA - Pengesahan Dalam Perkhidmatan	6 October 2016
3	IBS 256	AHMAD SAFUAN B CHE AWANG	Maintenance	Junior Maintenance Engineer II	JPA - Pengesahan Dalam Perkhidmatan	6 October 2016
4	IBS 262	AHMAD SYAKHIFUDDIN BIN RUSLI	Project	Junior Project Engineer II	JPA - Pengesahan Dalam Perkhidmatan	6 October 2016
5	IBS 086	AKHMAD ASYARAFFADDEAN BIN SUPIAN	Marketing	Business Development Specialist	JPA - Pengesahan Dalam Perkhidmatan	6 October 2016
6	IBS 274	AMERUL HELMY BIN AMIRUDDIN	Hardware Development	Junior Engineer II	JPA - Pengesahan Dalam Perkhidmatan	6 October 2016
7	IBS 269	AMIR HAMZAH BIN KHAIRUL ANWAR	Research and Development	R & D Engineer II	JPA - Pengesahan Dalam Perkhidmatan	6 October 2016
8	QC 03	amrya rosli	Admin/Account/HR	Admin & Accounts Officer	JPA - Pengesahan Dalam Perkhidmatan	6 October 2016

List of staff's current designation and other information

Designation Confirmation Information	
Staff ID	IBS 267
Staff Name	MUHAMMAD FAIZ BIN FAZILLAH
Department	Research and Development Department
Designation	Junior System R&D Programmer I
Examination	enter examination Examination
Remarks	enter remarks
Date	05 Oct 2016

**Update**

Designation Confirmation Details							
No.	Staff ID	Staff Name	Previous Department	Previous Designation	Examination	Remark	Updated By
1	IBS 267	MUHAMMAD FAIZ BIN FAZILLAH	Research and Development	JUNIOR PROGRAMMER II	JPA - Pengesahan Dalam Perkhidmatan	Confirmed	07/12/2014 NURUL NADHIRAH

Details of designation confirmation for each staff shall be displayed including the examination that he/she has taken.



# HR PROFILE



▪ This sub-module enables user to view the Time Based Excellent form whether it has been completed by the staff or not.

Navigation icons: List, Staff Exchange, Promotion, Employment Status, Confirmation, Time Based Excellent, Title, Covering of Duty, PERKESO, Termination

Time Based Excellent List						
No.	Staff ID	Staff Name	Department	Designation	Year of Service	Status
1	IBS 236	ABDUL AZIZ BIN LOKMAN	Maintenance	Junior Maintenance Engineer II	14	Incompl
2	IBS 242	ABDUL HAFIZ BIN ABD RAHMAN	Marketing	Business Development Executive	14	Incompl
3	IBS 256	AHMAD SAFUAN B CHE AWANG	Maintenance	Junior Maintenance Engineer II	14	Incompl
4	IBS 282	AHMAD SYAKHIFUDDIN BIN RUSLI	Project	Junior Project Engineer II	14	Incompl
5	IBS 086	AKHMAD ASYARAFADDEAN BIN SUPIAN	Marketing	Business Development Specialist	14	Incompl
6	IBS 274	AMERUL HELMY BIN AMIRUDDIN	Hardware Development	Junior Engineer II	14	Incompl
7	IBS 269	AMIR HAMZAH BIN KHAIRUL ANWAR	Research and Development	R & D Engineer II	14	Incompl
8	QC 03	amyra rosli	Admin/AccountHR	Admin & Accounts Officer	14	Incompl
9	IBS 252	ATHIRAH BINTI AZMAN	Marketing	Junior Marketing Executive	14	Incompl
10	TM 36	BALLA MOUSSA DIOUBATE	Research and Development	System R & D Programmer	14	Incompl
11	IBS 204	CHE WAN BADRUL HISHAM BIN CHE WAN MANAN	Operation	Maintenance Engineer II	14	Incompl
12	IBS 288	EZZAMEL BIN ALIAS	Research and Development	R & D Engineer II	14	Incompl
13	IBS 004	FAZILAH BT ISHAK	Admin/AccountHR	Admin & Accounts Officer	14	Incompl
14	IBS 280	FAZLIY BIN DAUD	Maintenance	Junior Maintenance Engineer II	14	Incompl

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List of staff and their information such as Year of Service, Status, etc.

**LNPT Summary**

Year 1	76
Year 2	70
Year 3	73

**Evaluation Form**

Criteria	Scale
Have a positive attitude, role model and a well-skilled.	0
Demonstrating a commitment to the current task and willing to accept the additional responsibility.	0
Showing a willingness to share knowledge / experience with colleagues / other officer.	0
<b>Marks</b>	

**Level 1 Approval**

Comment:

Approver: MUHAMMAD AZNI BIN NOR AZLIM

Application Status:  Approve  Reject

Date: 03 Feb 2017

Remark:

**Level 2 Approval**

Comment:

Approver: KHAIRUL ANWAR BIN SHARIF

Application Status:  Approve  Reject

Date: 03 Feb 2017

Remark:

Detailed form and the 2-level approval to complete the Time Based Excellent



# HR PROFILE



Title sub-module provides information about the details of the current title for each staff and also the history of the title exchange throughout their working period.

The screenshot shows the HR system interface with a navigation bar at the top containing icons for List, Staff Exchange, Promotion, Employment Status, Confirmation, Time Based Excellent, Title, Covering of Duty, PERKESO, and Termination. Below the navigation bar is a table titled "Title Exchange List".

No.	Staff ID	Staff Name	Current Title	Date of Change
1	IBS 236	ABDULAZIZ BIN LOKMAN	Panglima Jasa Negara	1 October 2016
2	IBS 242	ABDUL HAFIZ BIN ABO RAHMAN	Panglima Jasa Negara	1 October 2016
3	T 314	AHMAD DANIAL BIN AHMAD NAZRI	Panglima Jasa Negara	1 October 2016
4	T 362	AHMAD HAFIDZ BIN MUHD MAIWARDI	Panglima Jasa Negara	1 October 2016
5	T 305	AHMAD HAFIZ BIN MOHAMED@AZIZ	Panglima Jasa Negara	1 October 2016
6	T 306	AHMAD NABIL FIKRI BIN PAIMAN	Panglima Jasa Negara	1 October 2016
7	IBS 256	AHMAD SAFUAN B CHE AWANG	Panglima Jasa Negara	1 October 2016
8	IBS 282	AHMAD SYAHFUDDIN BIN RUSLI	Panglima Jasa Negara	1 October 2016
9	T 334	AIMAN NAJMI BIN ZAHARUDIN	Panglima Jasa Negara	1 October 2016
10	IBS 274	AMERUL HELMY BIN AMIRUDDIN	Panglima Jasa Negara	1 October 2016
11	T 278	AMIRA AMALINA BT ZULKIFLI	Panglima Jasa Negara	1 October 2016
12	T 315	AMIRUL NAIM BIN M NASIR	Panglima Jasa Negara	1 October 2016
13	QC 03	amyra rosl	Panglima Jasa Negara	1 October 2016
14	T 276	ANAS BIN AB HALIM	Panglima Jasa Negara	1 October 2016
15	IBS 252	ATHIRAH BINTI AZMAN	Panglima Jasa Negara	1 October 2016
16	T 371	AUNI DALILAH BINTI MOHD ZAIN	Panglima Jasa Negara	1 October 2016

List of Title Exchange and information

User shall be able to update the title for each staff and input the reason of change

The screenshot shows the HR system interface with a navigation bar at the top containing icons for List, Staff Exchange, Promotion, Employment Status, Confirmation, Time Based Excellent, Title, Covering of Duty, PERKESO, and Termination. Below the navigation bar is a form titled "Title Exchange Information".

Title Exchange Information	
Staff ID	IBS 335
Staff Name	WAN NUR ILLYANA BINTI WAN MAHDI
Title	Panglima Jasa Negara
Reason of Changed	Contribution to Society
Effective Date	05 Oct 2016

Update

View Audit Trail

Title Exchange Details					
No.	Staff ID	Staff Name	Previous Title	Reason of Changed	Updated By
1	IBS 355	WAN NUR ILLYANA BINTI WAN MAHDI	Miss	Married	3/4/2014 NURUL NADHIRAH



# HR PROFILE



This sub-module provides the information about current workload handover and the person in charge during the covering period.

Others Workload List

No.	Staff ID	Staff Name	Assigned Task	Assigned By	Reason	Status
1	IBS 236	ABDUL AZIZ BIN LOKMAN	SLA Report for September 2016	EZZAMEL BIN ALIAS	Sick	Pending HOD
2	IBS 342	FADHLI ASYRAF BIN MUHAMAD ZAINUDDIN	Key in bill and invoice in MYOB weekly	MOHAMAD IDZUAN B ZAINUDDIN	Pursue Study	Pending HOD
3	IBS 349	WAN NUR ILLYANA BINTI WAN MAHDI	Understanding visualiser	NORAISYAH BINTI NORDIN	Maternity Leave	Pending HOD
4	IBS 335	NURUL NADHIRAH BINTI ZAINAL ABIDIN	Fix function of Attendance Module in Arabic Version	MUHAMMAD FAIZ BIN FAZILLAH		

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List of Workload and who the workload is assigned to

The application for new handover tasks shall be done by filling in the required field

Others Workload Application

HOD	IBS 276
Staff Name	ATHIRAH BINTI AZMAN
Staff Number	IBS 252
Designation	Junior Marketing Executive
Department	
Start Date	
End Date	
Total Day(s)	
Please Specify Reason	enter reason
Staff to take over tasks	Select Department
Select Approver	Staff Name
Applied By	ATHIRAH BINTI AZMAN
Applied Date	03 Feb 2017

Save

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# HR PROFILE

The PERKESO sub-module enables user to view all PERKESO forms and print out the forms.

The screenshot displays a mobile application interface for HR management. At the top, there is a navigation bar with ten icons representing different HR functions: List, Staff Exchange, Promotion, Employment Status, Confirmation, Time Based Excellent, Title, Covering of Duty, PERKESO, and Termination. Below this, a yellow bar highlights the 'PERKESO Form' section. A dropdown menu is open, showing 'PERKESO Form List' selected. A secondary dropdown menu is also open, listing five specific form types: 'BORANG PENDAFTARAN PEKERJA', 'BORANG CARUMAN GAJI BULANAN', 'BORANG CARUMAN GAJI TERLEBIH BAYAR', 'BORANG LAPORAN KEMALANGAN - CEDERA/MAUT', and 'KEBENARAN MENDAPATKAN MAKLUMAT PERUBATAN'. The bottom of the screen features a dark navigation bar with the 'EWACS' logo, a back arrow, a home icon, a settings gear, and a power button.

# HR PROFILE



This list provides information about each profile that has is active in the system.

No.	StaffID	Staff Name	Year of Service	Status	Date of Change
1	IBS 236	ABDUL AZIZ BIN LOKMAN	5	Active	1 October 2016
2	T 290	ABDUL GHANI BIN MURSIDI	5	Active	1 October 2016
3	IBS 242	ABDUL HAFIZ BIN ABD RAHMAN	5	Active	1 October 2016
4	T 314	AHMAD DANIAL BIN AHMAD NAZRI	5	Active	1 October 2016
5	T 362	AHMAD HAFIZ BIN MUHD MAWARDI	5	Active	1 October 2016
6	T 305	AHMAD HAFIZ BIN MOHAMED@AZIZ	5	Active	1 October 2016
7	T 306	AHMAD NABIL FIKRI BIN PAIMAN	5	Active	1 October 2016
8	IBS 256	AHMAD SAFUAN B CHE AWANG	5	Active	1 October 2016
9	IBS 282	AHMAD SYAKHIFUDDIN BIN RUSLI	5	Active	1 October 2016
10	T 334	AIMAN NAIMI BIN ZAHARUDDIN	5	Active	1 October 2016
11	IBS 086	AHMAD ASYARAFFADDEAN BIN SUPIAN	5	Active	1 October 2016
12	IBS 274	AMERUL HELMI BIN AMIRUDDIN	5	Active	1 October 2016
13	IBS 269	AMIR HAMZAH BIN IQHARUL ANWAR	5	Active	1 October 2016
14	T 278	AMIRA AMALINA BT ZULKIFLI	5	Active	1 October 2016
15	T 315	AMIRUL NAIM BIN M NASIR	5	Active	1 October 2016
16	QC 03	amyra rosli	5	Active	1 October 2016
17	T 276	ANAS BIN AB HALIM	5	Inactive	1 October 2016
18	IBS 252	ATHIRAH BINTI AZMAN	5	Active	1 October 2016
19	T 371	AUNI DALILAH BINTI MOHD ZAIN	5	Active	1 October 2016
20	T 291	AZZI BIN SYAFRIZAL	5	Active	1 October 2016



List of the inactive staff that has been terminated

Details of staff's termination services. The reason of termination shall be updated and displayed.



No.	Staff ID	Staff Name	Effective Date	Status	Reason of Termination	Updated By
1	IBS 355	WAN NUR ILLYANA BINTI WAN MAHDI	1/1/2012	Inactive	Pursue Study	2/1/2012 NURUL NADHIRAH
2	IBS 355	WAN NUR ILLYANA BINTI WAN MAHDI	15/1/2014	Active	Back Duties	2/2/2013 NURUL NADHIRAH
3	IBS 355	WAN NUR ILLYANA BINTI WAN MAHDI	1/1/2015	Inactive	Pursue Study	2/1/2015 NURUL NADHIRAH



# PAYROLL



This sub-module shall display a Payroll List for the month with its information and also the Search function for reporting of the whole organization.

Payroll List for February 2017

No.	Staff ID	Staff Name	IC	Pay Group	Account No	Nett Pay (MYR)
1	T 376	MUHAMMAD ZAHIN BIN MOHAMAD NAHAR	961207146062	Temporary	123456789123456	2350
2	T 367	NUR SYAFIKAH BT ADNAN	961120146567	Temporary		500
3	IBS 290	NURUL NADHIRAH BINTI ZAINAL ABIDIN	931207146062	Contract	12345678912345	3000
4	T 373	YONG MUHAZIM BINTI ABDUL LATIF	961207146062	Contract	12345678912345	500

Reports Type

Type of Reports  
Pay Group  
February  
2017

Search



When user clicks Add button, user shall be redirected to Salary Information page

User shall have to fill in all the fields in the salary information for the respective staff and click 'Save'



Salary Information

Staff ID: enter staff ID  
Staff Name: enter staff name  
Status: Select Status  
IC Old/Passport: enter IC (Old)  
IC New: enter IC (New)  
Date Of Confirmation: enter date

Group Details

Company: Select Company  
Cost Apportion: Select Cost Apportion  
Pay Group: Select Pay Group

Basic Pay

Staff Group: Select Staff Group  
Grade: Select Grade  
Designation: Select Designation  
Level: Select Level  
Min Salary: enter min salary  
Max Salary: enter max salary  
Step: Select Step  
Basic Pay: enter basic pay

Save





The report type available in this sub-module are the reports for the whole organization.

**Reports Type**

Type of Reports ▼

Pay Group ▼

February ▼

2017 ▼

**Search**

User shall select any report type to view the intended report

- Type of Reports

Type of Reports

Pay Summary Details

Pay Summary Company

EPF

SOCSCO

Zakat

Income Tax

Tabung Haji

PTPTN

User shall be able to convert the table directly into 'Text File' and use it to send to the respective institution such as EPF, banks, etc.



EPF Report for February 2017						
No.	EPF No	Staff ID	IC	Staff Name	(MYR)	
					Employer	Employee
1	123456	T 376	961207146062	MUHAMMAD ZAHIN BIN MOHAMAD NAHAR	0	0
2	123456	T 367	961120146567	NUR SYAFIKAH BT ADNAN	0	
3	123456	IBS 290	931207146062	NURUL NADHIRAH BINTI ZAINAL ABIDIN	0	
4	123456	T 373	961207146062	YONG MUHAZIM BINTI ABDUL LATIF	0	

```

00EPF MONTHLY FORM A20170103000010000000011356000000000010276000000000000002814012
010000000000002814012012016DSK000010000000
020000000000012026856730811145781 ANUAR BIN RAHIM 014 00006480000005940000000000540000
020000000000005689335661110105088 ARUMUGAM A/L GUNASEKARAN 005 00005400000004950000000000450000
020000000000011450897670119044258 CHENG LEE LEE 015 000148800000136400000000001235000
02000000000002105388500109108888 CHONG CHEE HUAT 108 00005400000004950000000000450000
020000000000005654572670101011232 FRANÇOIS PIETTE 006 000032400000029700000000000270000
02000000000012026333730811143333 HANIF BIN BUJONG 114 00006480000005940000000000540000
02000000000047243224540604012345 HANITH OSMAN B. MUSTAFA 002 000070400000061500000000000485232
02000000000012955678M123456789 JENNIFER WHITE 001 00005720000005240000000000476000
02000000000002105388A0551966 LIM KOK SAI 009 000060000000055000000000000500000
02000000000011450555670119045555 MAH SEE SEB 115 000148800000136400000000001235000
0200000000001186366672060508666 MAJID BIN LONGMAN 119 000051200000046900000000000424614
02000000000011863258720605083259 MOHD ASMAWI BIN KURUS 019 00004320000039600000000000360000
02000000000007878785750401055588 PHANG LEE BENG (TONY) 004 000040400000037000000000000334500
02000000000011655827661110105077 SAKURA OSHIN YAMAHA 007 000126000000115500000000001050000
02000000000012022875710805105858 TAN CHENG MEI 003 000065600000049900000000000446000
02000000000002105374500109105483 TIAN PATT HUAT 008 00005400000004950000000000450000
99000000160000000011356000000000001027600000000000000180098011
    
```



# PAYROLL

User shall be able to convert the Pay Summary Details directly into 'Text File' and use it to send to the bank



Pay Summary Details Report for February 2017

No.	Staff ID	Staff Name	Basic Pay (MYR)	NPL (MYR)	OT (MYR)	Add Pay (MYR)	Bonus (MYR)	Others (MYR)	Gross Pay (MYR)	EPF- Employee (MYR)	SOCSSO- Employee (MYR)	Tax- Employee (MYR)	Others (MYR)	Nett Pay (MYR)	EPF- Employer (MYR)	SOCSSO- Employer (MYR)
1	T 376	MUHAMMAD ZAHIN BIN MOHAMAD NAHAR	2300	0	0	0	0	90	2390	0	0	0	40	2390	50	50
2	T 367	NUR SYAFIKAH BT ADNAN	500	0	0	0	0	0	500	0	0	0	0	500	50	50
3	IBS 290	NURUL NADHIRAH BINTI ZAINAL ABIDIN	3000	129.8	93.75	321.43	0	0	3285.38	0	0	0	0	3285.38	50	50
4	T 373	YONG MUHAZIM BINTI ABDUL LATIF	500	43.26	15.62	0	0	0	472.36	0	0	0	0	472.36	50	50

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HAPSP	DEMONSTRATION COMPANY	03012017	3112201500000004254471	S		
D	ANUAR BIN RAHIM	A2515684	730811145781	011001332558996584	00000000604585	N
D	CHENG LEE LEE	A0594256	670119044258	011001365889996655	000000001093625	N
D	FRANÇOIS PIETTE	5643533	670101011232	011001325987562587	000000000252755	N
D	MOHD ASMAWI BIN KURUS	A2154365	720605083259	011001556698752366	000000000314325	N
D	PHANG LEE BENG (TONY)	A4532522	750401055588	011001885632556622	000000000419405	N
D	SAKURA OSHIN YAMAHA		66111010507723658972	011001223366889956	000000001170001	N
D	TIAN FATT HUAT	3000084	500109105483	011001335897558662	000000000399775	N
T00000000000007000000004254471						



IBS

# PAYROLL



In this sub-module, user shall be able to view and manage the mileage claim request send by staff.

No.	Staff ID	Staff Name	Department	Designation	Date Requested	Status
1	T 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	JUNIOR SYSTEM R&D PROGRAMMER II	20/10/2016	Incomplete Claim
2	IBS 276	MUHAMMAD FAIZ BIN FAZILLAH	RND	SYSTEM RND PROGRAMMER I	20/10/2016	Pending Payment
3	T 349	WAN NUR ILLYANA BINTI WAN MAHDI	SYS DEV	JUNIOR SYSTEM R&D PROGRAMMER II	20/10/2016	Incomplete Claim
4	T 342	MUHAMMAD FADHLI	PROJECT	JUNIOR SYSTEM R&D PRO		

The Claim List table displays the claim requested by the staff and its status whether it's completed or not

Normal user shall add new claim and fill in the required field

**Claim Information**

Staff ID	T 355
Staff Name	NURUL NADHIRAH BINTI ZAINAL ABIDIN
Designation	Trainee
Department	enter department
Serial No	enter serial no
Vehicle Type	enter vehicle type Select Vehicle Type
Registration No	enter registration no
Cylinder Measurement	enter cylinder measurement
Mileage Class	Select Class
Date	enter date
Time	From: 1 1 To: 1 1
Mileage Distance (KM)	enter mileage distance
Description	enter description
Toll and Parking Claim (RM)	enter toll and parking claim

Save



# PAYROLL



This Pensions sub-module shall provide user with the Pension List on the main page and the ability to add new staff into the pension entitlement.

Navigation icons: List, Claim, Pensions, Increment, Addition, Deduction, Summary.

Pension List						
No.	Staff ID	Staff Name	Department	Designation	Year of Service	Percent
1	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	Junior Programmer	5 year	17.5
2	IBS 236	MUHAMMAD FAIZ BIN FAZILLAH	RND	Senior Programmer	6 year	17.5
3	IBS 555	WAN NUR ILYANA	SYSTEM DEV	Programmer II	4 year	17.5
4	IBS 964	MUHAMMAD FADHLI	RND	Junior Programmer I	5 year	17.5

EWACS

Pension List with name of staff in the organization entitled for pension and other information

Pensions	
Staff No	IBS 355
Staff Name	NURUL NADHIRAH BINTI ZAINAL ABIDIN
Latest Payment Date	15/05/2015
Total	20400.00
Balance	7200.00

Update

Pensions History						
No.	Staff ID	Staff Name	Latest Payment Date	Total Received	Balance	Updated By
1	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	14/05/2015	20400	7200	15/05/2015 WAN NUR ILYANA
2	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	14/04/2015	17800	9800	15/04/2015 WAN NUR ILYANA
3	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	14/03/2015	15200	12400	15/03/2015 NUR NABILA LATIFF
4	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	14/02/2015	12600	15000	15/02/2015 NUR NABILA LATIFF



# PAYROLL



The Increment module is where user shall view and obtain the information about the minimum salary and the maximum salary for each staff.

The screenshot shows a mobile application interface with a dark background. At the top, there are seven icons representing different modules: List, Claim, Pensions, Increment, Addition, Deduction, and Summary. Below these icons is a table titled "Increment List". The table has columns for No., Staff ID, Staff Name, Department, Designation, Min Salary, and Max Salary. The data rows are as follows:

No.	Staff ID	Staff Name	Department	Designation	Min Salary	Max Salary
1	T 376	MUHAMMAD ZAHIN BIN MOHAMAD NAHAR		Trainee	400	600
2	T 367	NUR SYAFIKAH BT ADNAN		Trainee	400	600
3	IBS 290	NURUL NADHIRAH BINTI ZAINAL ABIDIN		Junior System R & D Programmer I	2000	3500
4	T 373	YONG MUHAZIM BINTI ABDUL LATIF		Trainee	400	600

At the bottom of the screen, there is a navigation bar with the text "EWACS" and three icons: a plus sign, a house, and a gear.

The Increment List displays the list of staff and their detailed information such as department and salary range

When user clicks on the Staff ID, the Increment History list shall be displayed

The screenshot shows a mobile application interface with a dark background. At the top, there is a table titled "Increment History List". The table has columns for No., Staff ID, Staff Name, Previous Salary, Current Salary, Effective Date, and Updated By. The data rows are as follows:

No.	Staff ID	Staff Name	Previous Salary	Current Salary	Effective Date	Updated By
1	IBS 290			2000	01/01/2017	20/01/2017
2	IBS 290	NURUL NADHIRAH BINTI ZAINAL ABIDIN		2500	01/01/2017	NURUL NADHIRAH BINTI ZAINAL ABIDIN
3	IBS 290	NURUL NADHIRAH BINTI ZAINAL ABIDIN		2500	01/01/2017	NURUL NADHIRAH BINTI ZAINAL ABIDIN
4	IBS 290	NURUL NADHIRAH BINTI ZAINAL ABIDIN		2500	01/01/2017	NURUL NADHIRAH BINTI ZAINAL ABIDIN
5	IBS 290	NURUL NADHIRAH BINTI ZAINAL ABIDIN		2500	01/01/2017	NURUL NADHIRAH BINTI ZAINAL ABIDIN
6	IBS 290	NURUL NADHIRAH BINTI ZAINAL ABIDIN	2500	3000	01/01/2017	NURUL NADHIRAH BINTI ZAINAL ABIDIN



# PAYROLL



This sub-module enables user to add and view additional miscellaneous payment such as allowances.

The interface features a top navigation bar with icons for List, Claim, Pensions, Increment, Addition, Deduction, and Summary. Below this is a form titled 'Addition Type' with a dropdown menu labeled 'Addition List' and a 'Select Code' input field. A 'Submit' button is located at the bottom of the form.

User shall select any allowance type to view

- Select Code
- Select Code
- A001 - Phone Allowance
- A002 - Meal Allowance
- A003 - Entertainment Allowance

EWAGS

Addition List - Phone Allowance						
No.	Staff ID	Staff Name	IC	(MYR) Previous Month	(MYR) Current Month	(MYR) Difference
1	T 376	MUHAMMAD ZAHIN BIN MOHAMAD NAHAR	961207146062	0	100	
2	T 367	NUR SYAFIKAH BT ADNAN	961120146567		50	
3	T 373	YONG MUHAZIM BINTI ABDUL LATIF	961207146062	0	100	
4	T 373	YONG MUHAZIM BINTI ABDUL LATIF	961207146062	0	100	



# PAYROLL



The Deduction sub-module provides information of the list of deduction type available and the staff affected for each deduction.

User shall select any deduction type

- Select Code
- Select Code
  - D002 - Lembaga Hasil Dalam Negeri
  - D003 - ANGKASA
  - D004 - Lembaga Tabung Haji
  - D005 - Syarikat Takaful Malaysian Sdn Bhd
  - D006 - Takaful Nasional Sdn Bhd
  - D007 - Malaysia Nasional Insurance
  - D008 - MOCCIS
  - D009 - Amanah Saham Bumiputra
  - D010 - Bangi Golf Sdn Bhd
  - D011 - Greate Eastern Life Insurance
  - D012 - Malaysia Building Society Bhd
  - D013 - Selangor Industrial Corp.
  - D014 - Pemegang Harta Selangor

Deduction List - ANGKASA						
No.	Staff ID	Staff Name	IC	(MYR) Previous Month	(MYR) Current Month	(MYR) Difference
1	T 376	MUHAMMAD ZAHIN BIN MOHAMAD NAHAR	961207146062	0	40	
2	T 373	YONG MUHAZIM BINTI ABDUL LATIF	961207146062	0	500	
3	T 373	YONG MUHAZIM BINTI ABDUL LATIF	961207146062	0	400	



# PAYROLL



The Summary sub-module enables user to view any individual report based on his/her desired search filter such as department, staff name, month or year.

e-HR

List Claim Pensions Increment Addition Deduction Summary

Reports Type

Type of Reports  
Department  
Staff Name  
February  
2017

Search

EWACS

## Type of Reports

- Type of Reports
- Pay Slip
- EC Form
- EC Report
- Gross Salary Analysis
- PCB Audit Report
- Loan-Car
- Loan-Motorcycle
- Loan-Computer





## Employee Statistics

Individual EC Form													
Staff No	IBS 269												
Staff Name	AMIR HAMZAH BIN KHAIRUL ANWAR												
National ID	931207146062												
Department	Research and Development												
Mileage Class	01												
Earning	January	February	March	April	May	June	July	August	September	October	November	December	Total
Basic Pay	3400.00	3400.00	3400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10200.00
Normal Day	0.00	0.00	24.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.52
Rest Day	0.00	0.00	32.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.69
Public Holiday	0.00	0.00	49.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49.04
Phone Allowance	0.00	750.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1550.00
Meal Allowance	0.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total (MYR)</b>	<b>3400.00</b>	<b>4150</b>	<b>5268.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12818.75</b>
Deduction	January	February	March	April	May	June	July	August	September	October	November	December	Total
EPF	374.00	374.00	374.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1122.00
SOCSSO	16.75	16.75	17.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.75
Lembaga Tabung Haji	30.00	400.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	830.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Nett Pay (MYR)</b>	<b>2979.25</b>	<b>3359.25</b>	<b>4477.5</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10816.00</b>
Employee Contribution													
Pensions													



# Payroll



**Reports Type**

Type of Reports ▼

Department ▼

Staff Name ▼

February ▼

2017 ▼

**Search**

- EC Report
- Type of Reports
- Pay Slip
- EC Form
- EC Report**
- Gross Salary Analysis
- PCB Audit Report
- Loan-Car
- Loan-Motorcycle
- Loan-Computer

EWACS



**EC Report**

(C.P.B.A - Pin. 2010) MALAYSIA MALAYSIA  
 No. Siri: A00001 CUKAI PENDAPATAN  
 No. Majikan E: 294422330 PENYATA BARANGAN DAN/ATAU PENGGAJIAN BAGI TAHUN BERAKHIR 31 DESEMBER 2015  
 EA  
 Penyata Gaji Pekerja SWASTA  
 No. Cukai Pendapatan Pekerja: 55.117855-55  
 Cawangan LHDN: EL

**A BUTIRAN PEKERJA**

1. Nama Penuh Pekerja/Pesara (En/Cik/Puan) JENIFER WHITE 3. No. Katakangan/No. Gaji 001  
 2. Jawatan ADMINISTRATION MANAGER 4. No. K.P. Baru 661110-10-5099 5. No. Pasport M123456789 6. No. KIVSP 12345678  
 7. Jika bekerja tidak genap setahun, nyatakan: (a) Tarikh mula bekerja: \_\_\_\_\_ (b) Tarikh berhenti kerja: \_\_\_\_\_

**B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN**  
 (Tolak termasuk eban / perkutut / pemberian / manfaat yang dikecualikan cukai) RM

1. Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa) 54,360.55  
 F) (termasuk fa' pengarah), komisen atau bonus 5,811.00  
 Tip kasar, perkutut, jemermaan sugu hali atau eban-eban lain (Perihal pembayaran: \_\_\_\_\_)  
 Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja \_\_\_\_\_

2. Nilai Manfaat atau kemudahan berupa barangan:  
 (a) Kereta (Tarikh sebenar diperuntukkan \_\_\_\_\_) i) Nilai kereta dan petrol \_\_\_\_\_  
 (jenis \_\_\_\_\_ Tahun \_\_\_\_\_ Model \_\_\_\_\_) ii) Nilai Pemandu \_\_\_\_\_  
 (b) Elektrik, air, telefon dan kemudahan lain \_\_\_\_\_  
 (c) Nilai manfaat rumah tangga: ("Potong yang tidak berkenaan")  
 (i) Separah lengkap dengan perabot/penyaman udara/ "fungs" / "permaidani", atau \_\_\_\_\_  
 (ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau \_\_\_\_\_  
 (iii) Butiran berasingan: Perabot dan kelengkapan \_\_\_\_\_  
 Perkakas Dapur \_\_\_\_\_  
 Hibur dan Rekreasi \_\_\_\_\_  
 (d) Pembantu rumah dan tukang kebun \_\_\_\_\_  
 (e) Manfaat Tambang Percutian \_\_\_\_\_  
 (f) Lain-Lain (misalnya makanan dan pakaian) \_\_\_\_\_

3. Nilai tempat kediaman (Alamat: \_\_\_\_\_)  
 4. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak dikulikan \_\_\_\_\_  
 5. Pampasan kerana kehilangan pekerjaan \_\_\_\_\_

**C PENCEN DAN LAIN-LAIN**

1. Pencen \_\_\_\_\_  
 2. Anuiti atau Bayaran berkala yang lain \_\_\_\_\_

**D JUMLAH POTONGAN**

1. Potongan Cukai Bulanan (PCB) Tahun Semasa yang dibayar kepada LHDN 1,785.90  
 2. Akaun Potongan CPB 0.00  
 3. Potongan Zakat dibayar kepada pihak berkuasa pemungut zakat 0.00

**E CARUMAN YANG WAJIB DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG PENCEN ATAU SIMPANAN YANG DILULUSKAN**  
 Nama Kumpulan Wang: KUMPULAN WANG SIMPANAN PEKERJA (KWSP)  
 Amana caruman yang wajib dibayar (nyatakan bahagian pekerja sabagi) RM 6,492.00

**F BUTIRAN PEMBAYARAN TUNGGAKAN DAN LAIN-LAIN BAGI TAHUN-TAHUN TERDAHULU (SEBELUM TAHUN SEMASA)**  
 Bayaran bagi Tahun 2017 Jumlah Bayaran (RM) 3,169.40 Bayaran SWSP (RM) 300.00 Potongan PCB (RM) 0.00  
 31/12/2009 ARREARS SALARY

**G JUMLAH ELAUN / PERKURSI / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI** RM 0.00

Nama Pegawai: MS Cheng Lee Lee Nama Majikan: DEMONSTRATION COMPANY  
 Jawatan: Accounts Manager Alamat: 8 Jalan USJ 19/11  
UEP Subang Jaya  
 Tarikh: 01/01/2017 Selangor Postcod: 47600



# MANAGING SERVICE RECORDS



Below is the main display when user clicks on the Services module icon.

No.	Staff ID	Staff Name	Department	Designation	Date Joined	Status
1	IBS 238	ABDULAZIZ BIN LOKMAN	Maintenance	Junior Maintenance Engineer II	01/01/2016	Active
2	T 290	ABDUL GHANI BIN MURSID	System Development	Trainee	01/01/2016	Active
3	IBS 242	ABDUL HAFIZ BIN ABO RAHMAN	Marketing	Business Development Executive	01/01/2016	Active
4	T 314	AHMAD DANIAL BIN AHMAD NAZRI	Maintenance	Trainee	01/01/2016	Active
5	T 362	AHMAD HAFIDZ BIN MUHD MAWARDI	Maintenance	Trainee	01/01/2016	Active
6	T 305	AHMAD HAFIDZ BIN MOHAMED@AZIZ	Maintenance	Trainee	01/01/2016	Active
7	T 308	AHMAD HASIL FAWZI BIN PAMMAN	Maintenance	Trainee	01/01/2016	Active
9	IBS 258	AHMAD SAFLAN B CHE AWANG	Maintenance	Junior Maintenance Engineer II	01/01/2016	Active
9	IBS 282	AHMAD SYAKHIFUDDIN BIN RUSLI	Project	Junior Project Engineer II	01/01/2016	Active
10	T 334	AMAN NAJMI BIN ZAHARUDIN	Marketing	Trainee	01/01/2016	Active
11	IBS 086	AHMAD ASYARAFADDEAN BIN SUPAN	Marketing	Business Development Specialist	01/01/2016	Active
12	IBS 274	AMERUL HELMI BIN AMRUDDIN	Hardware Development	Junior Engineer II	01/01/2016	Active
13	IBS 289	AMR HAMZAH BIN IKHARUL ANNAR	Research and Development	R & D Engineer II	01/01/2016	Active
14	T 279	AMIRA AMLINA BT ZULKIFLI	Maintenance	Trainee	01/01/2016	Active
15	T 315	AMRUL NAM BIN M NASIR	Research and Development	Trainee	01/01/2016	Active
16	QC 03	amra rosl	Admin/AccountHR	Admin & Accounts Officer	01/01/2016	Active

List of staff services record and their information such as designation, date joined, etc

No.	Staff ID	Staff Name	Effective Date	Current Department	Latest Department	Current Designation	Latest Designation	Updated By
1	IBS 267	MUHAMMAD FAIZ BIN FAZILLAH	27 Sep 2016	Research and Development	Research and Development	AAO	Junior System R&D Programmer I	20/09/2016 NURUL NADHIRAH
2	IBS 267	MUHAMMAD FAIZ BIN FAZILLAH	27 Sep 2016	Research and Development	Research and Development	AAO	Junior System R&D Programmer I	07/12/2014 NURUL NADHIRAH

No.	Staff ID	Staff Name	Job Grade	Previous Designation	Current Designation	Effective Date	Updated By
1	IBS 267	MUHAMMAD FAIZ BIN FAZILLAH	2	JUNIOR PROGRAMMER II	JUNIOR SYSTEM R&D PROGRAMMER I	01/01/2015	07/12/2014 NURUL NADHIRAH

No.	Staff ID	Staff Name	Current Designation	Employment Status	Effective Date	Updated By
1	IBS 267	MUHAMMAD FAIZ BIN FAZILLAH	JUNIOR SYSTEM R&D PROGRAMMER I	Contract	01/01/2015	07/12/2014 NURUL NADHIRAH

One click on the Staff ID at the Record List, user shall view the overall information about the respective staff.



# MANAGING SERVICE RECORDS



- Services Record
- Yearly Target
- Asset Declaration
- Examination
- Awards
- Disciplinary

List of staff and their assets that have been declared

Yearly Target List						
No.	Staff ID	Staff Name	Year	Yearly Objective	Total Mark	Status
1	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	2015	Penilaian Prestasi Pegawai Kumpulan Pengurusan dan Profesional	77	Completed
2	IBS 278	AMIRA AMALINA BT ZULKIFLI	2016	Penilaian Prestasi Pegawai Pelaksana I		Incomplete
3	IBS 315	AMIRUL NAIM BIN M NASIR	2015	Penilaian Prestasi Pegawai Pelaksana II	60	Completed
4	IBS 288	EZZAMEL BIN ALIAS	2015	Penilaian Prestasi Pegawai Pelaksana I	68	Completed
5	IBS 342	FADHLI ASYRAF BIN MUHAMAD ZAINUDDIN	2015	Penilaian Prestasi Pegawai Kumpulan P		
6	IBS 276	MUHAMMAD FAIZ BIN FAZILLAH	2016	Penilaian Prestasi Pegawai		
7	IBS 276	MUHAMMAD FAIZ BIN FAZILLAH	2015	Penilaian Prestasi Pegawai		
8	IBS 325	MUHAMMAD IRSYAD ANWARI BIN AHMAD KAMAL	2016	Penilaian Prestasi Kumpul		

### Yearly Target

Activity 1

Performance Indicator: Quantity

Yearly Target: Develop 2 new sub module for mentoring activity in AKRAB club

Actual Result: The sub module have been develop successfully.

Performance: 100 %

Remarks: This module have been used by AKRAB staff on September 2016

### Contribution Of Non-Official Duties

Contribution 1

Activity / Contribution: JPAM Volunteers

Achievement Level (State position or achievement): District level

Remarks: -

### Training Needed Information

Training 1

Training Name: Protocol and etiquette Social Council

Reason (Training is required): Involved as emcee and have knowledge of protocol and etiquette is required

### Evaluation On Workload

Criteria	PPP	PPK
1. Quantity Work Quality deliverables such as total number, content, frequency and quantity of work with the target set.	7	0
2. Quality Work Evaluated in terms of completeness and tidiness. Assessed in terms of efforts and initiatives to achieve perfection.	7	0
3. Punctuality The ability to produce a work or perform tasks within a set time period.	7	0
Marks	35	

Some of the forms that user shall fill in to complete the Yearly Target

2-level approval before the Yearly Target can be completed officially

#### Level 1 Approval

Comment: His appearance was mainly professional and met our standards. He was always trying to find out new ways to help out beyond the assignments he was given, and was very accepting of all criticism and feedback.

Approver: MUHAMMAD ADIB BIN NOR AZLIM

Application Status: Approved

Date: 01 Nov 2016

Remark: -

#### Level 2 Approval

Comment: -

Approver: KHAIROL ANWAR BIN SHARIF

Application Status:  Approve  Reject

Date: 03 Feb 2017

Remark: enter remark

Save



# MANAGING SERVICE RECORDS



Asset Declaration sub-module shall display the information of staff's asset that has been declared and recorded in the system.

Asset Declaration List					
No.	Staff ID	Staff Name	Department	Property	Updated Date
1	IBS 274	AMERUL HELMY BIN AMIRUDDIN	Research and Development	Savings, Land	01/04/2016
2	IBS 254	MOHD REDUAN BIN AZMAN	Maintenance	Savings, House	03/06/2016
3	IBS 276	MUHAMMAD FAIZ BIN FAZILLAH	Research and Development	Share	04/07/2016
4	IBS 204	ANAS BIN AB HALIM	Research and Development	Others	10/04/2016
5	IBS 192	MOHAMAD ZULHILMI BIN ABD LATIF	Research and Development	Savings, Land	10/05/2016
6	IBS 273	HAAZIQ BIN HILMY	Maintenance	House	15/04/2016
7	IBS 236	ABDUL AZIZ BIN LOKMAN	Maintenance	Motor vehicles, Savings, Land	20/03/2016
8	IBS 143	MOHAMAD FAHMIE BIN MAZLAN	Hardware Development	Motor vehicles	20/04/2016
9	IBS 355	AHMAD DANIAL BIN AHMAD NAZRI	Hardware Development	Share, Commercial Property	22/03/2016
10	IBS 245	MOHD HIZAM BIN AZMI	Research and Development	Commercial Property	27/05/2016

List of staff and their assets that have been declared



Asset Declaration Application

Form

- Asset Declaration Form List
- Declaration of Property and Liability [First Time]
- Declaration of Property and Liability [Additional]
- Declaration of No Changes in Ownership of Property
- Declaration of Disposition of Property
- Declaration of Company / Private Business

One click on the Staff ID, user shall add new asset by choosing one of the available forms above



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# MANAGING SERVICE RECORDS



Examination sub-module enables user to view and update the examination details for respective staff.

Services Record
 Yearly Target
 Asset Declaration
 Examination
 Awards
 Disciplinary

**List of staff and the details of the examination that they have taken**

Examination List							
No.	Staff ID	Staff Name	Designation	Department	Examination	Exam Date	Status
1	IBS 236	ABDUL AZIZ BIN LOKMAN	Junior Maintenance Engineer II	Maintenance	JPA - Peningkatan Secara Lantikan	03/01/2015	Passed
2	IBS 276	MUHAMMAD FAIZ BIN FAZILLAH	System R & D Programmer	Research and Development	JPBD - Pengesahan Dalam Perkhidmatan	12/12/2015	Passed
3	IBS 276	MUHAMMAD FAIZ BIN FAZILLAH	System R & D Programmer	Research and Development	JPBD - Pengesahan Dalam Perkhidmatan	13/05/2016	Passed
4	IBS 269	AMIR HAMZAH BIN KHAIRUL ANWAR	R & D Engineer II	Research and Development	JKR - Pengesahan Dalam Perkhidmatan		
5	IBS 252	ATHIRAH BINTI AZMAN	Junior Marketing Executive	Marketing	JANM - Feadah Kewangan		
6	IBS 274	AMERUL HELMY BIN AMIRUDDIN	Junior Engineer II	Maintenance	JLN - Pengesahan Dalam Perkhidmatan		
7	IBS 242	ABDUL HAFIZ BIN ABD RAHMAN	Business Development Executive	Marketing	JPA - Feadah Kewangan		
8	IBS 288	EZZAMEL BIN ALJAS	R & D Engineer II	Research and Development	JPA - Peningkatan Secara Lantikan		

Services Record
 Yearly Target
 Asset Declaration
 Examination
 Awards
 Disciplinary

Examination Information

<b>Staff ID</b>	IBS 267
<b>Staff Name</b>	MUHAMMAD FAIZ BIN FAZILLAH
<b>Department</b>	Research and Development
<b>Designation</b>	Junior System R&D Programmer I
<b>Examination</b>	JPBD - Pengesahan Dalam Perkhidmatan Examination
<b>Exam Date</b>	25 March 2018

Update

View Audit Trail

Individual Examination List

No.	Staff ID	Staff Name	Department	Designation	Examination	Exam Date	Status	Updated By
1	IBS 276	MUHAMMAD FAIZ BIN FAZILLAH	Research and Development	System R & D Programmer	JPBD - Pengesahan Dalam Perkhidmatan	13/05/2016	Attend	NUR NABILA LATIFF
2	IBS 276	MUHAMMAD FAIZ BIN FAZILLAH	Research and Development	System R & D Programmer	JPBD - Pengesahan Dalam Perkhidmatan	12/12/2015	Passed	NUR NABILA LATIFF

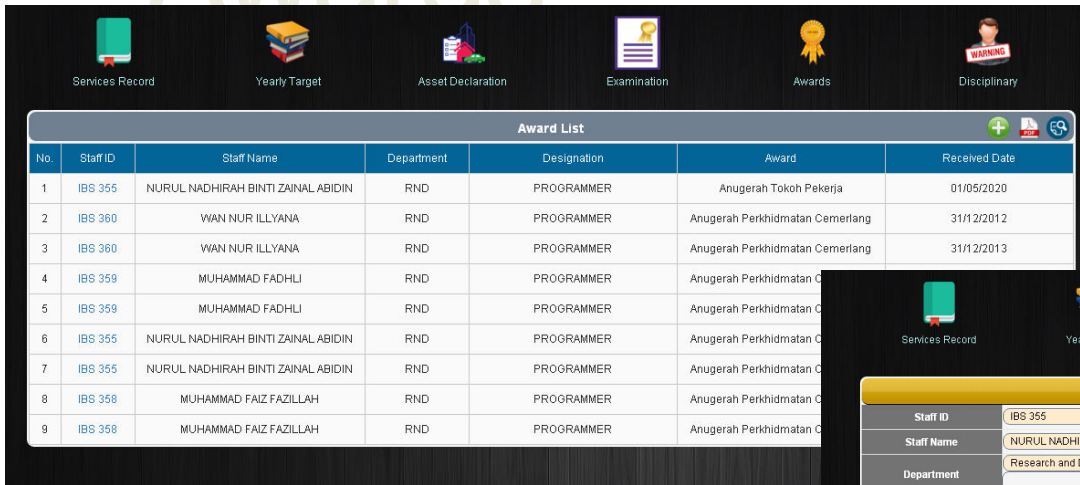
**Each staff's examination information shall be updated and viewed**



# MANAGING SERVICE RECORDS



This sub-module displays the awards received by respective staff and the received date.



The screenshot shows the 'Awards' module interface. At the top, there are navigation icons for Services Record, Yearly Target, Asset Declaration, Examination, Awards, and Disciplinary. Below the icons is a table titled 'Award List' with the following data:

No.	StaffID	Staff Name	Department	Designation	Award	Received Date
1	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	PROGRAMMER	Anugerah Tokoh Pekerja	01/05/2020
2	IBS 360	WAN NUR ILLYANA	RND	PROGRAMMER	Anugerah Perkhidmatan Cemerlang	31/12/2012
3	IBS 360	WAN NUR ILLYANA	RND	PROGRAMMER	Anugerah Perkhidmatan Cemerlang	31/12/2013
4	IBS 359	MUHAMMAD FADHLI	RND	PROGRAMMER	Anugerah Perkhidmatan C	
5	IBS 359	MUHAMMAD FADHLI	RND	PROGRAMMER	Anugerah Perkhidmatan C	
6	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	PROGRAMMER	Anugerah Perkhidmatan C	
7	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	PROGRAMMER	Anugerah Perkhidmatan C	
8	IBS 358	MUHAMMAD FAIZ FAZILLAH	RND	PROGRAMMER	Anugerah Perkhidmatan C	
9	IBS 358	MUHAMMAD FAIZ FAZILLAH	RND	PROGRAMMER	Anugerah Perkhidmatan C	

List of staff, their designation, and the awards they received

Individual Award list shall be viewed when user clicks on the Staff ID in the list above



The screenshot shows the 'Individual Award list' interface. At the top, there are navigation icons for Services Record, Yearly Target, Asset Declaration, Examination, Awards, and Disciplinary. Below the icons is a form titled 'Award Information' with the following data:

Staff ID	Staff Name	Department	Designation	Award	Received Date
IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	Research and Development	Junior System R&D Programmer I	Anugerah Tokoh Pekerja	27 Sep 2016

Below the form are buttons for 'Update' and 'View Audit Trail'. Below the buttons is a table titled 'Individual Award List' with the following data:

No.	Staff ID	Staff Name	Department	Designation	Award	Received Date	Updated By
1	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	PROGRAMMER	Anugerah Perkhidmatan Cemerlang	31/12/2016	01/01/2017 NUR NABILA LATIFF
2	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	PROGRAMMER	Anugerah Perkhidmatan Cemerlang	31/12/2017	01/01/2018 NUR NABILA LATIFF
3	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	PROGRAMMER	Anugerah Tokoh Pekerja	01/05/2020	02/05/2020 NUR NABILA LATIFF



# MANAGING SERVICE RECORDS



The Disciplinary sub-module provides the details about the disciplinary actions that they have committed.

No.	Staff ID	Staff Name	Department	Designation	Disciplinary	Date of Disciplinary
1	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	PROGRAMMER	Memalsukan Sijil Sakit	25/03/2016
2	IBS 359	MUHAMMAD FADHLI	RND	PROGRAMMER	Datang Lewat Tanpa Sebab Munasabah	25/03/2016
3	IBS 360	WAN NUR ILLYANA	RND	PROGRAMMER	Memalsukan Sijil Sakit	25/03/2016
4	IBS 360	WAN NUR ILLYANA	RND	PROGRAMMER	Datang Lewat Tanpa Sebab Munasabah	31/12/2013
5	IBS 359	MUHAMMAD FADHLI	RND	PROGRAMMER	Memalsukan Sijil Sakit	31/12/2014
6	IBS 358	MUHAMMAD FAIZ FAZILLAH	RND	PROGRAMMER	Memalsukan Sijil Sakit	31/12/2016
7	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	PROGRAMMER	Datang Lewat Tanpa Sebab Munasabah	
8	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	PROGRAMMER	Datang Lewat Tanpa Sebab Munasabah	
9	IBS 358	MUHAMMAD FAIZ FAZILLAH	RND	PROGRAMMER	Datang Lewat Tanpa Sebab Munasabah	

List of staff, their designation, and the disciplinary action they did

No.	Staff ID	Staff Name	Department	Designation	Disciplinary	Date of Disciplinary	Updated By
1	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	PROGRAMMER	Datang Lewat Tanpa Sebab Munasabah	31/12/2016	01/01/2017 NUR NABILA LATIFF
2	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	PROGRAMMER	Datang Lewat Tanpa Sebab Munasabah	31/12/2017	01/01/2018 NUR NABILA LATIFF
3	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	RND	PROGRAMMER	Memalsukan Sijil Sakit	25/03/2016	30/03/2016 NUR NABILA LATIFF

This table shall display the list of disciplinary actions committed throughout their working period



# TRAINING



- The Training module comprises of 4 sub-modules which are List, Personal Training, Training Report, and Practical Student.
- When user click on the Training module icon, user shall be redirected to a few lists of training.

Each training session shall have its own code



Training List							
No	Code	Name	Start Date	End Date	Time Spent (hour)	Priority	Delete
1	A1	Hacking Courses 101	24 Jan 2017	24 Jan 2017	06.00.00	Compulsory	
2	PKNS1	Seminar Komputer	26 Jan 2017	27 Jan 2017	12.00.00	Compulsory	

External Training List							
No	Code	Name	Start Date	End Date	Time Spent (hour)	Priority	Delete
1	H42	Testing Luar	28 Oct 2016	28 Oct 2016	00.00.00		
2	A002	Kursus Umrah dan Haji	04 Dec 2016	05 Dec 2016	00.00.00		
3	A3	Maria	26 Jan 2017	26 Jan 2017	01.00.00		
4	T87	Seminar Protokol	04 Jan 2017	04 Jan 2017	00.00.00		
5	T12	Seminar Etika dan Protokol9	25 Dec 2016	26 Dec 2016	06.00.00		
6	T50	Seminar Etika dan Protokol6	16 Mar 2017	17 Mar 2017	00.00.00		
7	T15	Seminar Etika	21 Dec 2016	22 Dec 2016	06.00.00		
8	A00100	Forum Hal Ehwal Islam	15 Dec 2016	16 Dec 2016	04.00.00		
9	PKNS2	Seminar Komputer	26 Jan 2017	27 Jan 2017	12.00.00		

External Training Application List							
No Record found!							

Staff Training List Application				
No	Code	Staff ID	Name	Action
1	A2	T 367	NUR SYAFIKAH BINTI ADNAN	Select Action
2	XX	IBS 236	ABDUL AZIZ BIN LOHMAN	Select Action
3	PKNS1	T 358	MUHAMMAD SYAFIQ BIN BAHAROM	Select Action
4	H42	T 358	MUHAMMAD SYAFIQ BIN BAHAROM	Select Action



The training information shall be displayed when user clicks on the Code

### Training Information

Training Code: PKNS1  
Training Description: Seminar Komputer  
Start Date: 26 Jan 2017  
End Date: 27 Jan 2017  
Location: Akademi PKNS  
Total Hour: Hour 12 Minute 00  
Category: Functional  
Priority Level: Compulsory  
Trainer Name: Akademi  
Trainer Details: Objektif

**Update**

### Participant

Department: ARS11 : Mesut Ozil  
Staff: ARS11 : Mesut Ozil, T 358 : MUHAMMAD SYAFIQ BIN BAHAROM





### Participant List

No	Staff ID	Staff Name	Department
1	ARS11	Mesut Ozil	Research and Development
2	T 358	MUHAMMAD SYAFIQ BIN BAHAROM	Research and Development


# TRAINING



This sub-module enables respective user to view his own training list that he has to undergo.

 List       Personal Training       Training Report       Practical Student

### Personal Information

Staff Name	ATHIRAH BINTI AZMAN	
Staff No	IBS 252	
Department	Marketing	
Designation	Junior Marketing Executive	
Total Training Hour Attended	00:00	

### Staff Training List

No.	Training Code	Training Name	Start Date	End Date	Time Spent (hour)	Status
1	A1	Hacking Courses 101	24 Jan 2017	24 Jan 2017	06:00:00.0000000	Incomplete
2	H42	Seminar Komputer	28 Oct 2016	28 Oct 2016	00:00:00.0000000	Incomplete
3	PKNS1	Hacking Courses	26 Jan 2017	27 Jan 2017	12:00:00.0000000	Incomplete

[View History](#)

# TRAINING



This page shall enable user to search for Training Report based on month and year.

The screenshot shows a dark-themed interface with four menu items: List, Personal Training, Training Report, and Practical Student. Below the menu is a search form with a yellow header labeled 'SEARCH'. The form contains three dropdown menus: 'Select Type of Training Report' (with 'February' selected), 'February', and '2017'. A blue 'Search' button is at the bottom of the form.

User shall choose the type of training

- Select Type of Training Report
- Select Type of Training Report
- List of Training Participants
- List of Training Count
- List of Training Hours
- List of Training Programs

Sample of Training Participant report

Training Participants List				
No	Code	Training Name	Start Date	Staff Name
1	A00100	Forum Hal Ehwal Islam	15 Dec 2016	KHAIRUL ANWAR BIN SHARIF
2	A00100	Forum Hal Ehwal Islam	15 Dec 2016	MUHAMMAD FAIZ BIN FAZILLAH
3	A00100	Forum Hal Ehwal Islam	15 Dec 2016	WAN NUR ILLYANA BINTI WAN MAHDI
4	A002	Kursus Umrah dan Haji	04 Dec 2016	FADHLI ASYRAF BIN MUHAMAD ZAINUDDIN
5	A002	Kursus Umrah dan Haji	04 Dec 2016	MUHAMMAD FAIZ BIN FAZILLAH
6	A002	Kursus Umrah dan Haji	04 Dec 2016	WAN NUR ILLYANA BINTI WAN MAHDI
7	A1	Hacking Courses 101	24 Jan 2017	AMIR HAMZAH BIN KHAIRUL ANWAR
8	A1	Hacking Courses 101	24 Jan 2017	KHAIRUL ANWAR BIN SHARIF
9	A1	Hacking Courses 101	24 Jan 2017	MOHD FIRDAUS BIN ABD AZIZ
10	A1	Hacking Courses 101	24 Jan 2017	MUHAMMAD AZNI BIN NOR AZLIM
11	A1	Hacking Courses 101	24 Jan 2017	MUHAMMAD SYAFIQ BIN BAHAROM



# TRAINING



This sub-module provides information about entire students who are doing their internship at the organization.

No.	Staff ID	Staff Name	Department	Start Date	End Date
1	IBS 236	ABDUL AZIZ BIN LOKMAN	Maintenance	12 Nov 2014	01 Jun 2019
2	T 290	ABDUL GHANI BIN MURSIDI	System Development	02 Dec 2014	31 Dec 2015
3	IBS 242	ABDUL HAFIZ BIN ABD RAHMAN	Marketing	01 Jun 2014	02 Jun 2019
4	T 314	AHMAD DANIAL BIN AHMAD NAZRI	Maintenance	28 Jun 2015	31 Dec 2020
5	T 362	AHMAD HAFIDZ BIN MUHD MAWARIZI	Maintenance	07 Nov 2016	31 Dec 2020
6	T 305	AHMAD HAFIZ BIN MOHAMED@AZIZ	Maintenance	05 May 2015	31 Dec 2020
7	T 306	AHMAD HABIL FIKRI BIN PAMMAN	Maintenance	05 May 2015	31 Dec 2020
8	IBS 256	AHMAD SAFUAN B CHE AWANG	Maintenance	01 Jun 2014	01 Jun 2019
9	IBS 282	AHMAD SYAKHUFUDDIN BIN RUSLI	Project	05 May 2015	31 Dec 2020
10	T 334	AMMAN NALMI BIN ZAHARUDIN	Marketing	19 Jan 2016	31 Dec 2020
11	IBS 086	AKHMAD ASYARAFADDEAN BIN SUPPAN	Marketing	01 Jun 2014	01 Jun 2019
12	IBS 274	AMERUL HELMI BIN AMRUDDIN	Hardware Development		
13	IBS 269	AMIR HAMZAH BIN HSHARUL ANWAR	Research and Development		
14	T 278	AMIRA AMALINA BT ZULHIFLI	Maintenance		
15	T 315	AMRUL NAIM BIN M NASIR	Research and Development		
16	QC 03	amya rosli	Admin/Account/HR		
17	T 276	ANAS BIN AB HALIM	Maintenance		
18	IBS 252	ATHIRAH BINTI AZMAN	Marketing		
19	T 371	AUNI DALILAH BINTI MOHD ZAIN	Project		

This table displays the list of practical students and information such as their designated department, start date, and end date

New registration for practical student shall be done by filling in the required field

**Practical Student Information**

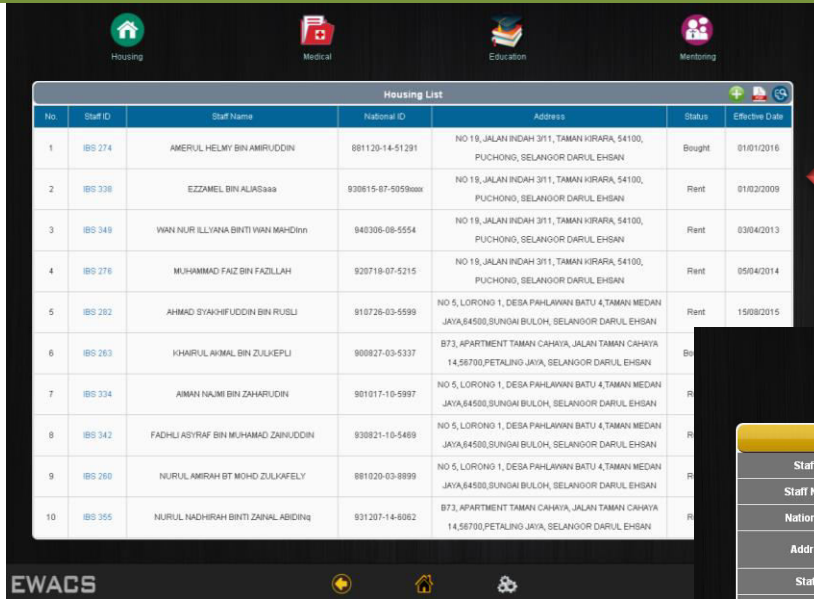
Staff ID	<input type="text" value="enter staff id"/>
Staff Name	<input type="text" value="enter staff name"/>
Department	<input type="text" value="enter department"/> Department
Designation	<input type="text" value="Trainee"/>
Start Date	<input type="text" value="enter start date"/>
End Date	<input type="text" value="enter end date"/>
Qualification	<input type="text" value="enter qualification"/>
Institution Name	<input type="text" value="enter institution name"/>
Supervisor ID	<input type="text" value="Enter supervisor ID"/>
Supervisor Name	<input type="text" value="Enter supervisor name"/>

Save



# HOUSING INFO

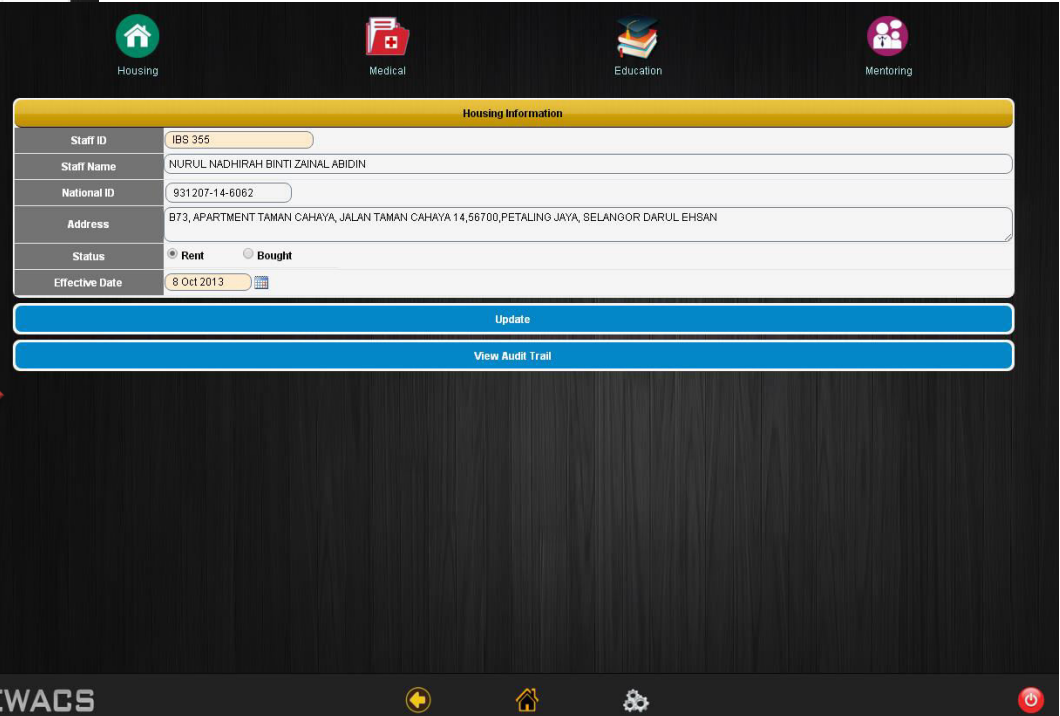
The Housing sub-module provides staff's housing information.



No	Staff ID	Staff Name	National ID	Address	Status	Effective Date
1	IBS 274	AMERUL HELMY BIN AMRUDDIN	881120-14-51291	NO 18, JALAN INDAH 3/11, TAMAN KIRARA, 54100, PUCHONG, SELANGOR DARUL EHSAN	Bought	01/01/2016
2	IBS 338	EZZAMEL BIN ALIASAAA	930615-07-505000	NO 18, JALAN INDAH 3/11, TAMAN KIRARA, 54100, PUCHONG, SELANGOR DARUL EHSAN	Rent	01/02/2009
3	IBS 348	WAN NUR ILLYANA BINTI WAN MAHDINN	848306-08-5554	NO 18, JALAN INDAH 3/11, TAMAN KIRARA, 54100, PUCHONG, SELANGOR DARUL EHSAN	Rent	03/04/2013
4	IBS 276	MUHAMMAD FAIZ BIN FAZILLAH	920718-07-5215	NO 18, JALAN INDAH 3/11, TAMAN KIRARA, 54100, PUCHONG, SELANGOR DARUL EHSAN	Rent	05/04/2014
5	IBS 282	AHMAD SYAKHFIJUDIN BIN RUSLI	910726-03-5599	NO 5, LORONG 1, DESA PAHLAWAN BATU 4, TAMAN MEDAN JAYA, 64500, SUNGAI BULOH, SELANGOR DARUL EHSAN	Rent	15/08/2015
6	IBS 263	KHARUL AYMAL BIN ZULKEPLI	900827-03-5337	B73, APARTMENT TAMAN CAHAYA, JALAN TAMAN CAHAYA 14, 56700, PETALING JAYA, SELANGOR DARUL EHSAN	Rent	01/01/2013
7	IBS 334	AMMAN NAJIB BIN ZAHARUDIN	901017-10-5397	NO 5, LORONG 1, DESA PAHLAWAN BATU 4, TAMAN MEDAN JAYA, 64500, SUNGAI BULOH, SELANGOR DARUL EHSAN	Rent	01/01/2013
8	IBS 342	FADHLI SYIRAF BIN MUHAMMAD ZAINUDDIN	930821-10-5489	NO 5, LORONG 1, DESA PAHLAWAN BATU 4, TAMAN MEDAN JAYA, 64500, SUNGAI BULOH, SELANGOR DARUL EHSAN	Rent	01/01/2013
9	IBS 260	NURUL AMIRAH BT MOHD ZULKAFELY	881020-03-8899	NO 5, LORONG 1, DESA PAHLAWAN BATU 4, TAMAN MEDAN JAYA, 64500, SUNGAI BULOH, SELANGOR DARUL EHSAN	Rent	01/01/2013
10	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	931207-14-8062	B73, APARTMENT TAMAN CAHAYA, JALAN TAMAN CAHAYA 14, 56700, PETALING JAYA, SELANGOR DARUL EHSAN	Rent	01/01/2013

The table displays list of staff and their housing information such as address, status, etc

User shall update their housing information



**Housing Information**

Staff ID	IBS 355
Staff Name	NURUL NADHIRAH BINTI ZAINAL ABIDIN
National ID	931207-14-8062
Address	B73, APARTMENT TAMAN CAHAYA, JALAN TAMAN CAHAYA 14, 56700, PETALING JAYA, SELANGOR DARUL EHSAN
Status	<input checked="" type="radio"/> Rent <input type="radio"/> Bought
Effective Date	8 Oct 2013

[Update](#)

[View Audit Trail](#)

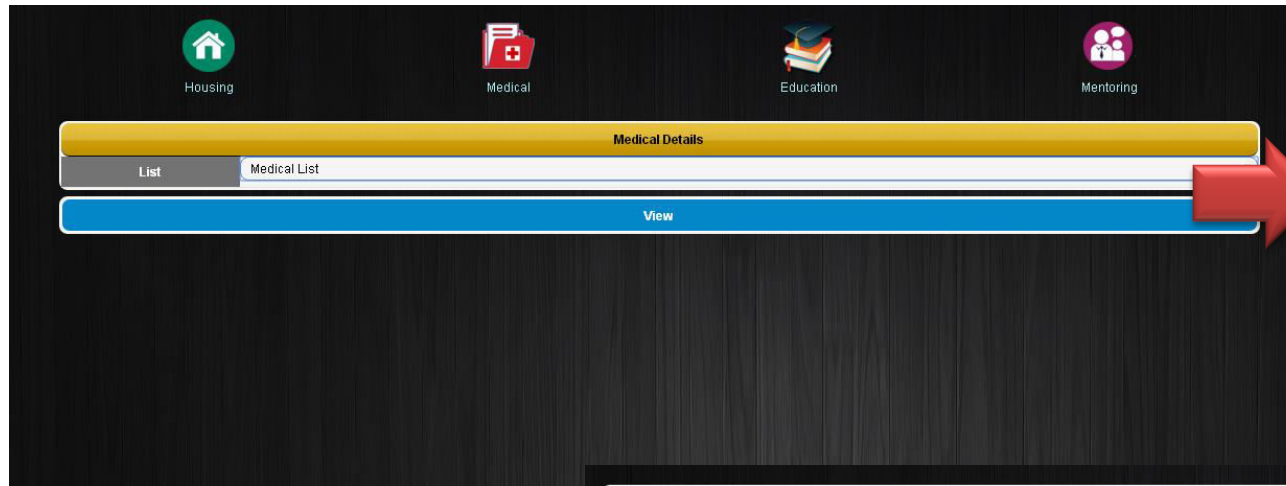
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IBS



The Medical sub-module provides the information about medical claim types.



User shall choose the from the following:-

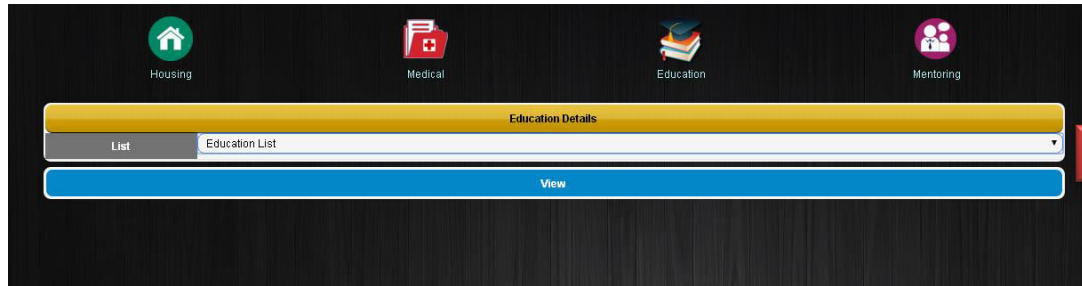
- Medical List
- Medical Claim [Employee]
- Medical Claim [Pensioner]
- Dental Claim [Employee]
- Travel Insurance
- Group Insurance
- Executive Screening Programme

List of Employee Dental Claim

Employee Dental Claim 2016				
No.	Staff ID	Staff Name	Date Requested	Status
1	IBS 274	AMERUL HELMY BIN AMIRUDDIN	01/01/2016	Payment Made
2	IBS 282	AHMAD SYAKHIFUDDIN BIN RUSLI	15/01/2016	Payment Made
3	IBS 334	AIMAN NAJMI BIN ZAHARUDIN	20/01/2016	Pending Payment
4	IBS 338	EZZAMEL BIN ALIAS	01/02/2016	Pending Payment
5	IBS 263	KHAIRUL AKMAL BIN ZULKEPLI	20/03/2016	Payment Made
6	IBS 342	FADHLI ASYRAF BIN MUHAMAD ZAINUDDIN	24/04/2016	Pending Payment
7	IBS 276	MUHAMMAD FAIZ BIN FAZILLAH	15/05/2016	Payment Made
8	IBS 260	NURUL AMIRAH BT MOHD ZULKAFELY	30/06/2016	Payment Made
9	IBS 355	NURUL NADHIRAH BINTI ZAINAL ABIDIN	01/09/2016	Pending Payment
10	IBS 349	WAN NUR ILLYANA BINTI WAN MAHDI	27/09/2016	Pending Payment

# SCHOLARSHIP INFO

In this sub-module, user shall view the list of staff who receive the education prize and scholarship fund.



User shall choose the from the following:-

Education List  
Education List  
Education Prize  
Scholarship Fund

Education Prize list and detailed information

No	Staff ID	Staff Name	Year of Study	Course Name	Time - Bound Services	Status
1	IBS 274	AMERUL HELMY BIN AMIRUDDIN	2 Years 4 Month	Master of Business Administration	2 Years	Study
2	IBS 282	AHMAD SYAKHUDDIN BIN RUSLI	2 Years 4 Month	Master of Business Administration	3 Years	Study
3	IBS 334	AMAN NAIM BIN ZAHARUDIN	4 Years	Bachelor of Business Administration	3 Years	Study
4	IBS 338	EZZAMEL BIN ALIAS	4 Years	Bachelor of Business Administration	3 Years	Study
5	IBS 263	KHAIROL AKMAL BIN ZULKEPLI	2 Years 4 Month	Master of Business Administration	3 Years	Postpone
6	IBS 342	FADHLI ASYRAF BIN MUHAMMAD ZARUDDIN	4 Years	Bachelor of Business Administration	3 Years	Study
7	IBS 276	MUHAMMAD FAIZ BIN FAZILLAH	5 Years	Bachelor of Accounting	3 Years	Postpone
8	IBS 260	NURUL AMIRAH BT MOHD ZULKAFELY	2 Years	Bachelor of Management	2 Years	Quit
9	IBS 355	NURUL NADHRAH BINTI ZAINAL ABIDIN	4 Years 4 Month	Bachelor of Psychology	2 Years	Study
10	IBS 349	WAN NUR ILYANA BINTI WAN MAHDI	4 Years 4 Month	Bachelor of Science Project and Facilities Management	2 Years	Quit

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# RECRUITMENT



Recruitment module provides user the ability to manage the recruitment activities in the organization, with 2 sub-modules.

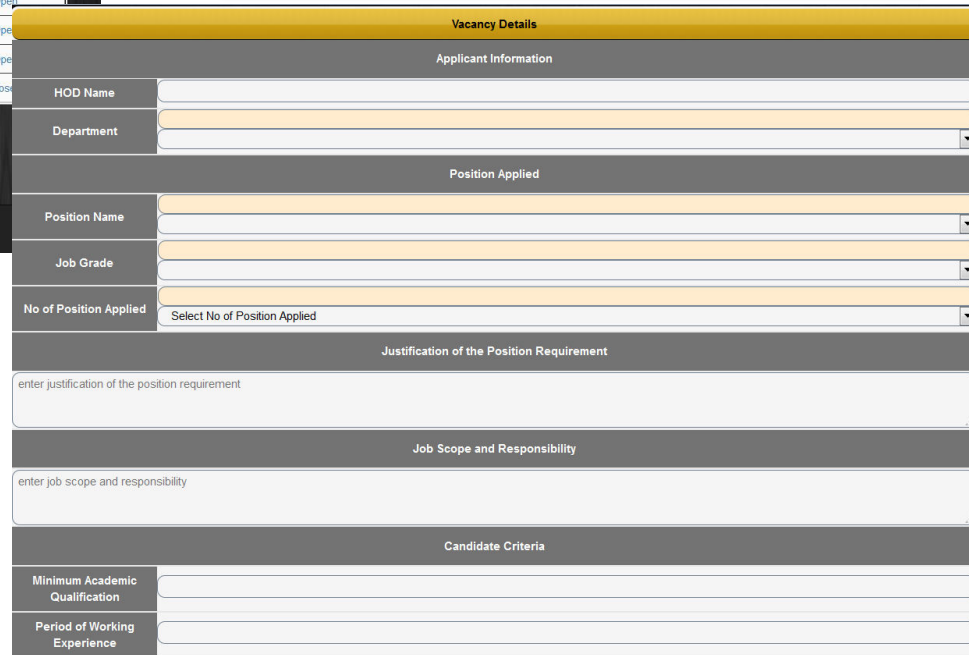


The screenshot shows a web application interface for recruitment. At the top, there are two tabs: 'List' (selected) and 'Application'. Below the tabs is a table titled 'Recruitment List'. The table has columns for 'No.', 'Department', 'Position Vacancy', 'Closing Date', 'No Of Vacancies', and 'Status'. The table contains 8 rows of data. At the bottom of the interface, there is a navigation bar with the text 'EWACS' and several icons.

No.	Department	Position Vacancy	Closing Date	No Of Vacancies	Status
1	Research and Development	JUNIOR PROGRAMMER	31/12/2016	2	Open
2	Research and Development	R&D ENGINEER II	31/12/2016	1	Open
3	System Development	JUNIOR SYSTEM DEVELOPER PROGRAMMER II	31/12/2016	3	Open
4	Quality Control	QC EXECUTIVE II	31/12/2016	1	Open
5	Maintenance	JUNIOR MAINTENANCE ENGINEER II	01/01/2017	1	Open
6	Project	PROJECT ENGINEER II	01/01/2017	2	Open
7	Marketing	TRAINEE	01/01/2017	3	Open
8	Operation	OPERATION ENGINEER II	31/10/2016	1	Closed

The Recruitment List displays the information about the available vacancies at that moment and the status

This form shall appear when user clicks on the 'Status' in the list above



The screenshot shows a 'Vacancy Details' form. The form is divided into several sections: 'Applicant Information', 'Position Applied', 'Justification of the Position Requirement', 'Job Scope and Responsibility', and 'Candidate Criteria'. Each section contains input fields for user data.

Vacancy Details	
Applicant Information	
HOD Name	<input type="text"/>
Department	<input type="text"/>
Position Applied	
Position Name	<input type="text"/>
Job Grade	<input type="text"/>
No of Position Applied	<input type="text"/>
Justification of the Position Requirement	
enter justification of the position requirement	
Job Scope and Responsibility	
enter job scope and responsibility	
Candidate Criteria	
Minimum Academic Qualification	<input type="text"/>
Period of Working Experience	<input type="text"/>



# RECRUITMENT



In this sub-module, there shall be an Application List that displays the vacancy applications that have been made to the organization.

No.	Application No.	Applicant Name	Job Applied	Date of Application	Email	Phone No.
1	R001	NURUL NADHIRAH BINTI ZAINAL ABIDIN	Junior Programmer II	26/09/2016	nadhirahza93@yahoo.com	0196710593
2	R002	WAN NUR ILLYANA	System R&D Programmer	22/05/2014	wannurillyana@yahoo.com	0172345678
3	R003	MUHAMMAD FAIZ BIN FAZILLAH	R&D Programmer I	15/06/2015	faizfazillah@yahoo.com	0163065510
4	R004	MUHAMMAD FADHLI	Junior Programmer I	01/01/2016	muhammadfadhli@yahoo.com	0133574896

This table shall display information of the application such as job applied, date of application, etc.

Each application sent shall have its own Application No.



# MANAGING STAFF PROFILE

# IBS

Registration with staff details such as name, staff ID, department, position and time zone group (accessible doors and time interval).

List Add Import

### Personal Information

Staff ID	IBS 2307
Staff Name	ABDUL HAFIZ BIN ABD RAHMAN
NRIC	750522145153
Address	NO 46, JALAN WANGSA DELIMA 6 PUSAT BANDAR WANGSA MAJU 53300 KUALA LUMPUR
E-Mail	fiz.rahman@gmail.com
Alternative E-Mail	abdhafiz@ibstech.com.my
Phone Number	0122203347
Alternative Phone Number	0123789094

Choose File No file chosen  
Upload Photo

Integrate to Smart Card printer to Issue Staff ID Cards.

Remote registration available where staffs from other offices can register their smart card via User Control Panel (UCP) from the access controllers at site.

### Work Information

Department	Business Development select department
Designation	Business Development Executive select designation
Job Status	Permanent select job status
Date Joined	26 Nov 2012
Date Expired	31 Dec 2020
Working Day	West select working day
Working Hour	select working hour
Overtime Type	select working hour wb1 : 07:30:00 - 16:30:00 wb2 : 08:00:00 - 17:00:00 wb3 : 08:30:00 - 17:30:00

OCIMS - E allows definition of the overtime type for each staff that is eligible to do overtime work. It can be "after" or "before and after office/shift hour"



# MANAGING STAFF PROFILE



Staff Profile List that provides details such as name, staff ID, department, status and designation.



List



Add



Import

Search

Profile List

No.	Staff ID	Staff Name	Department	Designation	Status	Delete
1	<a href="#">IBS_236</a>	ABDUL AZIZ BIN LOKMAN	Maintenance	Junior Maintenance Engineer II	Active	
2	<a href="#">T_290</a>	ABDUL GHANI BIN MURSIDI	Maintenance	Trainee	Active	
3	<a href="#">IBS_242</a>	ABDUL HAFIZ BIN ABD RAHMAN	Business Development	Business Development Executive	Active	
4	<a href="#">IBS_256</a>	AHMAD SAFUAN B CHE AWANG	Maintenance	Junior Maintenance Engineer II	Active	
5	<a href="#">IBS_086</a>	AKHMAD ASYARAFFADDEAN BIN SUPIAN	Maintenance	Head of Maintenance	Active	
6	<a href="#">IBS_274</a>	AMERUL HELMY BIN AMIRUDDIN	Hardware Development	Junior Engineer II	Active	
7	<a href="#">IBS_269</a>	AMIR HAMZAH BIN KHAIRUL ANWAR	Research and Development	Junior R&D Engineer	Active	
8	<a href="#">T_278</a>	AMIRA AMALINA BT ZULKIFLI	Maintenance	Trainee	Active	
9	<a href="#">T_276</a>	ANAS BIN AB HALIM	Maintenance	Trainee	Active	
10	<a href="#">IBS_252</a>	ATHIRAH BINTI AZMAN	Marketing	Junior Marketing Executive	Active	
11	<a href="#">TM_36</a>	BALLA MOUSSA DIOUBATE	Research and Development	System R & D Programmer	Active	



# MANAGING STAFF ATTENDANCE

Staff attendance is a well known importance for any organization to ensure that it increases or maintain its productivity.



Many organization wishes to use the door access as the point to capture attendances. By doing so, it would be less obvious that the company is too stringent on staff attendance and would rather focus on their performance.



The door access can be assign to capture attendances or a dedicated time recording terminal (TRT) can be assigned. The TRT can be smart card or finger print based.



With OCIMS, organization do not have to worry in maintain too many system as OCIMS is able to cater for both functions effectively. Our time attendance report



# MANAGING STAFF ATTENDANCE



The screenshot displays the IBS attendance management software interface. At the top, there are three main navigation buttons: "List", "Movement", and "Report". Below these is a yellow header for "Attendance Report". The main area contains four input fields: "select staff name", "select month", "select year", and "select type of reports". A blue "View Report" button is positioned below these fields. Below the "View Report" button is another yellow header for "Individual Attendance Report". This section contains a table with the following data:

Staff Name	Khairul Akmal
Staff No	A002
Department	Operation
Designation	Admin & Accounts Officer

To the right of the table is a small portrait photo of a man in a red polo shirt. At the bottom of the interface, there are three icons: a refresh icon, a home icon, and a settings icon. The text "CS" is visible in the bottom left corner.

Get staff time attendance through the access control medium or a dedicated time recording terminal (TRT)

**ONLINE FORMS AVAILABLE!!**

Attendance Reason

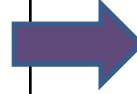
Leave Reason

Comprehensive time attendance reporting that consist of various shift and working hours type.



# MANAGING STAFF ATTENDANCE

Late In Reason Form – time saving and accurate reporting



Multiple reports – standard templates & customization services available. Up to 15 standard time attendance template caters to movement, attendance and overtime.



Late In Reason For ABDUL HAFIZ BIN ABD RAHMAN, 08

- Go Back Late
- Traffic Jam
- Raining
- Sick
- Children Sickness
- Transport Problem
- Personal Problem
- Others: Please Specify

No Access Card / Attendance did not Capture

Please Input Time: Hour  Min

Submit

List Movement Report

Reports

type of report

- type of report
- attendance reports
- early out reports
- late in reports
- leave reports
- overtime reports
- shift reports

Export



# MANAGING BUILDING ACCESS



Access control is one of the key factors in selecting a security system.



You need your access to be secured from "strangers" and "those who doesn't belong."



OCIMS can be easily integrated to various types of access control system either smart card or fingerprint-based.



Access Control covers for Staff, Visitors and Contractors.



And it covers for both pedestrian and vehicle access



# MANAGING BUILDING ACCESS



No.	Staff ID	Staff Name	Department	Designation	Status	Delete
1	IBS_236	ABDUL AZIZ BIN LOKMAN	Maintenance	Junior Maintenance Engineer II	Active	[Delete]
2	T_280	ABDUL GHANI BIN MURSID	Maintenance	Trainee	Active	[Delete]
3	IBS_242	ABDUL HAFIZ BIN ABD RAHMAN	Business Development	Business Development Executive	Active	[Delete]
4	IBS_256	AHMAD SAFUAN B CHE AWANG	Maintenance	Junior Maintenance Engineer II	Active	[Delete]
5	IBS_088	AKHMAD ASYARAFFADDEAN BIN SUPIAN	Maintenance	Head of Maintenance	Active	[Delete]
6	IBS_274	AMERUL HELMY BIN AMIRUDDIN	Hardware Development	Junior Engineer II	Active	[Delete]
7	IBS_269	AMIR HAMZAH BIN KHAIRUL ANWAR	Research and Development	Junior R&D Engineer	Active	[Delete]
8	T_278	AMIRA AMALINA BT ZULKIFLI	Maintenance	Trainee	Active	[Delete]
9	T_276	ANAS BIN AB HALIM	Maintenance	Trainee	Active	[Delete]
10	IBS_252	ATHIRAH BINTI AZMAN	Marketing	Junior Marketing Executive	Active	[Delete]
11	TM_38	BALLA MOUSSA DIQUBATE	Research and Development	System R & D Programmer	Active	[Delete]



Integrates with various types of Access Control and its Locking Mechanism to control movements

Access includes for doors, vehicle barriers, pedestrian turnstile, and many more.

Access is allowed based on the verified access medium: Smart Cards and Fingerprint.

Reports allows staff movement to be captured and detected.

Access controller will capture transaction & communicate s back to OCIMS. Controller can be configured remotely and status can be seen instantly.

Alarm Status Notification will be displayed when there is any attempt to trespass.



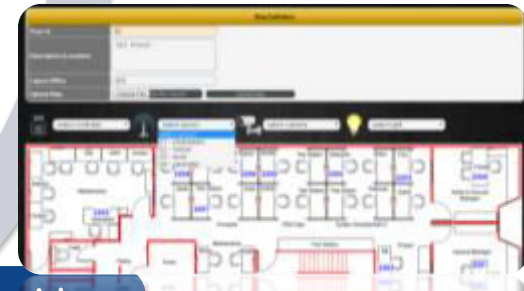
# SURVEILLANCE & ALARM HANDLING



Apart from Access Control, OCIMS provides various management tools that completes the entire criteria of a good security solution.

Under OCIMS security module, the system is able to integrate with other security linked controller that handles panic alarm, perimeter alarm lighting,

The ability to do centralized monitoring whereby OCIMS complements the existing video wall feature with its drag and drop function.



And notification is easily identifiable on the map.

The graphical map provides powerful tool for security officers to response to alarm promptly.



# SURVEILLANCE & ALARM HANDLING

IBS

Security Issues List							
No.	Date	Time	Controller Id	Event	Category	Acknowledge	Clear Alarm
1	24 Mar 2015	18:35:32	03	Door Ajar Zoned : 03	High	Acknowledge Now	
2	24 Mar 2015	19:28:08	03	Door Ajar Zoned : 03	High	Acknowledge Now	
3	24 Mar 2015	22:55:36	04	Door Ajar Zoned : 04	High	Acknowledge Now	
4	25 Mar 2015	09:48:38	03	Door Ajar Zoned : 03	High	Acknowledge Now	
5	25 Mar 2015	09:51:51	05	Door Ajar Zoned : 05	High	Acknowledge Now	
6	25 Mar 2015	09:52:24	04	Door Ajar Zoned : 04	High	Acknowledge Now	
7	24 Mar 2015	13:55:52	05	Door Ajar Zoned : 05	High	Acknowledged	
8	24 Mar 2015	13:57:33	04	Door Ajar Zoned : 04	High	Acknowledged	
9	24 Mar 2015	13:58:57	05	Door Ajar Zoned : 05	High	Acknowledged	
10	24 Mar 2015	13:59:01	05	Tamper Switch Zoned : 05	High	Acknowledged	
11	24 Mar 2015	13:59:19	03	Door Ajar Zoned : 03	High	Acknowledged	
12	24 Mar 2015	14:28:18	01	Door Ajar Zoned : 01	High	Acknowledged	
13	24 Mar 2015	14:28:25	03	Door Ajar Zoned : 03	High	Acknowledged	
14	24 Mar 2015	14:29:13	01	Door Ajar Zoned : 01	High	Acknowledged	
15	24 Mar 2015	14:55:11	03	Door Ajar Zoned : 03	High	Acknowledged	High
16	24 Mar 2015	15:32:43	03	Door Ajar Zoned : 03	High	Acknowledged	High

Acknowledge	Clear Alarm
Acknowledged	
Acknowledge Now	
Acknowledge Now	
Acknowledge Now	
Acknowledge Now	
Acknowledge Now	
Acknowledged	



Security Officer/Guard will be able to view the security issue list and require to acknowledge alarm with required remarks.



# SURVEILLANCE & ALARM HANDLING



Alarm alerts can be seen through map and pop up notification.

List

Floor Id: 02  
Description (Location): 1st Floor  
Layout Office: IBS  
Upload Map: Choose File No file chosen Upload Map

select controller select sensor select camera select light

- select sensor
  - 01 - photobeam
  - 02 - motion
  - 03 - siren
  - 04 - perimeter

A detailed floor plan diagram of the 1st floor. The plan is outlined in red and contains various rooms and desks. Numerous small icons representing sensors are placed throughout the plan, each with a blue number (e.g., 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208). The rooms are labeled with names like 'Ase', 'Zahir', 'Emilda', 'Badarul', 'Firdaus', 'Maintenance', 'Toilet', 'Wismalisa', 'Badli', 'Test Station', 'Sofia', 'Zulkifly', 'Firmware', 'R&D Dept.', 'System Development II', 'Test Station', 'Masytah', 'Shikin', 'Faiz', 'Redzuan', 'Sukri', 'Fazilah', 'Admin & Account Manager', 'General Manager', 'Project', 'Nik', 'Aiman', and 'Asnawi'. There are also icons for a camera and a light bulb.

Edit and configure building floor plans using simple “drag and drop” method to place required hardware devices onto selected plan areas



# ACCESS CONTROL – VISITOR MANAGEMENT



The Visitor Management is a module in OCIMS-E whereby it has the capability to manage visitors flow within the compound.

The components that are involved to provide better management for visitor access and authorization are:-

- Web Camera for facial and document capture
- MRZ Reader for information capture
- Desktop Card Reader
- Biometric Enroller
- MyKad Reader
- Passport Reader
- Printer



Register new visitor or even remove any of the registered visitor from the system.



View or update information of the registered visitor through EWACS.

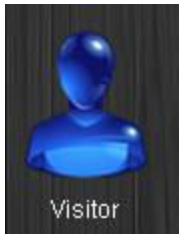


Blacklist, block card, or apply anti-passback action to any of the registered visitor without having to re-call the card.

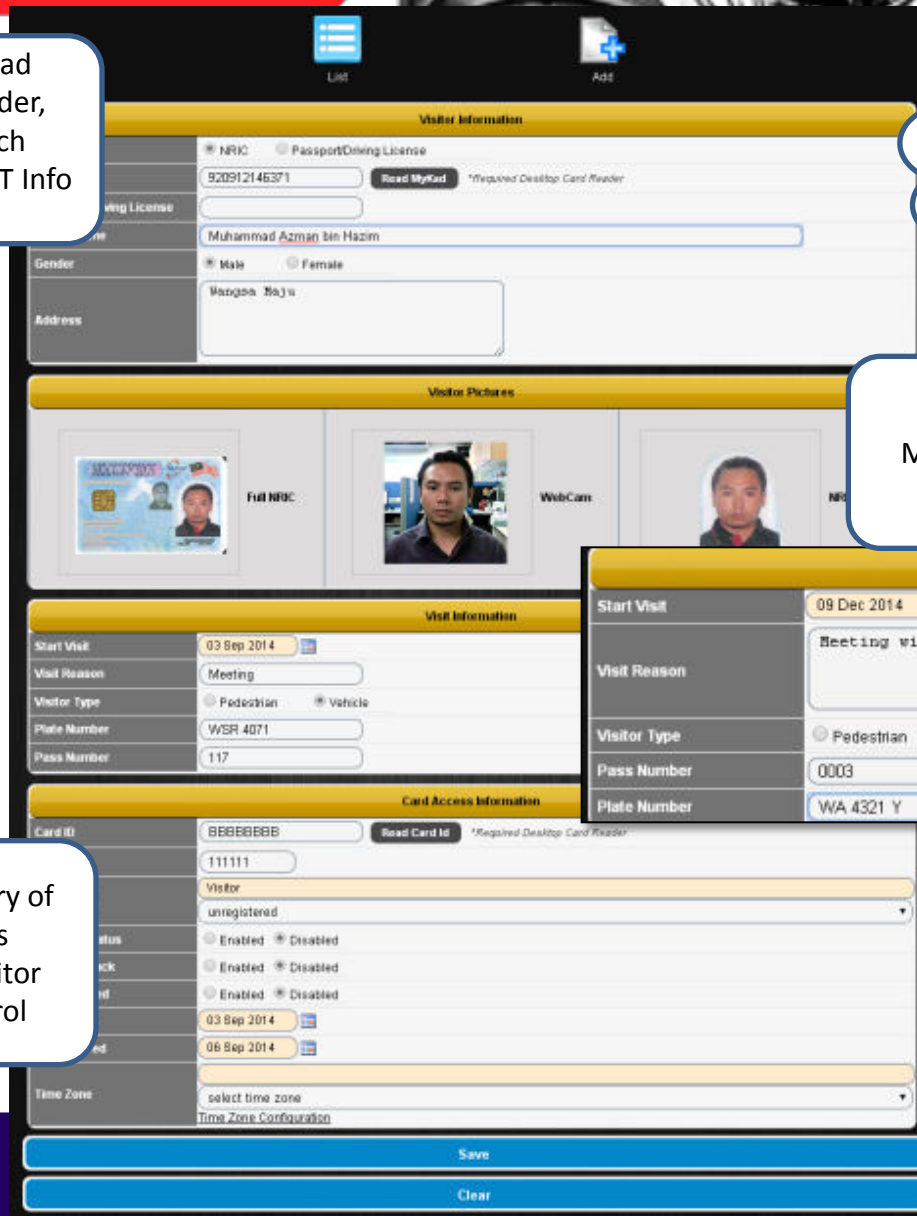


# ACCESS CONTROL – VISITOR MANAGEMENT

Integrates with MyKad Reader, Passport Reader, Web Camera & Touch Screen Monitor for FAST Info Extract.



Time Zone for expiry of Card and Access Restriction for Visitor Movement Control



The screenshot displays a multi-section form for visitor registration. The top section, 'Visitor Information', includes fields for NRIC (920912146371), Name (Muhammad Azman bin Hazim), Gender (Male), and Address (Wazqsa, Naj'u). Below this is the 'Visitor Pictures' section, which shows three images: a MyKad card, a full NRIC photo, and a live webcam capture. The 'Visit Information' section contains fields for Start Visit (03 Sep 2014), Visit Reason (Meeting), Visitor Type (Vehicle), Plate Number (W/SR 4071), and Pass Number (117). The 'Card Access Information' section includes Card ID (BBBBBBB), a secondary ID (111111), Visitor status (unregistered), and various status toggles (Enabled/Disabled) for different access levels. It also features date pickers for start and end dates (03 Sep 2014 and 06 Sep 2014) and a Time Zone dropdown menu. At the bottom, there are 'Save' and 'Clear' buttons.

Visitor reports - whom, how long and purpose. Roll call during emergency and data for faster registration during next visit.

Visual Verification and Matching of Visitor Facial Attributes

Detailed Visiting Purpose for Future Audit and Reference.

# SECURITY AND SURVEILLANCE – CCTV

Camera Registration

*Camera ID	A003
*Description	IBS Main Entrance
*URL	



Protect your Work Premises with Surveillance Cameras

Live video streaming from installed cameras that are registered in EWACS

Web interface for CCTV registration. It includes a 'List' button, an 'Add' button with a plus icon, and a registration form. The form fields are: Camera ID (06), Description (Putrajaya from Serdang), Streaming (Yes selected, No unselected), and URL (http://cctv.pj.gov.my/spj/cctvimages/10\_35\_0\_27\_0000.jpg?). An 'Update' button is at the bottom of the form. Below the form is a live video feed showing a road with a timestamp of 11-Feb-2016 10:59:51 (GMT+8:00).

*Camera ID	
*Description	IBS 1st Floor
*URL	General Surveillance



# SECURITY AND SURVEILLANCE – MAPS

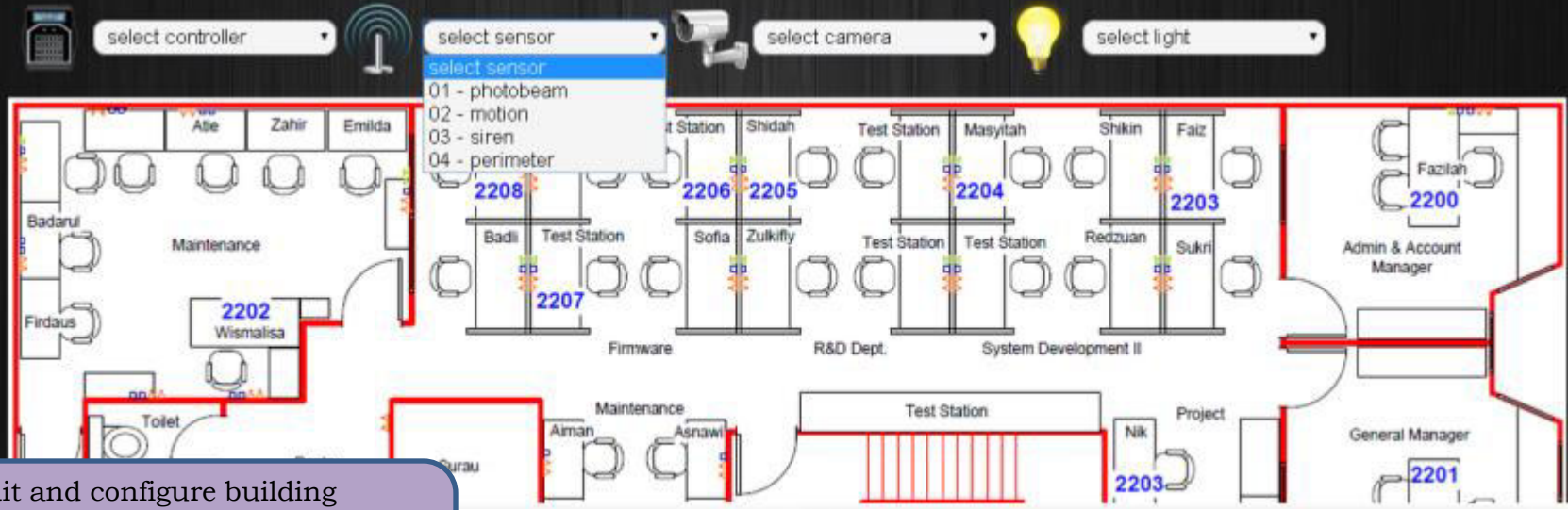


Alarm alerts can be seen through map and pop up notification.

List Add

### Map Definition

Floor Id	02
Description (Location)	1st Floor
Layout Office	IBS
Upload Map	Choose File No file chosen Upload Map



Edit and configure building floor plans using simple “drag and drop” method to place required hardware devices onto selected plan areas



# SECURITY AND SURVEILLANCE – Guard Tour



EWACS enable user to monitor guards patrolling online whereby it allows communication among the system and the checkpoints via the network. In addition, the tour route of a guard registered through out the building can be viewed through EWACS.

Changes of information and tour route on a registered map can be done online by the administrator, making it easy for them to manage the patrolling process.

The Guard Tour module in EWACS provides the administrator the ability to view tour route of registered guard tour devices as well as register new tour route, update the tour route information or remove registered guard tour from the system.

Up to **255 different areas** can be defined to a tour route, meanwhile, up to **50 guard tour route** can be defined through the system. On top of that, administrator is able to view daily tour transaction and previous tracking log based on date, time and location check.



# SECURITY AND SURVEILLANCE – Guard Tour



**Guard Tour Information**

Guard Id: 02  
Description: Test 2  
Location: Ground  
Map Layout: Choose file: map\_layout.PNG

Update

Update

List Add

Search

select guard id  
select description  
select location

Search

List of Programmed Tour Route

No.	Guard Id	Description	Location
1	01	Description	Description
2	02	Test 2	Ground
3	03	test1	test0

Export

View route of registered guard tour devices and registration of new tour route





**Thank You**

