

User Manual Guide

INTRA Management System (IMS)

for

STUDENT

Prepared for:



Universiti Kuala Lumpur (UniKL)

Center for Industrial Linkages

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1.0 Introduction

This document serves as a User Guide for using IMS system and the flow to be followed. This manual also explains how the modules are provided in this system. Each module will be described in detail by using the graph for ease of understanding for consumers.

2.0 User Group

The followings are the user group involved in this module:

No	User Group	Functional
1	Student	<ul style="list-style-type: none">a. Attend briefing session.b. Request new company.c. Send INTRA application.d. Respond to offer.e. Fill in Report Duty.f. Fill in E-Logbook.g. Upload Industrial Report.h. View presentation information.

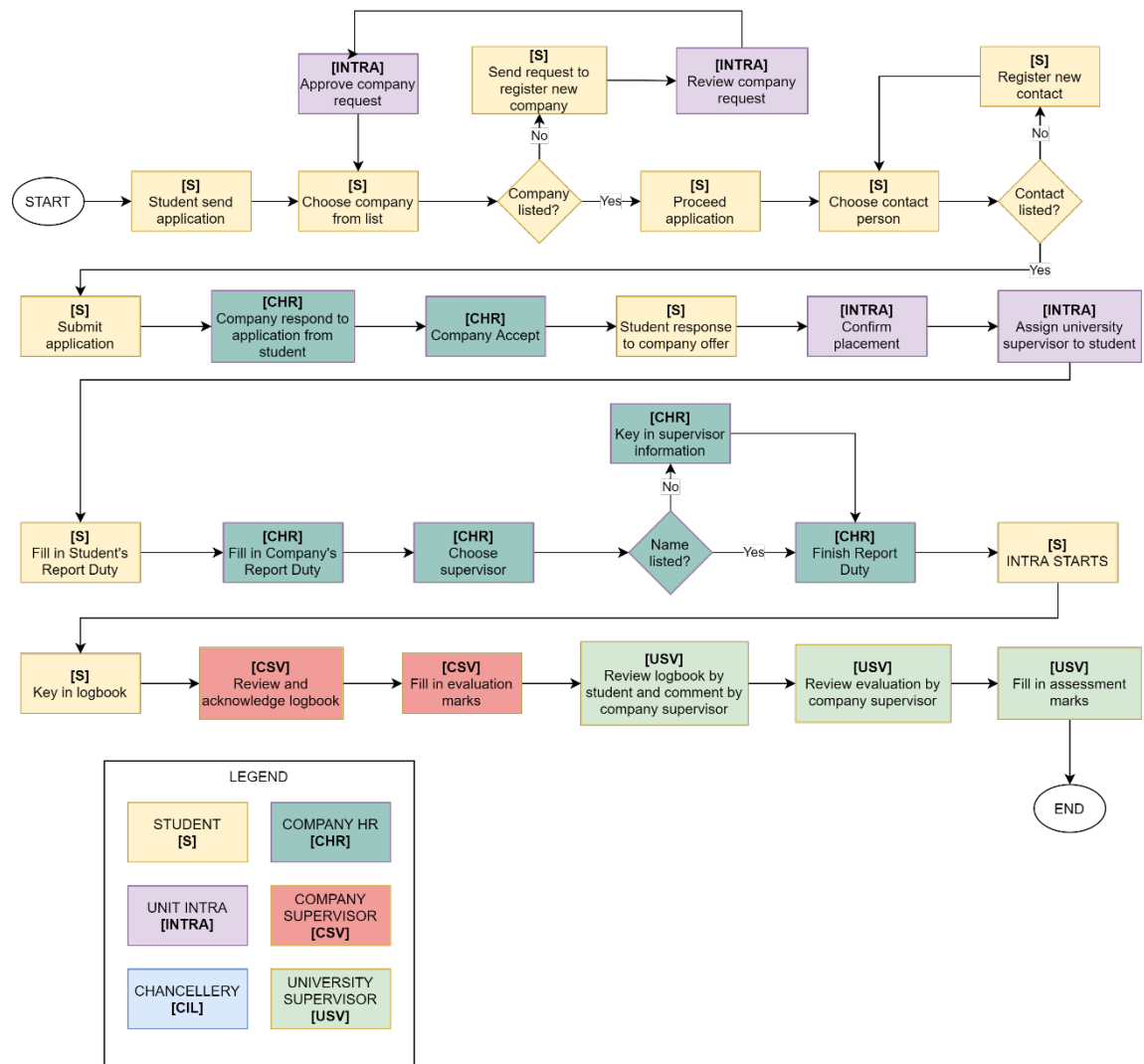
3.0 Modules

Modules and functionalities that can be access by this student are as follows;

No	Module	Description
1	Briefing	<ul style="list-style-type: none">• Student able to view the information about briefing session that has been setup by Intra Unit at your institute.• Student able to capture attendance for the briefing session
2	Company	<ul style="list-style-type: none">• Student can view list of company registered in system.• Student can request for a new company if the company is not listed in system.
3	Application	<ul style="list-style-type: none">• Students search for company placement.• Students can request or add a new contact information if the contact is not listed in the company selection by the students. System was strongly suggesting that the contact person request should someone students know that who will receive the online application.• Students send the INTRA application.• Students response to the offer by the company (acceptance).• Students can view the list of companies applied.
4	Placement	<ul style="list-style-type: none">• Students to fill in the online Report Duty form.• Students fill in the E-Logbook entries for daily and complete the monthly analysis summary.• Students to submit the Industrial Report via online for university supervisor to evaluate by the end of the INTRA semester end.

4.0 Process Flow

The overview of process flow for IMS is as follows;



5.0 User Guide Step-by-Step

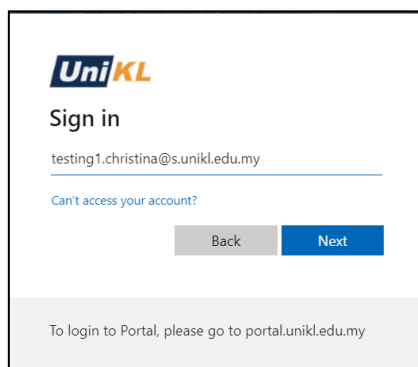
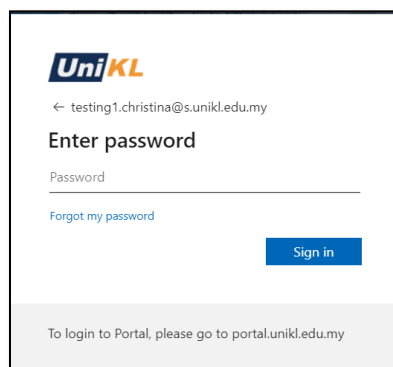
5.1. Accessing the system

5.1.1. Login

- Visit link: <https://ecitie2.unikl.edu.my/>
- You will be redirected to landing page for ECITIE V2.
- Click at **STUDENT** icon to login system:



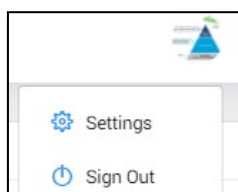
- To log in to IMS system use your 0365 email account.
- Key in your 0365 email address and click **Next**

The image shows the 'Sign in' form. It has the UniKL logo at the top, followed by the text 'Sign in'. Below this is a text input field containing 'testing1.christina@s.unikl.edu.my'. There is a link 'Can't access your account?' below the input field. At the bottom are two buttons: 'Back' and 'Next'.The image shows the 'Enter password' form. It has the UniKL logo at the top, followed by the text 'Enter password'. Below this is a text input field for the password. There is a link 'Forgot my password' below the input field. At the bottom is a 'Sign in' button.

- Key in your password and click **Sign in**.

5.1.2. Logout

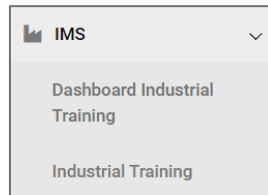
- Click Sign Out link at Profile icon at upper right on screen.



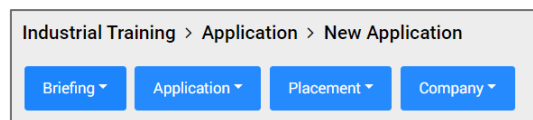
5.2. Briefing Session

5.2.1. Attend Briefing Session

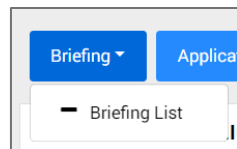
- Click IMS > Industrial Training to view submenus.



- Submenus will be displayed.

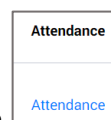


- To view list of briefing session, click Briefing > Briefing List.

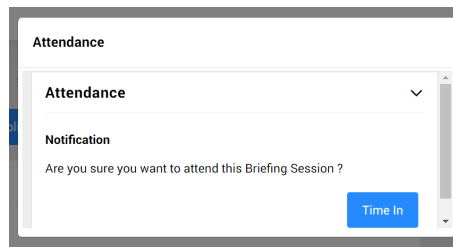


- List of briefing session will be displayed:

Briefing List								
Search <input type="text"/>								
#	Semester Name	Event Name	Date/Time	Venue	Briefing Link	Session	Attendance	
1.	January 2022	InTra Briefing January 2022	29/09/2021 02:00 PM	Microsoft Teams	-	-	Attendance	
2.	January 2022	InTra Briefing January 2022	29/09/2021 02:00 PM	Microsoft Teams	-	-	Attendance	



- Choose the desired event and click Attendance for attendance.
- Pop-up window will appear to verify your attendance. Click [Time In](#) to verify.



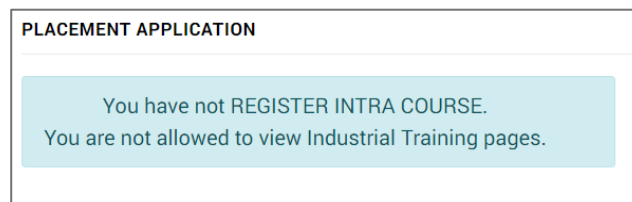
- Attendance will be recorded and display as ATTEND in Briefing List.

#	Semester Name	Event Name	Date/Time	Venue	Briefing Link	Session	Attendance
1.	January 2022	InTra Briefing January 2022	29/09/2021 02:00 PM	Microsoft Teams	https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzgxZmY0NjgtNGU1MS00ZjM3LWE4MmQz1NjM3YWY4ZTc4%40thread.v2/0?context=%7b%22id%22%3a%2259c53902-8bf9-40c0-a6af-f68bb705ee5%22%2c%22oid%22%3a%220a32a934-8521-49cd-9f3e-3788dd29a233%22%7d	-	ATTEND 28/09/2021 09:58:57 AM
2.	January 2022	InTra Briefing January 2022	29/09/2021 02:00 PM	Microsoft Teams	-	-	Attendance

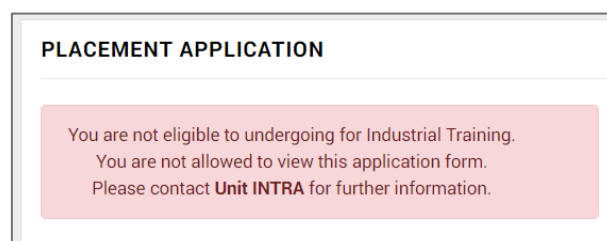
5.3. INTRA Application

5.3.1. Application Form Access

- Application form will be displayed according to student's status as follows;
 - If the Student is yet to Register INTRA Course
 - Student will not be allowed to access the Industrial Training pages.



- If the Student is Not Eligible or dropped the INTRA course.
 - Student will not be allowed to access application form.



- If the Student is Eligible

- Student will be allowed to access application form.

PLACEMENT APPLICATION

You are only allowed to apply maximum of 3 companies.
You have remaining 2 companies to apply.
Please take note that your application will be closed on 16/12/2020.
Please contact **Unit INTRA** for further information.

- If the Student is Eligible however the Application Date is Closed.

- Student will not be allowed to access application form.

PLACEMENT APPLICATION

You are not allowed to view this application form.
Industrial Training application has been closed on 16/12/2020.
Please contact **Unit INTRA** for further information.

- If the Student is Eligible and has reach maximum placement application.

PLACEMENT APPLICATION

You have reach maximum of 3 companies placement application.
Please take note that your application will be closed on 16/12/2020.
Please contact **Unit INTRA** for further information.

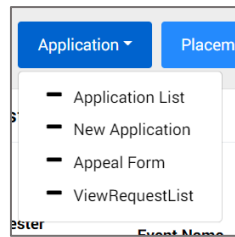
- If the Student is already accepting the company offered and Intra Unit has confirmed placement.

PLACEMENT APPLICATION

Your placement has been confirmed by INTRA Unit.
You are not allowed to add new application.
Please contact **INTRA Unit** for further information.

5.3.2. New INTRA Application

- Click Application > New Application to apply for Industrial Training.

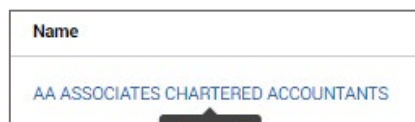


- List of companies will be displayed.

A screenshot of the 'List of Company' page. It features a table with columns: #, Name, Contact No, Status, Select, and Request. The table lists five companies, all with a status of 'Active'. A search bar is located at the top right, and pagination controls at the bottom show '2,017 records' and a 'Next' button.

#	Name	Contact No	Status	Select	Request
1.	JABATAN HAL EHWAL AGAMA ISLAM KELANTAN		Active	<input type="checkbox"/>	Request New Contact
2.	KPJ TAWAKKAL SPECIALIST HOSPITAL		Active	<input type="checkbox"/>	Request New Contact
3.	KUEHNE + NAGEL SDN BHD		Active	<input type="checkbox"/>	Request New Contact
4.	MALAKOFF CORPORATION BERHAD		Active	<input type="checkbox"/>	Request New Contact
5.	PETROLIAM NASIONAL BERHAD (PETRONAS)		Active	<input type="checkbox"/>	Request New Contact

- Click hyperlink of company name to view company information.



- Company Information will be displayed.

A screenshot of the 'Company Info' page. It has two tabs: 'Company Info' (active) and 'Contact Person'. The 'Company Information' section displays the following details:

Nature of Business	:	
Parent Name	:	
Name	:	AA ASSOCIATES CHARTERED ACCOUNTANTS
SSM No	:	
Address	:	NO.6, JALAN MELAKA RAYA 35, TAMAN MELAKA RAYA,
City	:	BATU BERENDAM
Postcode	:	75000
State	:	MELAKA

#	Category	Name	Job Title	Contact Info
1.	HR	Puan Sabiah Jalani	Head of Human Resources 342	salbiahjalani@gmail.com 056909129

- If contact person is not listed, click hyperlink Request New Contact to register new

Request

[Request New Contact](#)

- Register contact person form will be displayed.

1 Company Information

2 Contact Information

Company Information

Nature of Business * :

Parent Company :

Name * : KAYEL RUBBER PRODUCTS SDN BHD

Address : LOT 395, LORONG PERUSAHAAN LAPAN,
hfhgfhg

State : PULAU PINANG

City :

Postcode : 13600

Office Tel No :

1 Company Information

2 Contact Information

Contact Detail

+ Add New

Search

#	Category	Name	Job Title	Phone No	Fax No	Email	Action
No records							

< Previous

<< Back To Application Form

- Click icon to add new data.
- Fill in the required information.

Add New

Category : ☐ GENERAL ☐ HR ☐ TRAINING

Name :

Job Title :

Phone No :

Fax No :

Email :

Status : ☐ Active ☐ Not Active

Close Save

- Click to save information.
- Saved data will be listed in the list.
- Click to redirect back to Application Form.
- Select company and click Next.

List of Company

Search

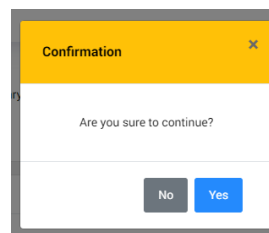
#	Name	Contact No	Status	Select	Request
1.	Euro Jasmine Holding Sdn Bhd	03-9173 1522	Active	<input type="checkbox"/>	Request New Contact
2.	IN-TUNE BUSINESS SERVICES SDN BHD	603 8061 3380	Active	<input checked="" type="checkbox"/>	Request New Contact


2,980 records

< 1 2 3 4 5 ... 596 >

> Next

- Confirmation notification will be displayed.



- Click  to proceed.
- Summary of chosen company will be displayed.

Student Info

Institute : UniKL BMI

Student ID : 51101118023


Name : MUHAMMAD ASYRAAF SYAHMI BIN RAMELI

Student Status : ACTIVE

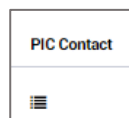
Programme : DIPLOMA OF ENGINEERING TECHNOLOGY IN ELECTRICAL AND ELECTRONICS - DET EE


INTRA Semester : JANUARY 2021

List of Company

#	Nature of Business	Name	Contact No	PIC Contact	Action
1.	ADVERTISING	AAAA	123		<input checked="" type="checkbox"/>

Submit



- Click icon to select contact person .
- Select contact person.

PIC Contact

Contact Chosen


#	Category	Name	Job Title	Contact No	Status	Action
1.	HR	Raden Amirah	HR	radenamirah@gmail.com	Active	<input checked="" type="checkbox"/>


- Contact person had been listed.

List of Company

#	Nature of Business	Name	Contact No	PIC Contact	Action
1.	ADVERTISING	AAAA	123	Raden Amirah radenamirah@gmail.com	<input checked="" type="checkbox"/>

Submit

 Please take note the company PIC contact that selected by the student will sent notification email to the company for industrial training application related matters.


- Click  to submit application.
- Confirmation notification will be displayed.

Confirmation



Are you sure to submit?

No


Yes

- Click  to proceed.
- List of Applied Company will be displayed.

List of Applied Company



#	Company Detail	Cover Letter	Last Date to Respond	Company Acceptance Status	Student Acceptance Status	Intra Status	Action
1.	ARMADA PETROLEUM SDN. BHD. NOT CHOOSE YET	Download Cover Letter	PENDING	OFFERED	ACCEPT	CONFIRMED	 


New Application


- Student can click at  to notify company contacts if the company contact person does not received email from system regarding your application for industrial training.

5.3.3. Update Company Contacts

- Students can update the company contact if the company contact is changed.

List of Applied Company						
#	Company Detail	Cover Letter	Last Date to Respond	Company Acceptance Status	Student Acceptance Status	Intra Status
1.	ARMADA PETROLEUM SDN. BHD. NOT CHOOSE YET	Download Cover Letter	PENDING	OFFERED	ACCEPT	CONFIRMED
<div>   </div> <div>New Application</div>						

-  Please take note the company contact that selected by the student will sent notification email to the company for industrial application related matters and report duty completion by company contact.

- Click on icon  if to change or update the company contacts person in charge.
- Update company contact window will be displayed.

Update Company Contact

Company Contact PIC

Company Name

: ARMADA PETROLEUM SDN. BHD.

Choose Contact *

:

* Please select New Contact Name from list.

Contact Name *

:

Position

:

Contact No

:

Fax No

:


Email

:

Note: For Student Semester July 2021, after change Company Contact, you can notify your Company PIC to perform Report Duty at Report Duty page.

Update

5.3.3.1. Add New Company Contact

- Click on Choose Contact LOV icon  to select a new company contact.
- Choose Contact window will be displayed.

Update Company Contact

Company Contact PIC

Choose Contact

Clear Value

Search

No.	Name	Email Address
1.	[Add New Company Contact PIC Name]	- None -

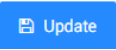
Note: For Student Semester July 2021, after change Company Contact, you can notify your Company PIC to perform Report Duty at Report Duty page.

- Click


Name

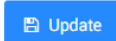
[\[Add New Company Contact PIC Name \]](#)



 to add new Company contact PIC.

- Fill in the required information for new company contact PIC.
- Click on  **Update** once completed key in the required information.

5.3.3.2. Update the company contacts information



- Click on icon  if to change or update the company contacts person in charge information i.e. email address.
- Update company contact window will be displayed.

- Select the desired information require to update.
- Click on  **Update** to save the information.


-  Student required to click on notify  after making any changes to the company contact **email address**. Email notification will be sent to the updated company contact email address for industrial application related matters to make sure the company contact can response to your industrial training application.

5.3.4. Update Company Contacts (Company Application)

- Students can update the company contact if the company contact is changed.

List of Applied Company							
#	Company Detail	Cover Letter	Last Date to Respond	Company Acceptance Status	Student Acceptance Status	Intra Status	Action
1.	ARMADA PETROLEUM SDN. BHD. NOT CHOOSE YET	Download Cover Letter	PENDING	OFFERED	ACCEPT	CONFIRMED	  New Application

i Please take note the company contact that selected by the student during the application will sent notification email to the company for industrial application related matters and report duty completion by company contact.

- Click on icon  if to change or update the company contacts person in charge.
- Update company contact window will be displayed.

Update Company Contact

Company Contact PIC

Company Name : ARMADA PETROLEUM SDN. BHD.

Choose Contact *

* Please select New Contact Name from list.

Contact Name *

Position

Contact No


Fax No

Email

Note: For Student Semester July 2021, after change Company Contact, you can notify your Company PIC to perform Report Duty at Report Duty page.

[Update](#)

5.3.4.1. Add New Company Contact

- Click on Choose Contact LOV icon  to select a new company contact.
- Choose Contact window will be displayed.

Update Company Contact

Company Contact PIC

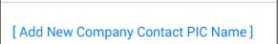
Choose Contact

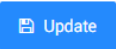
[Clear Value](#)

Search


No.	Name	Email Address
1.	[Add New Company Contact PIC Name]	- None -

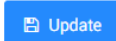
Note: For Student Semester July 2021, after change Company Contact, you can notify your Company PIC to perform Report Duty at Report Duty page.



- Click  to add new Company contact PIC.

- Fill in the required information for new company contact PIC.
- Click on  **Update** once completed key in the required information.

5.3.4.2. Update the company contacts information

- Click on icon  if to change or update the company contacts person in charge information i.e. email address.
- Update company contact window will be displayed.

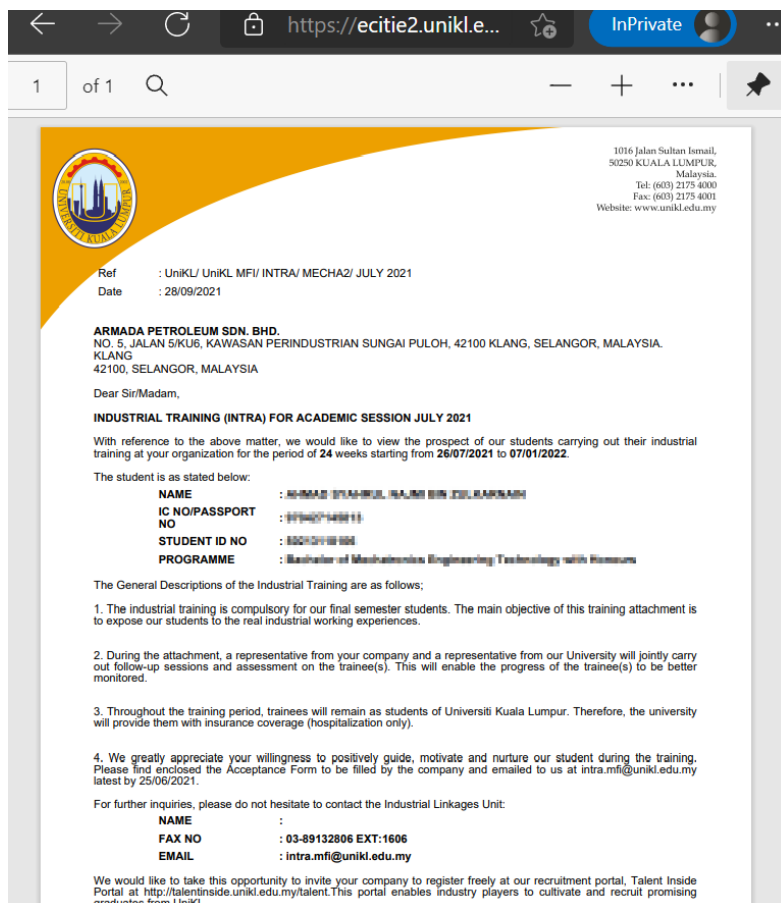
- Select the desired information require to update.
- Click on  **Update** to save the information.

 Student required to click on notify  after making any changes to the company contact **email address**. Email notification will be sent to the updated company contact email address for industrial application related matters to make sure the company contact can response to your industrial training application.

5.3.5. Download Cover Letter



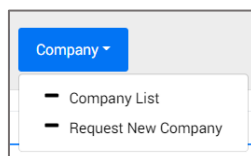
- Click hyperlink Cover Letter to print.
- Cover Letter will be displayed.



5.4. Company

5.4.1. Request New Company


- Click Company > Request New Company.




- Form will be displayed.


- Fill in required information.

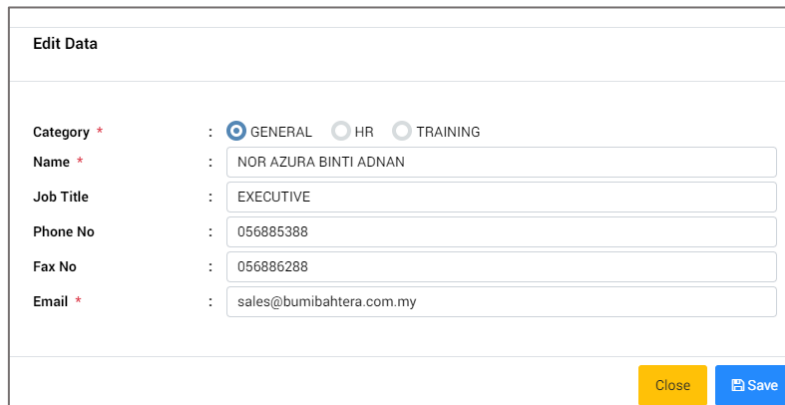
The screenshot displays the Intra Management System (IMS) interface. At the top, there are two tabs: '1 Company Information' and '2 Contact Information'. The 'Company Information' tab is selected, showing a form with the following fields: Nature of Business **, Parent Company, Name **, Address *, State *, City *, Postcode *, and Office Tel No *. Below this, the 'Contact Information' tab is visible, showing a table with columns: #, Category, Name, Job Title, Email, Fax No, Contact No, and Action. A search bar is located above the table. The table currently shows 'No records'. At the bottom of the interface, there is a 'Previous' button and a 'SAVE' button.

- To add contact information, click Tab: Contact Information.
- Click icon  to add new data.
- Fill in the required information.



The screenshot shows the 'Add New' form in the Intra Management System (IMS). The form has the following fields: Category * (with radio buttons for GENERAL, HR, and OTHERS), Name *, Job Title, Email *, Fax, and Contact No. At the bottom right, there are two buttons: 'Close' and 'Save'.

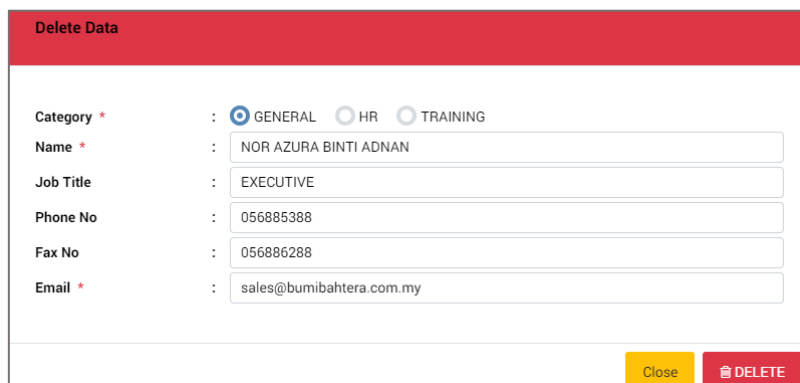
- Click  to save information.

- Saved data will be listed in the list.
- Click icon  of selected data in the list to edit contact information.
- Selected data will be displayed. Edit required information.




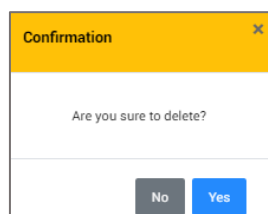
The 'Edit Data' form is a modal window with a white background and a thin border. It contains a form with the following fields: 'Category' with three radio buttons (GENERAL, HR, TRAINING), 'Name', 'Job Title', 'Phone No', 'Fax No', and 'Email'. Each field is preceded by a colon. The 'Name' field contains 'NOR AZURA BINTI ADNAN', 'Job Title' contains 'EXECUTIVE', 'Phone No' contains '056885388', 'Fax No' contains '056886288', and 'Email' contains 'sales@bumibahtera.com.my'. At the bottom right, there are two buttons: a yellow 'Close' button and a blue 'Save' button with a floppy disk icon.

- Click  to save updated information.
- Saved data will be listed in the list.
- Click icon  of selected data in the list to delete contact.
- Selected data will be displayed.





The 'Delete Data' form is a modal window with a red header bar. It contains the same form fields as the 'Edit Data' form: 'Category', 'Name', 'Job Title', 'Phone No', 'Fax No', and 'Email'. At the bottom right, there are two buttons: a yellow 'Close' button and a red 'DELETE' button with a trash can icon.

- Click  to delete information.
- Confirmation notification will be displayed.



The 'Confirmation' dialog is a small modal window with a yellow header bar. It contains the text 'Are you sure to delete?' and two buttons at the bottom: a grey 'No' button and a blue 'Yes' button.

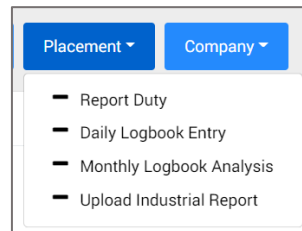
- Click  to confirm deletion.
- Data will be removed from list.

- Click  to continue save information.
- Saved data will be listed in the List of Request Company.

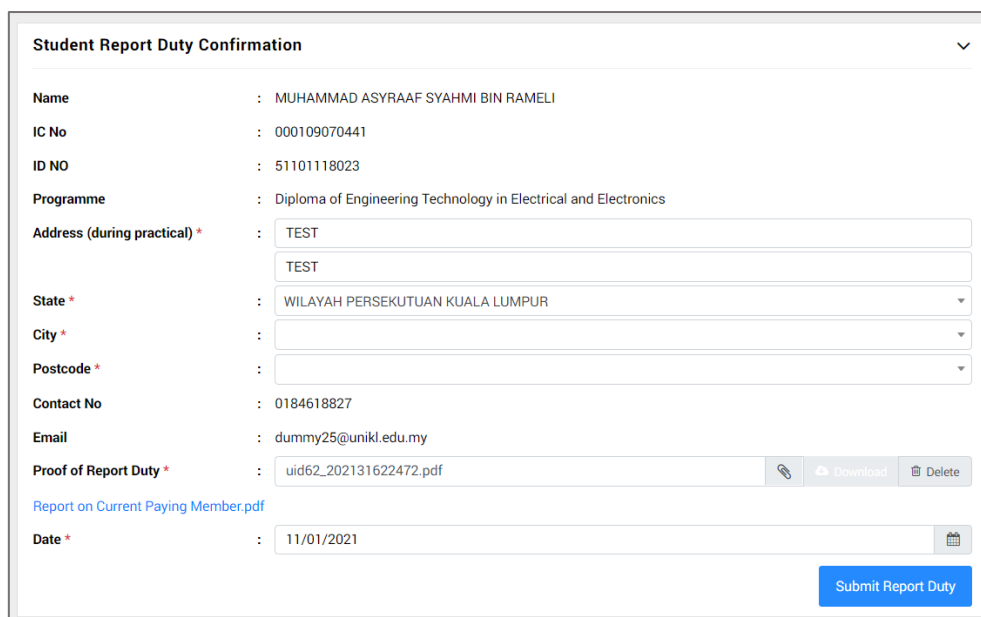
5.5. Report Duty

5.5.1. Fill in Report Duty

- Click Placement > Report Duty.



- Report Duty form will be displayed.
- Fill in required information.



Student Report Duty Confirmation

Name : MUHAMMAD ASYRAAF SYAHMI BIN RAMELI

IC No : 000109070441

ID NO : 51101118023

Programme : Diploma of Engineering Technology in Electrical and Electronics

Address (during practical) * : TEST




State * : WILAYAH PERSEKUTUAN KUALA LUMPUR

City * :


Postcode * :

Contact No : 0184618827

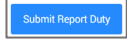
Email : dummy25@unikl.edu.my

Proof of Report Duty * : uid62_202131622472.pdf   Download  Delete

[Report on Current Paying Member.pdf](#)

Date * : 11/01/2021 

Submit Report Duty

- Click  to save information.
- After submission of Report Duty, student required to notify the company HR to complete the report duty by company and company supervisor assign.


REPORT DUTY FORM


Your report duty is successfully submitted.

Student Report Duty Confirmation

Name : AHMAD SYAHFIZUL NAJMI BIN ZULKARNAIN
IC No : 970427145813
ID No : 80213118196
Programme : Bachelor of Mechanical Engineering Technology with Honours
Address (during practical) : NO. 73, JALAN SG KAPAR INDAH 8B, TAMAN SUNGAI KAPAR INDAH
Country : MALAYSIA
State : SELANGOR
City : KAPAR
Postcode : 42200
Contact No : 011-12248954
Email : syahfizul.najmi@sis.unimil.edu.my
Proof of Report Duty : Report Duty Form.tif
Reporting Date : 26/07/2021

Notify Company PIC to Report Duty

 Please take note the company PIC contact must be listed in application page before click on Notify button.
Please refer to section 5.3.3 *Update Company Contact* to update your company HR contact if not listed.

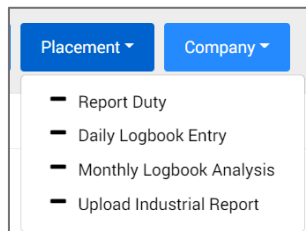
- Click on  to notify the company HR or company person in charge.
- System will display an error message if the company contact is not listed in student application page.

Company Contact Person is not selected. Please contact INTRA Unit.

5.6. E-Logbook

5.6.1. Key In Logbook Entry

- Click Placement > Daily Logbook Entry.



- List of Daily Entry will be displayed.

LOGBOOK FORM

INTRA Unit will assign your University Supervisor soon.
Please fill in all required field when submitting the logbook.

List of Daily Logbook Entries

Search

#	Month	Date	Title	Description of Jobs/ Tasks/ Project	Activities/ Work Produced	Action
1.	Month-1	26/07/2021 - Monday	Report Duty Intern Engineer.	Discuss Work Progress for each project.	- Report Duty. - Briefing with Engineer. Mr Kamirul my supervisor briefing me regarding about what is Armada project or task. Basically, for Armada projects oil and gas, it will be separated into two parts. The first part is Phase 1 consists of Cleaning, Filling, and Gauging (CFG), Hardness test (HT). The second parts is Dewatering, Drying which is Air drying, Nitrogen Drying and Vacuum Drying, and Nitrogen. The task that Mr Kamirul gave to me is to do a formatting for before do phase 1 which is consist of Function Test (Equipment's / Instruments) and work procedure for (Cleaning, gauging, Filling, Hardness Test, Dewatering and Drying). Also Formatting form for Progress report, Acceptance certificate, material take off, Consignment of Good, Hand Over list. All of these formatting we want to create a template that can be register to ISO.	
2.	Month-1	27/07/2021 - Tuesday	Video Safety	For second day my Internship as a Engineer, my task is given by a Director and Safety Officer to do a video which is the title is (U - SEE - U - ART REPORT SUBMISSION).	In this task my safety officer gave template and also points that should be include in the video. The software that I use for editing the video is using Powtoon and adobe premiere pro. After I finish the task and submit to Safety Officer, I proceed with my previous task which is Procedure of before proceed Oil and Gas project. I discussed with my Project Manager Mr Kamirul what should I do regarding the procedure of project. Basically, I need to do a formatting for all the procedure of the projects. So we can make a template and register to the ISO.	

- Click icon to add new data.
- Fill in the required information.

Add New

Month * :

Date * :

* Please refresh page if date not appear or not in list when edit data

Title :

Descriptions of Jobs/Tasks/Project :

* Please use a dash () for bullets. Unsupported emojis and symbols will be removed after saving.

Activities/Work Produced :

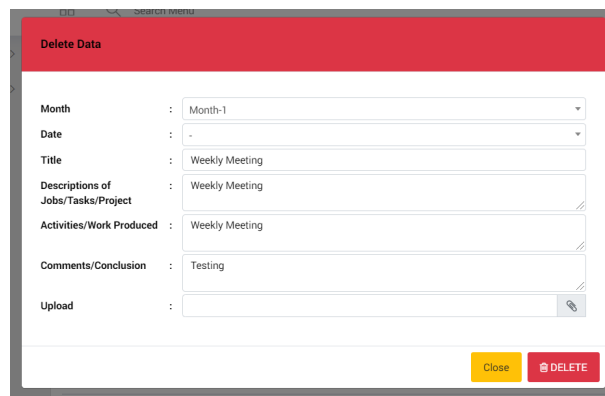
* Please use a dash () for bullets. Unsupported emojis and symbols will be removed after saving.


Comments/Conclusion :

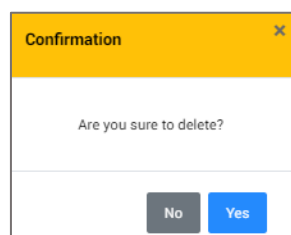
* Please use a dash () for bullets. Unsupported emojis and symbols will be removed after saving.


Upload :

* Please make sure your file size is below than 10 mb.

A screenshot of a 'Delete Data' form. The form has a red header bar with the text 'Delete Data'. Below the header, there are several input fields: 'Month' with a dropdown menu showing 'Month-1', 'Date' with a dropdown menu showing '-', 'Title' with a text box containing 'Weekly Meeting', 'Descriptions of Jobs/Tasks/Project' with a text box containing 'Weekly Meeting', 'Activities/Work Produced' with a text box containing 'Weekly Meeting', 'Comments/Conclusion' with a text box containing 'Testing', and 'Upload' with a file upload icon. At the bottom right of the form, there are two buttons: a yellow 'Close' button and a red 'DELETE' button with a trash icon.

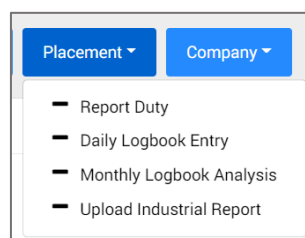
- Click  to delete information.
- Confirmation notification will be displayed.

A screenshot of a 'Confirmation' dialog box. The dialog has a yellow header bar with the text 'Confirmation' and a close button (X). The main content area contains the text 'Are you sure to delete?'. At the bottom, there are two buttons: a grey 'No' button and a blue 'Yes' button.

- Click  to confirm deletion.
- Data will be removed from list.

5.6.2. Update Logbook Monthly Entry

- Click Placement > Monthly Logbook Analysis.

A screenshot of a dropdown menu. The menu has two blue buttons at the top: 'Placement' and 'Company'. Below these buttons, there is a list of four items, each preceded by a minus sign: 'Report Duty', 'Daily Logbook Entry', 'Monthly Logbook Analysis', and 'Upload Industrial Report'.

- List of Monthly Entry will be displayed.

LOGBOOK FORM

Please fill in all required field.

List of Monthly Logbook Summary

#	Month	Date	Title	Student Remark	Status	Action
1.	Month-1	25/01/2021 - 21/02/2021			PENDING	
2.	Month-2	22/02/2021 - 21/03/2021			PENDING	
3.	Month-3	22/03/2021 - 18/04/2021	Testing month	good	ACKNOWLEDGED	
4.	Month-4	19/04/2021 - 16/05/2021	Testing	Testing	PENDING	

- Click icon of selected data in the list to edit data.
- Selected data will be displayed. Edit required information.

Edit Data

Month : Month-1
Title : First month at Armada Petroleum
Start Date : 26/07/2021
End Date : 31/07/2021
Student Remarks : For the first month at Armada Petroleum, there is so many things that I have learned regarding to pre-commissioning oil and gas. This is my starting point to
Company Supervisor Remarks :

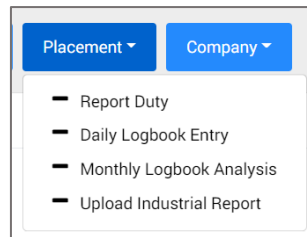
Close Save

- Click to save updated information.
- Saved data will be listed in the list.

5.7. Industrial Report

5.7.1. Upload Industrial Report

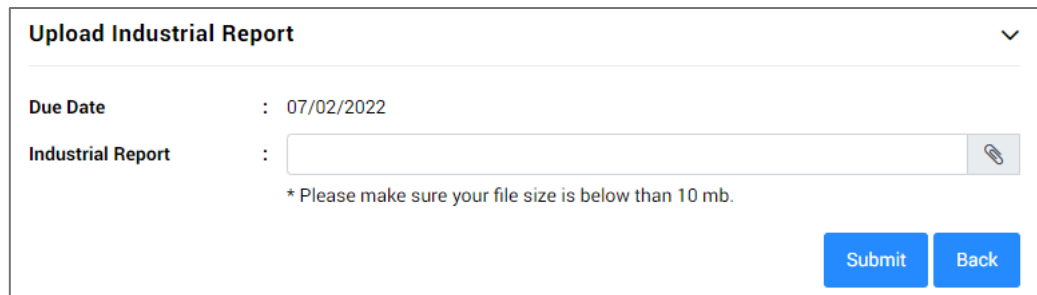
- Click Placement > Upload Industrial Report



Placement ▾ Company ▾


- Report Duty
- Daily Logbook Entry
- Monthly Logbook Analysis
- Upload Industrial Report

- Upload form will be displayed.




Upload Industrial Report ▾

Due Date : 07/02/2022

Industrial Report : 

* Please make sure your file size is below than 10 mb.

Submit **Back**

- To upload report, click  and upload file.
- Click **Submit** to save uploaded file.