



User Manual : Student

Sistem Latihan Industri
Industrial Training System (ITS-UTM)

ITS LOG IN

The screenshot shows the ITS-UTM login page. At the top left is the UTM logo and the text 'Industrial Training System' and 'Inspiring Creative and Innovative Minds'. The page is divided into several sections: 'HOME', 'ANNOUNCEMENTS', 'NEWS', and 'SYSTEM ACCESS ::'. The 'HOME' section contains a welcome message and a list of system modules. The 'ANNOUNCEMENTS' section has a notice about contacting the system administrator. The 'NEWS' section is currently empty. The 'SYSTEM ACCESS ::' section contains the login form with fields for 'Staff / Matric Number' and 'Password', a 'LOGIN' button, and a 'Forgot your password?' link. A red box highlights the login fields, and a callout box with the text 'Student Matric number and IC number' points to the 'Staff / Matric Number' field.

UTM Industrial Training System
UNIVERSITI TEKNOLOGI MALAYSIA

Inspiring Creative and Innovative Minds

HOME

Welcome to ITS-UTM

Industrial Training Systems (ITS-UTM) is a web based application system which is developed to manage the industrial training process in Universiti Teknologi Malaysia (UTM). Industrial training refers to placement of students for at least ten weeks in the industry or organisation in order for them to apply their theoretical knowledge in the actual career world. Industrial training is one of the main components in the curriculum. Students must pass the industrial training in order to be awarded the certificate. During industrial training, students will be placed at selected organisations for a predetermined duration of time in order for them to obtain exposure to the career world and also for them to be able to relate what has been learned theoretically with the real application. At the same time, students will be equipped with the necessary preparation for working life such as the exposure to numerous aspects of social, interaction, cultural and work processes in career world.

There are 4 groups of registered users in ITS-UTM : System Administrator, Industrial Training Committee, Lecturer and Students who undergo Industrial Training.

ITS consists of the following modules:

- Main Page
- User Profile Management
- Program Session Management
- User Management by System Admin/Industrial Training Committee
- Student Pre-registration
- Company Management
- Placement and Letters Management

ANNOUNCEMENTS

3. Bagi sebarang pertanyaan tentang Sistem ITS-UTM, boleh hubungi Pentadbir Sistem **07-5533051**. Harap maklum.

NEWS

SYSTEM ACCESS ::

Please use a valid Staff / Matric Number and password to log into the system.

LOGIN ITS - UTM

Staff / Matric Number :

Password :

LOGIN

[Forgot your password?](#)

- Home
- Student Pre-Registration
- Student Post-Registration
- Organization Supervisor
- Procedure And Guidelines
- Contact Us

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Best View 1024x768 px with IE 7 & Mozilla Firefox 3.x
Visitors : 15806

UPLOAD PASSPORT SIZE PHOTO

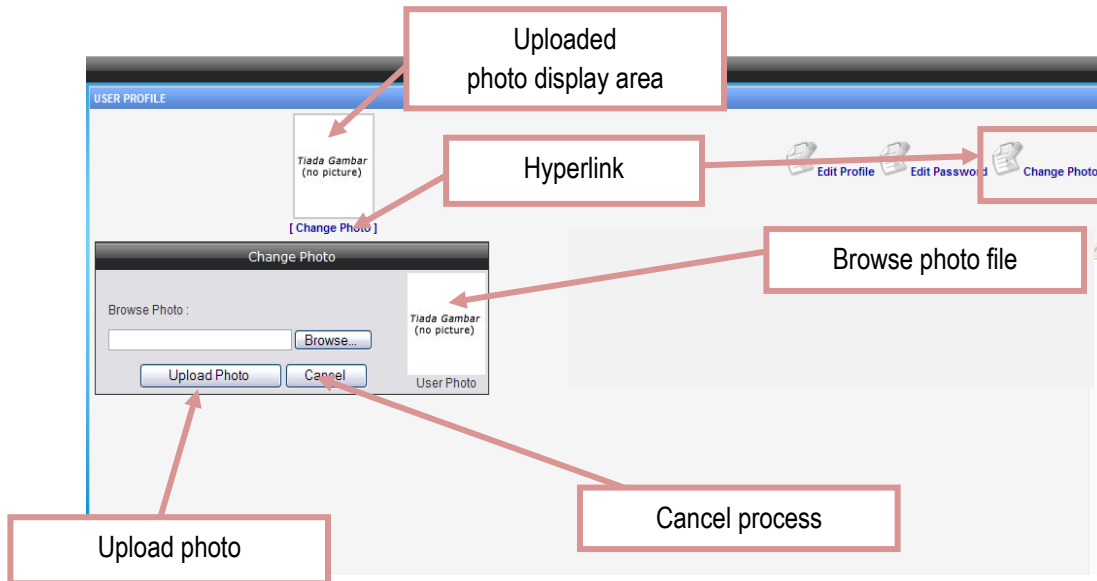
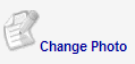


Figure 1.1

Steps:

1. Click on “ Change Photo » icon.
2. View as Figure 1.1 will be displayed, click on “Browse” button to browse for the file and click on “OK” when finished.
3. Click “Upload Photo” button to upload the photo or else click on “Cancel” to cancel the process.

UPDATE EMAIL AND MOBILE NUMBER

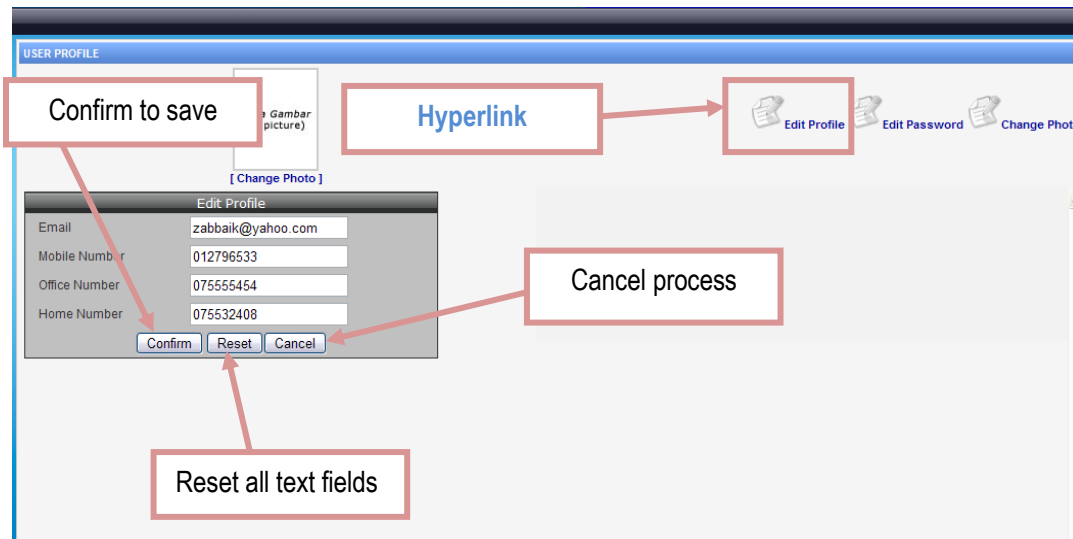
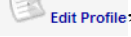


Figure 2.1

Steps:

1. Click on “ Edit Profile” icon.
2. View as Figure 2.1 will be displayed, please fill in email and mobile number.
3. Click “Confirm” button to save or click on “Reset” button to empty all fields or click on “Cancel” to cancel the process.

EDIT PASSWORD

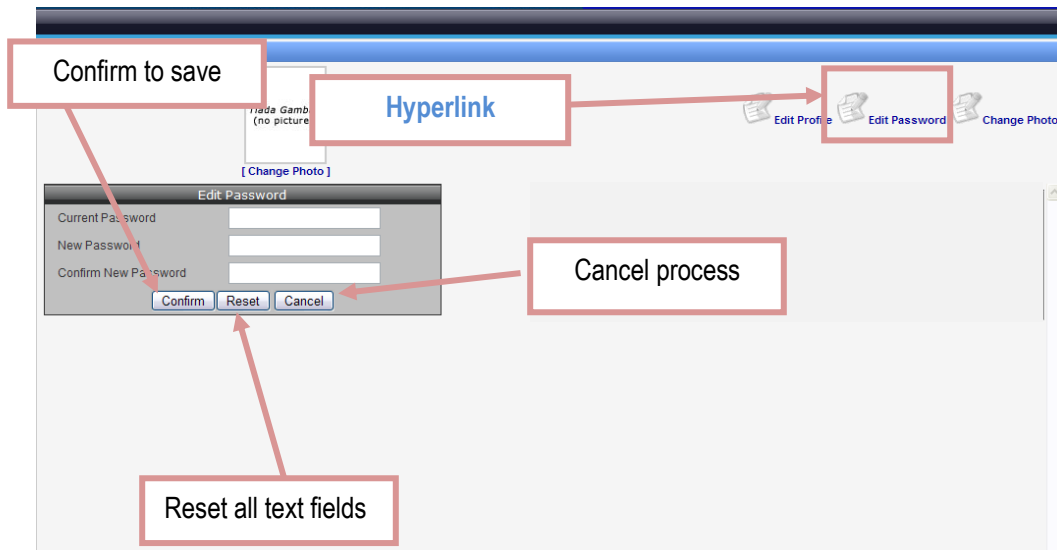
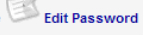


Figure 3.1

Steps:

1. Click on “ Edit Password” icon.
2. View as Figure 3.1 will be displayed, please fill in current password and new password.
3. Click “Confirm” button to change password or click on “Reset” button to empty all fields or click on “Cancel” to cancel the process.

UPLOAD CV

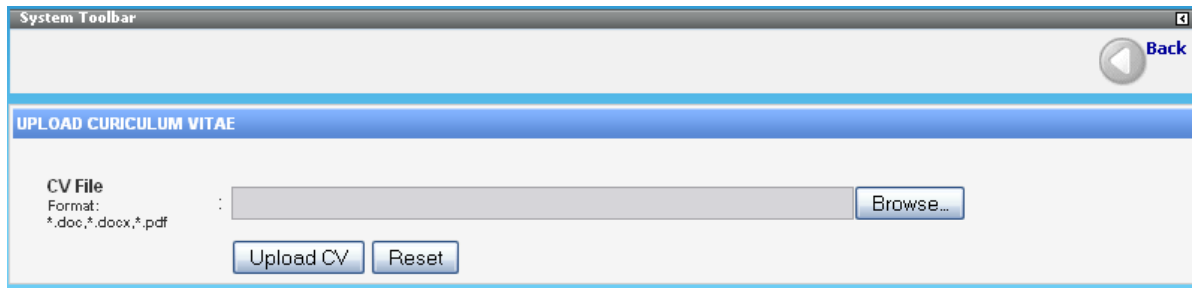



Figure 4.1

Steps:


1. Click on “” icon.
2. View as Figure 4.1 will be displayed, click “Browse” to select the CV file in your hardisk in any of the following format: .doc, .docx or .pdf.
3. Click “Upload CV” button to upload the resume or click on “Reset” button to empty the fields.

LIST ALL COMPANIES TO APPLY

#	COMPANY LIST	AVAILABLE PLACES	STATE	ZONE	# APPLY	
1	ACGT SDH BHD	[Main / HQ] KUALA LUMPUR	WIL PER K.LUMPUR	CENTER REGION	0	Apply
2	AGENCI NUKLEAR MALAYSIA	[Main / HQ] KAJANG	SELANGOR	CENTER REGION	0	Apply
3	AGILE MATRIX SOLUTION SDH BHD	[Main / HQ] KULAI	JOHOR	SOUTH REGION	0	Apply
4	BSO TECHNOLOGIES SDH BHD	[Main / HQ] SHAH ALAM	SELANGOR	CENTER REGION	0	Apply
5	DEUTSCHE BANK (M) BHD	[Main / HQ] KUALA LUMPUR	WIL PER K.LUMPUR	CENTER REGION	0	Apply
6	FUJISASH (M) SDH BHD	[Main / HQ] PETALING JAYA	SELANGOR	CENTER REGION	0	Apply
7	GENESIS BBO (M) SDH BHD	[Main / HQ] KULIM	KEDAH	NORTH REGION	0	Apply
8	JABATAH KASTAM DIRAJA MALAYSIA	[Main / HQ] SEREMBAN	NEG. SEMBILAN	CENTER REGION	0	Apply
9	KIDDIE WORLD MULTIMEDIA SDH BHD	[Main / HQ] SERI KEMBANGAN	SELANGOR	CENTER REGION	0	Apply
10	PERTUBUHAH PELADAING KAWASAH KOTA TINGGI TIMUR	[Main / HQ] KOTA TINGGI	JOHOR	SOUTH REGION	0	Apply

Figure 5.1

Steps:

1. Click on “” icon. Figure 5.1 will be displayed.
2. Click “Apply” to select the suitable company. Figure 5.2 will be displayed.

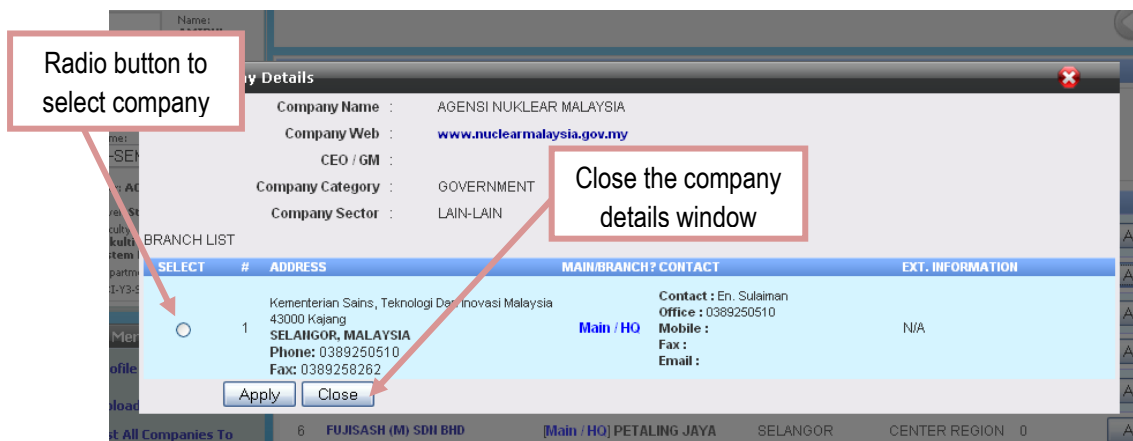


Figure 5.2

3. Check on the radio button and then click on “Apply” to choose the selected company or click on “Close” to ignore the selection and return to the Company List.

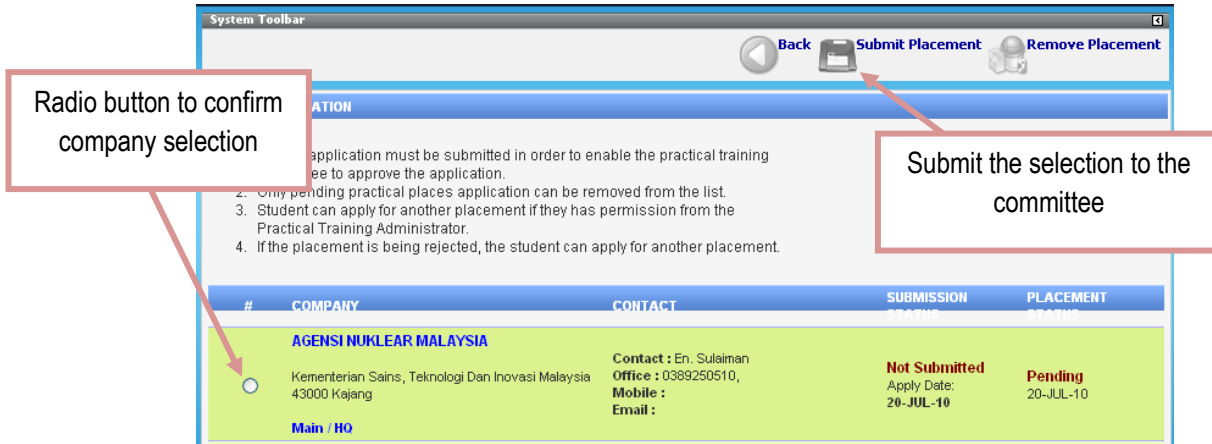



Figure 5.3

- The submission status is “Not Submitted” and the placement status is “Pending” meaning that the application is not ready and student can remove the Placement so that he/she to select other company.
- To confirm submission, check on the radio button and then click on “ icon. The submission status is now “Submitted”, but the placement status is “Pending” as shown in Figure 5.4. This means that the company application has successfully submitted to the committee, but the committee has not process the application yet.

The screenshot shows the same web application interface as Figure 5.3, but the submission status for 'AGENSI NUKLEAR MALAYSIA' is now 'Submitted'.

#	COMPANY	CONTACT	SUBMISSION STATUS	PLACEMENT STATUS
<input type="radio"/>	AGENSI NUKLEAR MALAYSIA Kementerian Sains, Teknologi Dan Inovasi Malaysia 43000 Kajang Main / HQ	Contact : En. Sulaiman Office : 0389250510, Mobile : Email :	Submitted Apply Date: 20-JUL-10	Pending 20-JUL-10

Figure 5.4


LIST ALL VACANCIES TO APPLY

NUM.	COMPANY	# VACANCY	INFO	ADDRESS	CONTACT	APPLY
1	AGILE MATRIX SOLUTION SDH BHD	Av. : 2	Placement Vacancy Requirement: Students with CPA above 3.2	1338A, JALAN LAGENDA 48, TAMAN LAGENDA PUTRA 81000 Kulai Main / HQ	Contact : Pn Salmiah Office : 076630806, Mobile : Email :	APPLY
2	BSO TECHNOLOGIES SDH BHD	Av. : 1	Trainee needed Requirement: Allowance given on monthly basis	28F TKT 6 BLK 2 PUSAT PERNIAGAAN WORLDWIDE JALAN TINJU 13/50 SEKSYEN 13 40675 SHAH ALAM Main / HQ	Contact : Miss Swee Office : 0355197995, Mobile : Email :	APPLY

Figure 6.1

Another option to select a company is through the Vacancy list (if any). The committee may use this facility to list out companies with special request. Notice that the list is from the same database as in “All Companies”, but with more specific details such as the number of vacancies and additional information.

Steps:



1. Click on “” icon to view all companies with special requests as shown in Figure 6.1.
2. Click “Apply” to select the company.
3. Confirm the selection as in step (4) – (5) in “LIST ALL COMPANIES TO APPLY”.

PLACEMENT STATUS

#	COMPANY	CONTACT	SUBMISSION STATUS	PLACEMENT STATUS
	AGENSI NUKLEAR MALAYSIA Kementerian Sains, Teknologi Dan Inovasi Malaysia 43000 Kajang Main / HO	Contact : En. Sulaiman Office : 0389250510, Mobile : Email :	Submitted Apply Date: 20-JUL-10	Rejected 20-JUL-10 Remarks: Your application has been rejected by the committee. Please choose other company.

Figure 7.1

Steps:

1. Click on “ Placement Status 
” icon to view the placement status as shown in Figure 7.1. The status may be “Rejected” or “Approved”, or “Accepted”.2. If the status is “Rejected”, the student can select another company.
3. If the status is “Approved”, the committee has verified the application and student can obtain the verification letter to be sent to the chosen company.
4. If the status is “Accepted”, meaning the company has accepted the application.

“E-LOG BOOK”

- ❖ Log into the system using valid matric number and password.
- ❖ Figure 1.0 will be displayed:

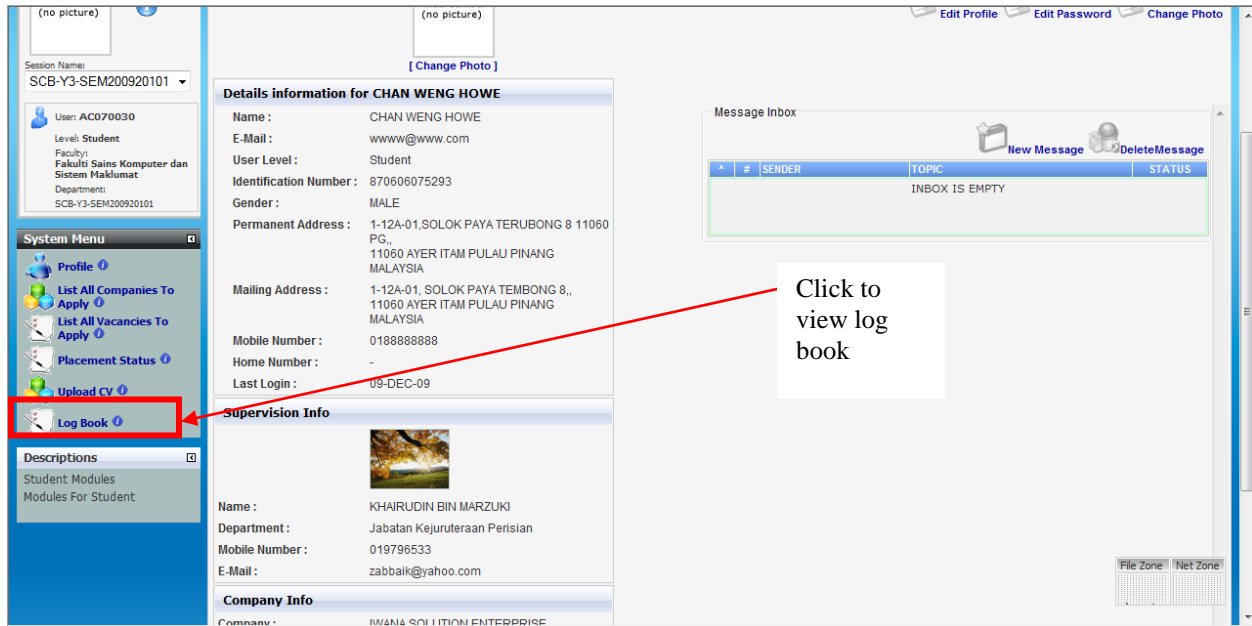


Figure 1.0

- ❖ Click at “ Log Book” and Figure 1.1 will be displayed.

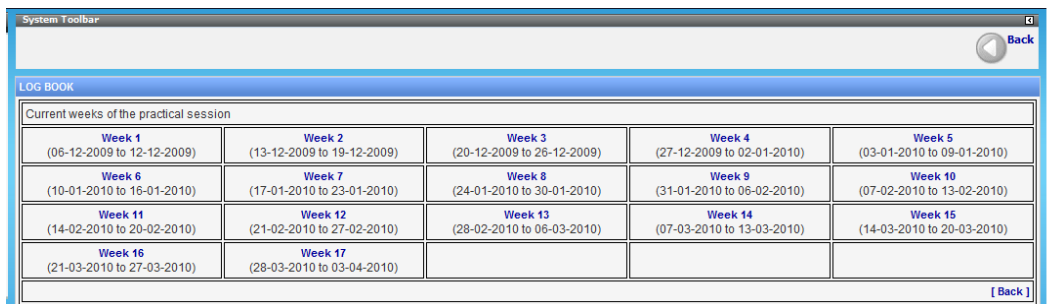


Figure 1.1

SAVE DAILY ACTIVITIES/ LOG

- ❖ Click on " Week 1
(06-12-2009 to 12-12-2009) " and Figure 1.1(a) will be displayed.

Current weeks of the practical session				
Week 1 (06-12-2009 to 12-12-2009)	Week 2 (13-12-2009 to 19-12-2009)	Week 3 (20-12-2009 to 26-12-2009)	Week 4 (27-12-2009 to 02-01-2010)	Week 5 (03-01-2010 to 09-01-2010)
Week 6 (10-01-2010 to 16-01-2010)	Week 7 (17-01-2010 to 23-01-2010)	Week 8 (24-01-2010 to 30-01-2010)	Week 9 (31-01-2010 to 06-02-2010)	Week 10 (07-02-2010 to 13-02-2010)
Week 11 (14-02-2010 to 20-02-2010)	Week 12 (21-02-2010 to 27-02-2010)	Week 13 (28-02-2010 to 06-03-2010)	Week 14 (07-03-2010 to 13-03-2010)	Week 15 (14-03-2010 to 20-03-2010)
Week 16 (21-03-2010 to 27-03-2010)	Week 17 (28-03-2010 to 03-04-2010)			

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LOG BOOK FOR WEEK 1

NUM.	DATE	DAY	LOG/ACTIVITY	DATE	APPROVE	ADD/EDIT
1	06-12-2009	Sunday	Read More	Created: 09-12-2009 06:06:51 PM Last Modified: 09-12-2009 06:07:46 PM		
2	07-12-2009	Monday	-N/A-	Created: -N/A- Last Modified: -N/A-	-N/A-	
3	08-12-2009	Tuesday	-N/A-	Created: -N/A- Last Modified: -N/A-	-N/A-	
4	09-12-2009	Wednesday	-N/A-	Created: -N/A- Last Modified: -N/A-	-N/A-	
5	10-12-2009	Thursday	-N/A-	Created: -N/A- Last Modified: -N/A-	-N/A-	Disable
6	11-12-2009	Friday	-N/A-	Created: -N/A- Last Modified: -N/A-	-N/A-	Disable
7	12-12-2009	Saturday	-N/A-	Created: -N/A- Last Modified: -N/A-	-N/A-	Disable File Zone Net Zone

[Print]

Figure 1.1(a)

- ❖ Click on the icon " " to enter log/activity information. Figure 1.1(b) will be displayed.

ADD LOG/ACTIVITY ON 11-07-2011 (MONDAY)

Paste from word

Source

Styles Format Font Size

A

Figure 1.1(b)

❖ Two ways to fill in the log:

- First way :
 - a. Fill in the log information/activity in the spaces labeled by "A".
 - b. Click "Save" button to save.
- Second way (to copy from Word document) :
 - a. Click on the icon "📄" (*Paste from Word*) and a dialog box as shown in Figure 1.1(c) will be displayed.
 - b. Open/activate the Microsoft Word document, and copy the content of the log book.
 - c. Activate the e-log book module of ITS, and *paste* the content into the spaces labeled by "B" as shown in Figure 1.1(c).
 - d. Uncheck the *checkbox* with the label: "*Ignore Font Face definition*" and click the "OK" button.
 - e. The content will appear in the spaces with the label "A" in Figure 1.1(b) and click the "Save" button to save.

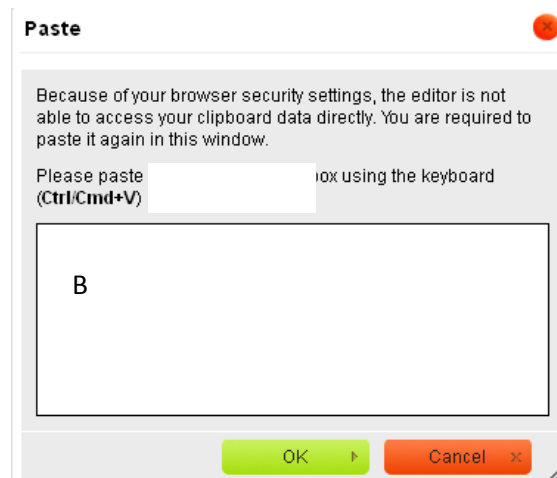


Figure 1.1(c)

VIEW THE ACTIVITY/ LOG BOOK.

- ❖ Student is able to view the content by clicking on the " [Read More](#) " as shown in Figure 1.2. Figure 1.2(a) will be displayed.

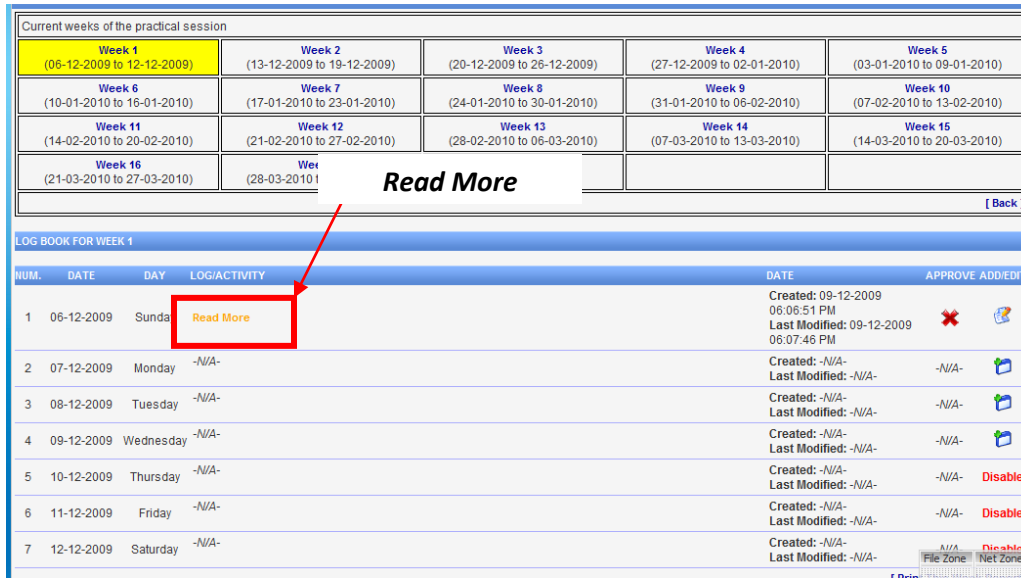


Figure 1.2

- ❖ Next click on the " " button to close the log.

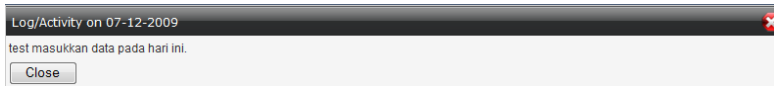


Figure 1.2(a)

EDIT THE ACTIVITY/LOG

- ❖ Student is able to update the log/activity by clicking on the specific week icon. As shown in Figure 1.3.

Current weeks of the practical session				
Week 1 (06-12-2009 to 12-12-2009)	Week 2 (13-12-2009 to 19-12-2009)	Week 3 (20-12-2009 to 26-12-2009)	Week 4 (27-12-2009 to 02-01-2010)	Week 5 (03-01-2010 to 09-01-2010)
Week 6 (10-01-2010 to 16-01-2010)	Week 7 (17-01-2010 to 23-01-2010)	Week 8 (24-01-2010 to 30-01-2010)	Week 9 (31-01-2010 to 06-02-2010)	Week 10 (07-02-2010 to 13-02-2010)
Week 11 (14-02-2010 to 20-02-2010)	Week 12 (21-02-2010 to 27-02-2010)	Week 13 (28-02-2010 to 06-03-2010)	Week 14 (07-03-2010 to 13-03-2010)	Week 15 (14-03-2010 to 20-03-2010)
Week 16 (21-03-2010 to 27-03-2010)	Week 17 (28-03-2010 to 03-04-2010)			

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LOG BOOK FOR WEEK 1

NUM.	DATE	DAY	LOG/ACTIVITY	DATE	APPROVE	ADD/EDIT
1	06-12-2009	Sunday	Read More	Created: 09-12-2009 06:06:51 PM Last Modified: 09-12-2009 06:07:46 PM	<input checked="" type="checkbox"/>	
2	07-12-2009	Monday	-N/A-	Created: -N/A- Last Modified: -N/A-	-N/A-	
3	08-12-2009	Tuesday	-N/A-	Created: -N/A- Last Modified: -N/A-	-N/A-	
4	09-12-2009	Wednesday	-N/A-	Created: -N/A- Last Modified: -N/A-	-N/A-	
5	10-12-2009	Thursday	-N/A-	Created: -N/A- Last Modified: -N/A-	-N/A-	Disable
6	11-12-2009	Friday	-N/A-	Created: -N/A- Last Modified: -N/A-	-N/A-	Disable
7	12-12-2009	Saturday	-N/A-	Created: -N/A- Last Modified: -N/A-	-N/A-	Disable

Figure 1.3

- ❖ Student is able to edit the content and save the edited version by clicking on the "Update" button in Figure 1.3 (a).

LOG BOOK

Current weeks of the practical session				
Week 1 (06-12-2009 to 12-12-2009)	Week 2 (13-12-2009 to 19-12-2009)	Week 3 (20-12-2009 to 26-12-2009)	Week 4 (27-12-2009 to 02-01-2010)	Week 5 (03-01-2010 to 09-01-2010)
Week 6 (10-01-2010 to 16-01-2010)	Week 7 (17-01-2010 to 23-01-2010)	Week 8 (24-01-2010 to 30-01-2010)	Week 9 (31-01-2010 to 06-02-2010)	Week 10 (07-02-2010 to 13-02-2010)
Week 11 (14-02-2010 to 20-02-2010)	Week 12 (21-02-2010 to 27-02-2010)	Week 13 (28-02-2010 to 06-03-2010)	Week 14 (07-03-2010 to 13-03-2010)	Week 15 (14-03-2010 to 20-03-2010)
Week 16 (21-03-2010 to 27-03-2010)	Week 17 (28-03-2010 to 03-04-2010)			

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EDIT LOG/ACTIVITY ON 07-12-2009 (MONDAY)

test masukkan data pada hari ini. data ini telah diedit.

Update

Figure 1.3(a)

EXPORT THE LOG CONTENT TO MICROSOFT WORD DOCUMENT (.DOC)

- ❖ Student is able to convert the content of the log book into Microsoft document by clicking on the "[Print This Week Report]" in Figure 1.4.

Week 11	Week 12	Week 13	Week 14	Week 15
(14-02-2010 to 20-02-2010)	(21-02-2010 to 27-02-2010)	(28-02-2010 to 06-03-2010)	(07-03-2010 to 13-03-2010)	(14-03-2010 to 20-03-2010)
Week 16	Week 17			
(21-03-2010 to 27-03-2010)	(28-03-2010 to 03-04-2010)			

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LOG BOOK FOR WEEK 1				
NUM.	DATE	DAY	LOG/ACTIVITY	APPROVE ADD/EDIT
1	06-12-2009	Sunday	Read More	Created: 09-12-2009 06:06:51 PM Last Modified: 09-12-2009 06:07:46 PM [X] [Icon]
			test masukkan data pada hari ini. data ini telah diedit.	
2	07-12-2009	Monday Read More	Created: 09-12-2009 06:28:45 PM Last Modified: 09-12-2009 06:30:01 PM [X] [Icon]
3	08-12-2009	Tuesday	-N/A-	Created: -N/A- Last Modified: -N/A- -N/A- [Icon]
4	09-12-2009	Wednesday	-N/A-	Created: -N/A- Last Modified: -N/A- -N/A- [Icon]
5	10-12-2009	Thursday	-N/A-	Created: -N/A- Last Modified: -N/A- -N/A- Disable
6	11-12-2009	Friday	-N/A-	Created: -N/A- Last Modified: -N/A- -N/A- Disable
7	12-12-2009	Saturday	-N/A-	Created: -N/A- Last Modified: -N/A- -N/A- Disable

[Print This Week Report]

Figure 1.4

- ❖ Click on the "Export To MS Word" button and then click on the "Open" or "Save" button on the dialog box as shown in Figure 1.4 (a).

1	06-12-2009	Sunday	<p>Minggu pertama latihan praktikal di TM R&D</p> <ul style="list-style-type: none"> tiba dan daftar diri di TMR&D daftar staff card utk praktikal student di Jabatan Sumber Manusia di TM R&D Mendatangi "agreement form" untuk menjaga rahsia TM R&D Mengisi borang utk "staff card" dan "division unit" yang ditempatkan di Jabatan Sumber Manusia dan diberi taklimat ringkas
2	07-12-2009	Monday	-N/A-
3	08-12-2009	Tuesday	-N/A-
4	09-12-2009	Wednesday	-N/A-
5	10-12-2009	Thursday	-N/A-
6	11-12-2009	Friday	-N/A-
7	12-12-2009	Saturday	-N/A-

Company Supervisor Signature

Export To MS Word

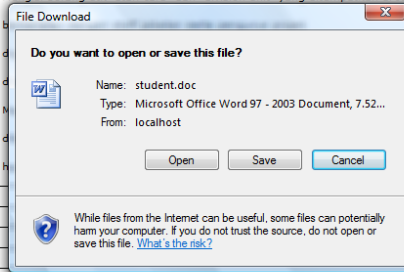


Figure 1.4(a)