UTM
UNIVERSITI TEKNOLOGI MALAYSIA

USER MANUAL FOR ITS 2.0 SYSTEM

Industrial Training System

Company Supervisor Access

SLAID INI BOLEH DIMUATTURUN DALAM EMAIL MASING-MASING

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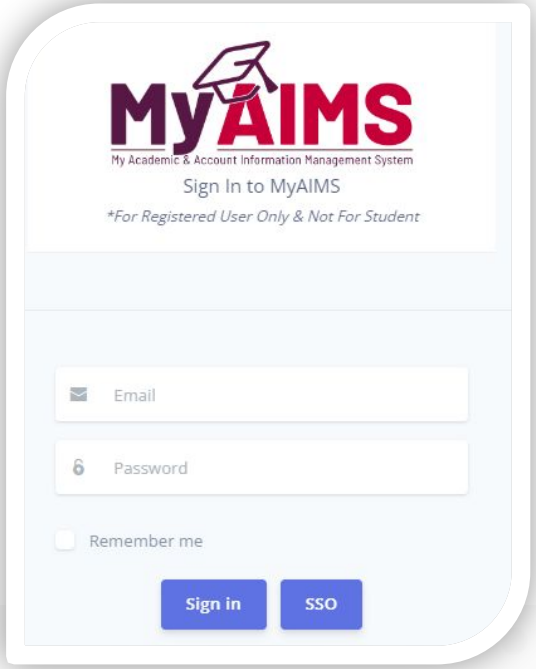
UTM KUALA LUMPUR

iTS 2.0

industrial training system



Access for Company Supervisor



Receive User Email ID

Use UTMID

MyAims

Log Masuk Melalui MyAims

Industrial Training Menu

Duty Verification
Log Book & Report
Assessment

Note: Each Supervisor will receive an email once the student under their supervision has completed the information in *Duty Verification* during report duty.



REPORT DUTY MODULE

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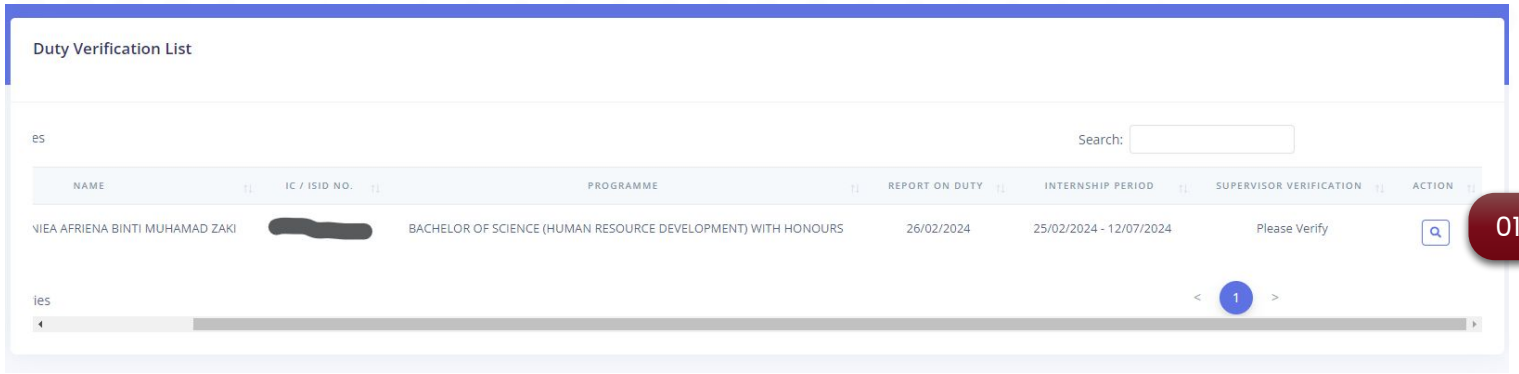
REPORT DUTY

Programme Configuration
Placement

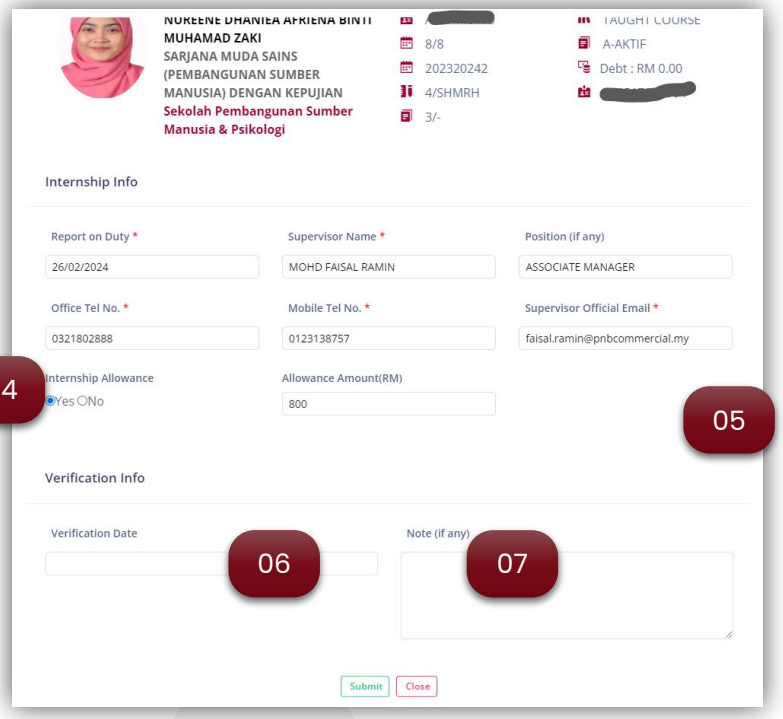
Duty Verification

COMPANY SUPERVISOR ACCESS

1. The supervisor will received email notification once student has completed the report duty information in Student Portal.
2. Supervisor is required to verify the student report duty.



03



01 – Choose Student

02- Choose programme session

03- Student personal information and report duty.

04 – Choose date of report duty

05 – Add any notes (if any)

06 – Click Submit for verification.

07 – Click Close to return to item 01

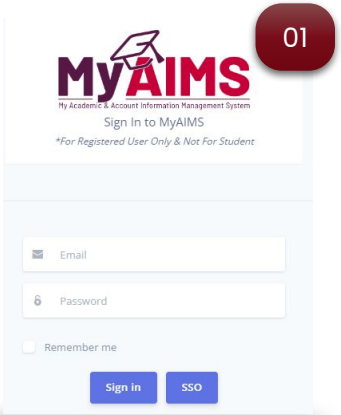
REPORT DUTY

01 – Login through MyAIMS

02 – Duty Verification Menu

03– Choose name of student

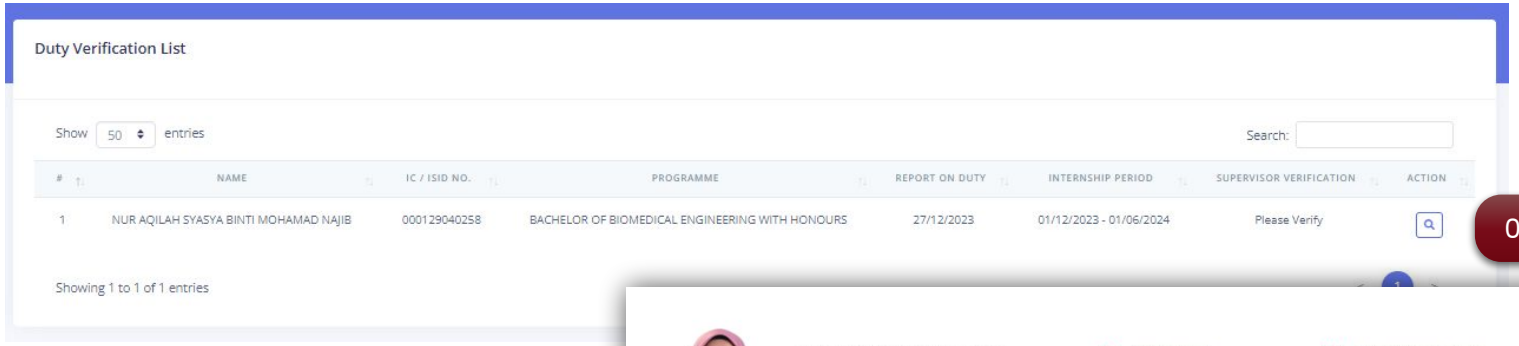
04- Do the verification



01



02



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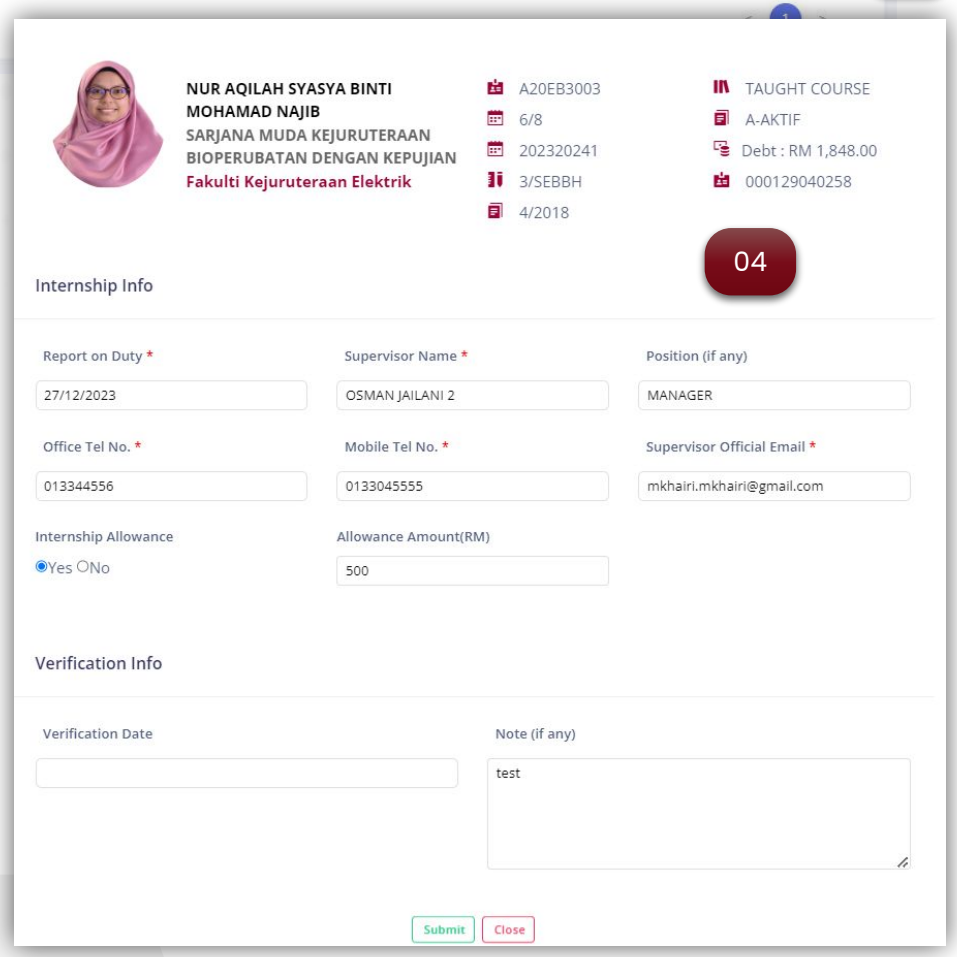

04

COMPANY SUPERVISOR ACCESS

1. The supervisor will received email notification once student has completed the report duty information in Student Portal.
2. Supervisor is required to verify the student report duty.



STUDENT LOG BOOK & REPORTING

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Log Book & Reporting CATEGORY

DAILY LOG

- Log / daily report
- Students attending industrial training (LI) must complete a daily activity log throughout their placement.
- Logs can be submitted by entering the data on the provided screen or by uploading relevant documents.
- Logs must be monitored and verified by the supervisor (faculty).
- Coordinators and Faculty Admin can view the daily logs submitted by students.

INDUSTRIAL TRAINING REPORT

- Students must prepare a final written report throughout their industrial training (LI).
- The final LI report must be verified by the company supervisor.
- The LI report must be monitored and verified by the faculty supervisor.
- The LI report must be uploaded into the system.

PROSES



STUDENT

Students must fill in or upload the daily log and industrial training (LI) report on the student portal..

SUPERVISOR

The Company Supervisor / Faculty will review and verify the log and industrial training (LI) report submitted by the student.

COORDINATOR / ADMIN

The coordinator can view the uploads by students for monitoring purposes.



LI STUDENT LOGBOOK AND REPORTING (SUPERVISOR ACCESS) - COMPANY

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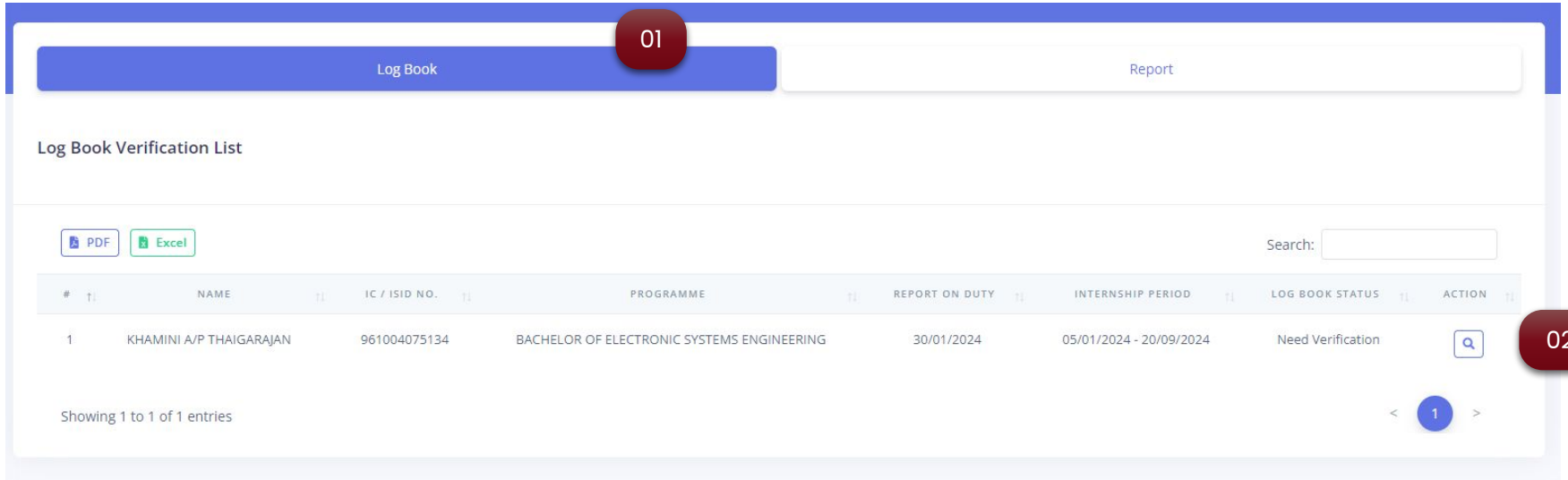
Log Book
PENYELIA - ORGANISASI

- Industrial Training
  - Programme and Placement
    - **Log Book Verification**
    - Duty Verification
    - Assessment Management
    - Survey Management



01 – Make sure you are in the "Log Book" tab.

02 – Click to view the details.

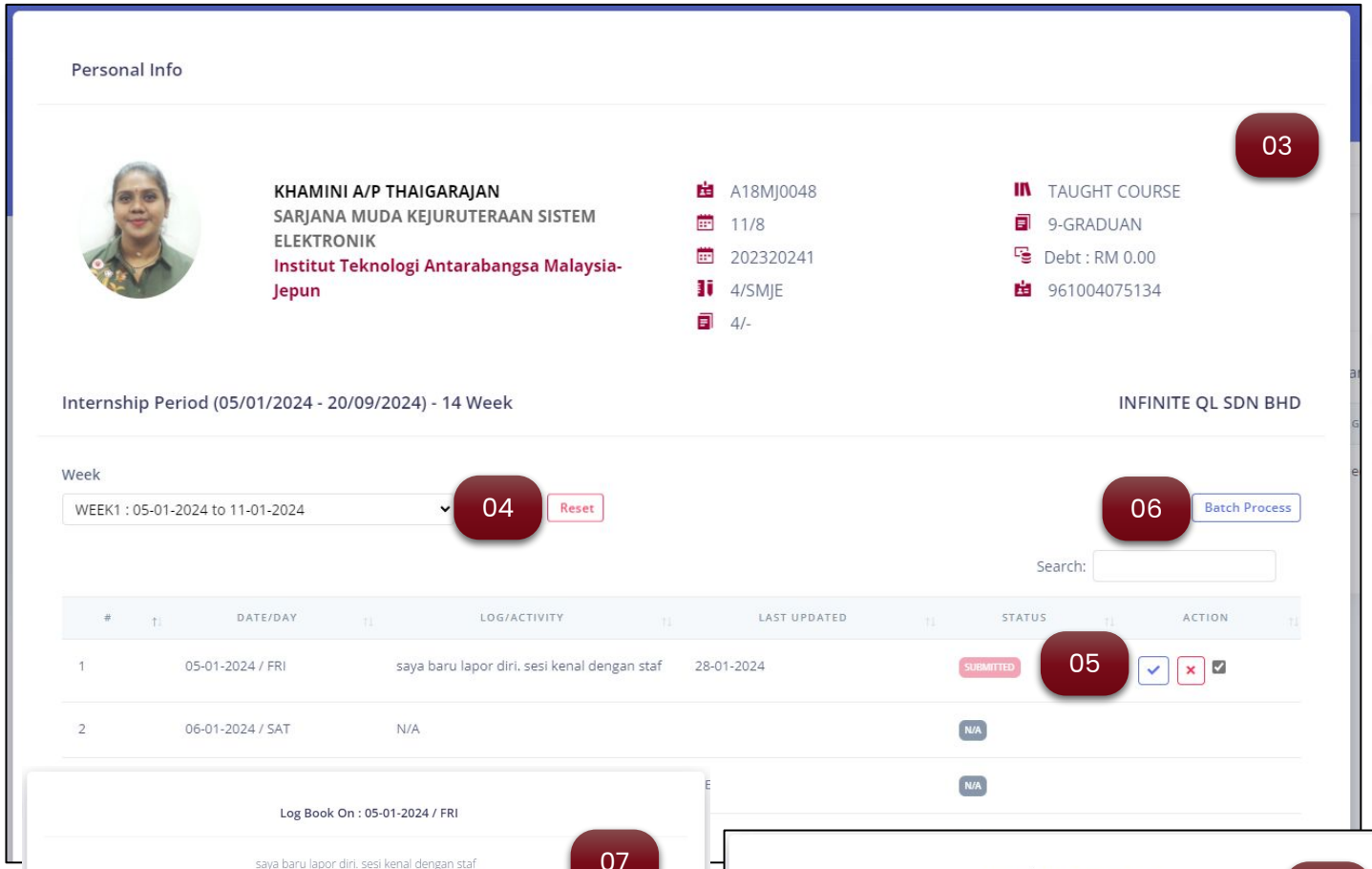
COMPANY SUPERVISOR ACCESS

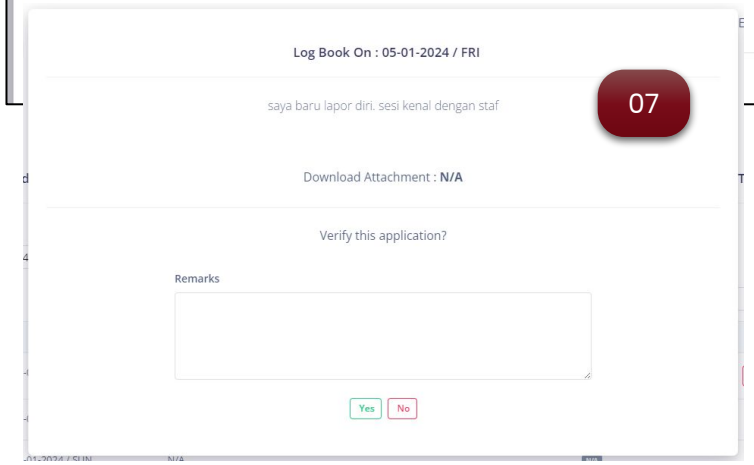
1. The organization's supervisor can view the LI log/report submitted by the student through an email notification sent to them.
2. The supervisor must review the log/report submitted by the student before approving it.

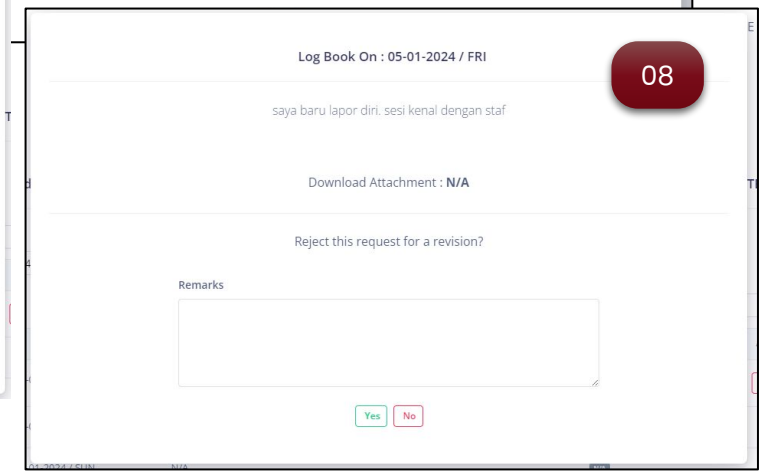
Log Book
COMPANY SUPERVISOR

COMPANY SUPERVISOR ACCESS

1. Supervisors can only verify activity logs that have the status "Submitted."
2. When the Organization Supervisor verifies the activity log, the Faculty Supervisor will receive a notification email for further action.
3. The Company Supervisor will no longer see this display once the student's internship period has ended.







03 – Full display of student information.

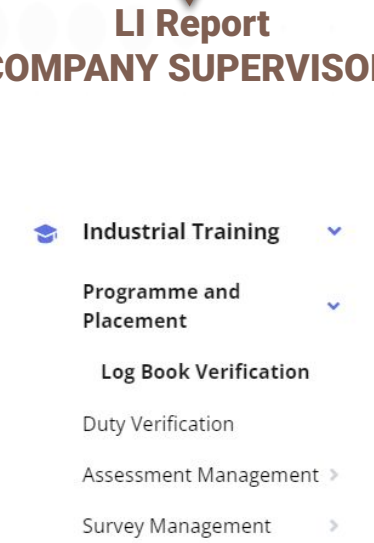
04 – Select to view student activities by week.

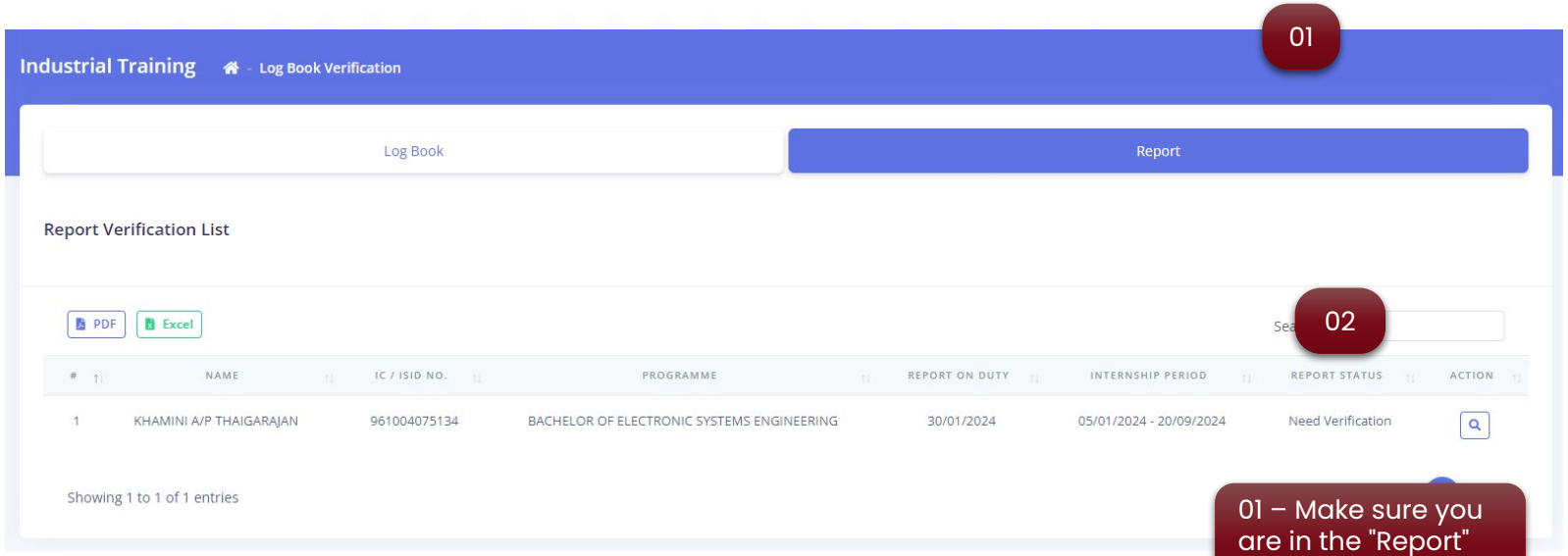
05 – List of daily activity logs completed by students.
( ) Approve application. Item 07
( ) Reject application. Item 08
( ) Batch approval. Item 06

07 – Confirming LI activity log

08 – Rejecting the activity log & the student needs to update the log.

LI Report
COMPANY SUPERVISOR





01 – Make sure you are in the "Report" tab.

02 – Click to view the details.

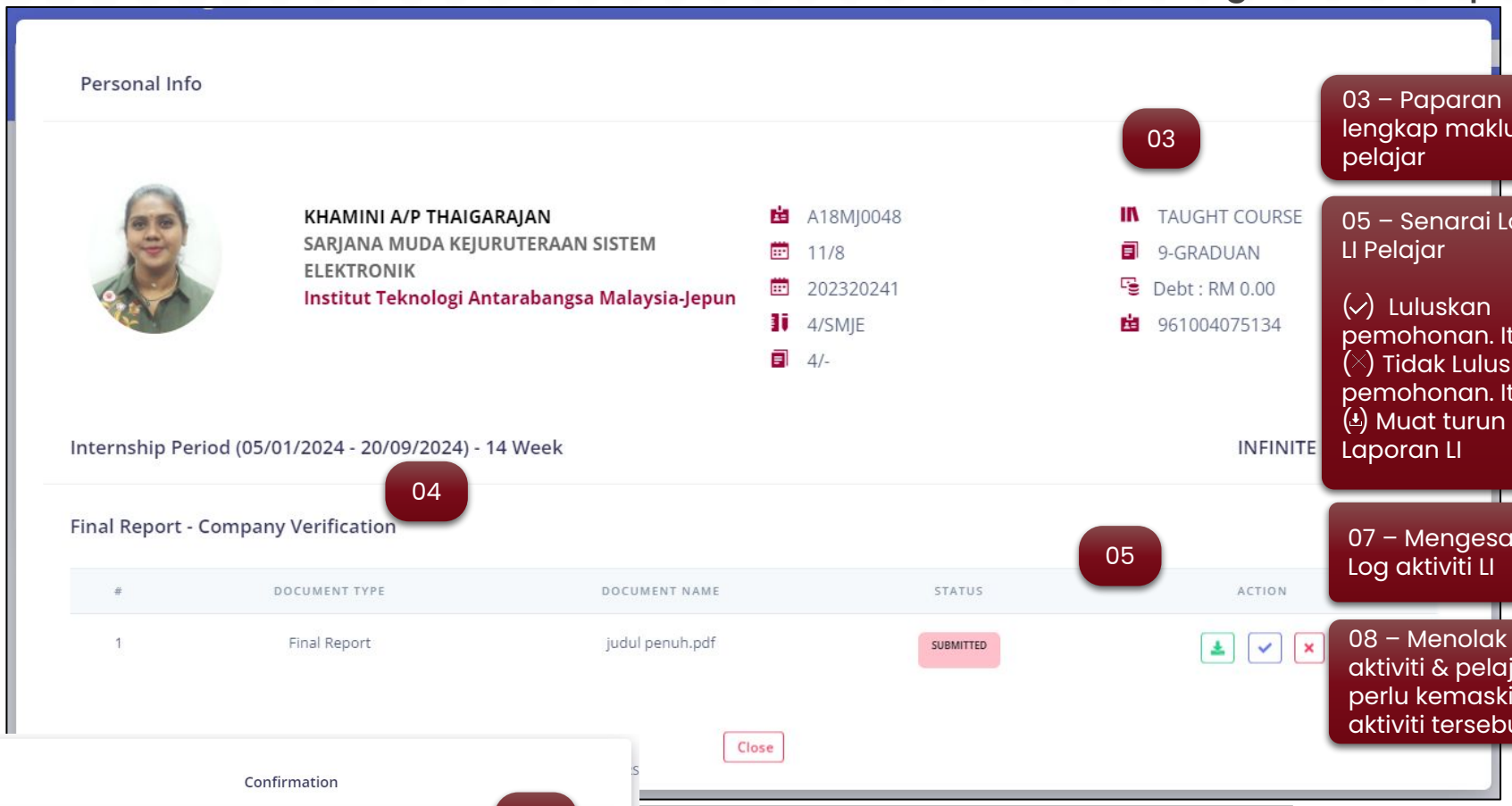
COMPANY SUPERVISOR ACCESS

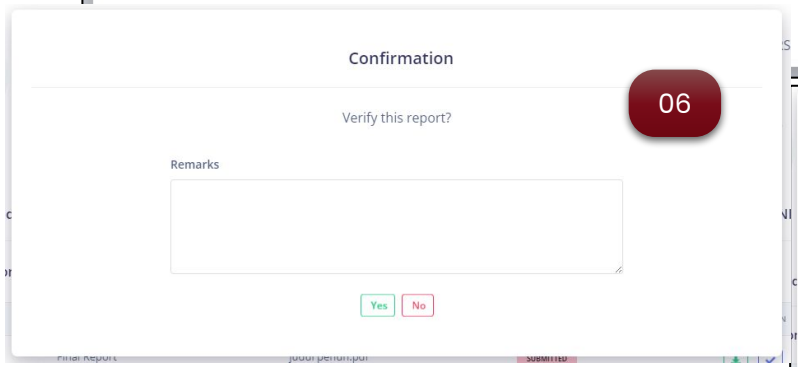
1. The Company Supervisor can view the report submitted through an email notification sent to the organization's supervisor.
2. The supervisor must review the Final Report submitted by the student before confirming the log/report of the industrial training (LI).

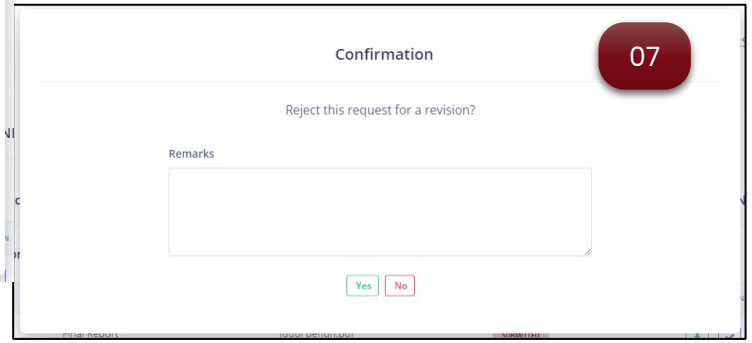
Laporan LI
PENYELIA - ORGANISASI

AKSES PENYELIA ORGANISASI

1. Penyelia hanya sahkan laporan berstatus 'Final Report'
2. Apabila Penyelia-Organisasi mengesahkan Laporan LI Pelajar, Penyelia – Fakulti akan terima email makluman untuk Tindakan selanjutnya.
3. Penyelia – Organisasi tidak akan Nampak paparan ini setelah tempoh LI pelajar telah tamat







03 – Paparan lengkap maklumat pelajar

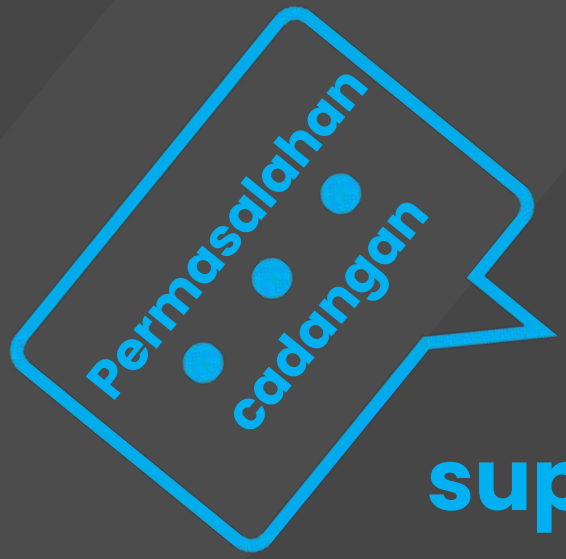
05 – Senarai Laporan LI Pelajar

(✓) Luluskan pemohonan. Item 07
(✗) Tidak Luluskan pemohonan. Item 08
(⬇) Muat turun Laporan LI

07 – Mengesahkan Log aktiviti LI

08 – Menolak Log aktiviti & pelajar perlu kemaskini log aktiviti tersebut.

04 – Pilih untuk lihat aktiviti pelajar berdasarkan minggu



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Thank you

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