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LOGIN TOUR OF DUTY

DAFTAR MASUK KEHADIRAN

- 1) Klik icon **TOD**. Skrin *Tour Of Duty* akan terpapar.
- 2) Klik **LOG MASUK**.



- 3) Letakkan kad ID (*badge card*) pada pembaca kad (*reader*). Nombor ID jurutol akan terpapar secara automatik dan masukkan **kata laluan**. Manakala bagi jurutol yang tidak mempunyai kad ID, masukkan **nombor badge** dan **kata laluan** jurutol secara manual. Sekiranya **nombor badge** atau **kata laluan** salah, skrin akan terpapar “**INVALID PASSWORD**”, masukkan semula dengan nombor yang betul.



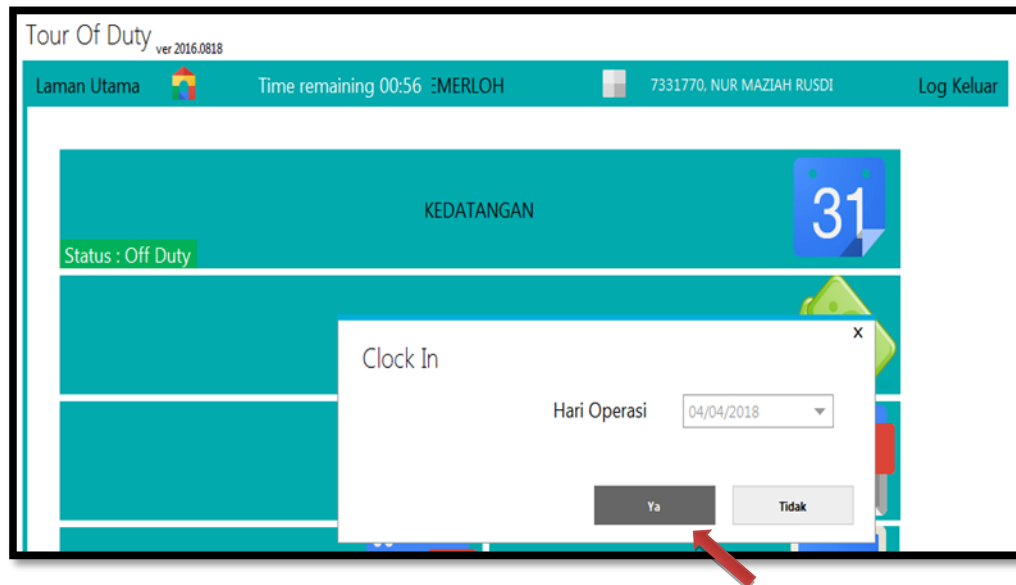
- 4) Klik **LOG MASUK**.



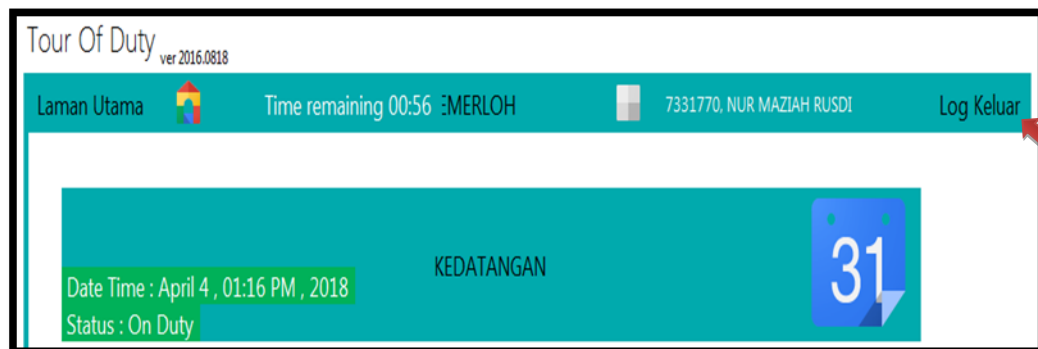
- 5) Pilih menu **KEDATANGAN** dan klik pada ikon tersebut akan terpapar ‘**STATUS: OFF DUTY**’.

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- 6) Skrin akan terpapar **CLOCK IN: HARI OPERASI**. Pilih tarikh operasi dan klik pada butang **‘YA’**.



- 7) Setelah klik butang YA, skrin akan terpapar nama dan nombor ID JT serta **STATUS KEDATANGAN: ON DUTY**.



- 8) Setelah selesai, klik **LOG KELUAR**.

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DOCUMENT AMENDMENT REGISTER

NO.	DATE	REASON	CHAPTER	VERSION
1	26/5/2000	Original Release	-	1.1
2	21/7/2000	'Arahan Kerja' to include Document Authorisation and Document Amendment Register	-	1.2
3	11/6/2002	"Arahan Kerja" updated to be in- line with ISO 9001:2000	-	2.0
4	26/5/2005	"Arahan Kerja" updated to be in-line with new toll collection system	-	2.1
5	1/11/2005	"Arahan Kerja" updated to be in-line with new format.	-	2.2
6	02/01/2008	Document Authorization : Management Representative - DGM	-	2.3
7	01/06/2010	Procedure updated to include EWL.	-	2.4
8	25/05/2011	Omitted EWL from QMS due to closing of sites.	-	2.5
9	16/06/2014	"Arahan Kerja" updated to be in-line with new toll collection system.	-	2.6
10	23/03/2018	<p>"Arahan Kerja" updated to be in- line with ISO 9001:2015.</p> <p>- Update document to include TOD images</p> <p>- Revision No. changes to Version No. as agreed in the 4th ISO New Standard Transition meeting.</p>	-	2.7

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