

| | |
|-------------------------------|-----------------------------|
| Alloy Toll Management Sdn Bhd | Doc. No. : AK 22 |
| | Version No. : 2.7 |
| | Effective Date : 23/03/2018 |
| | Page : 1 of 3 |
| Log Out Di Tour Of Duty | |

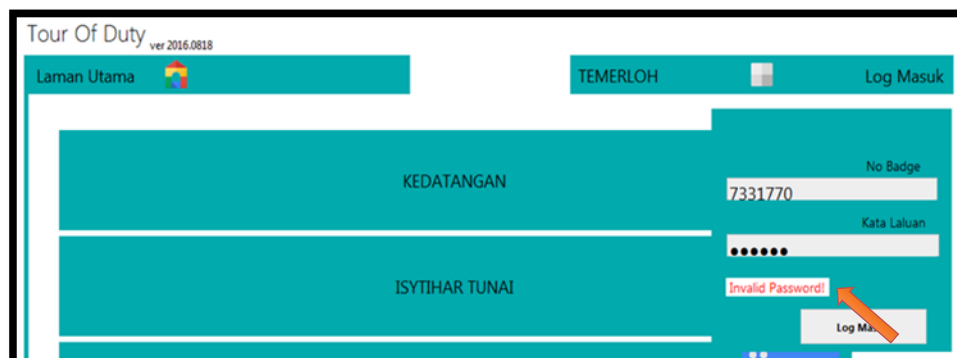
LOG OUT TOUR OF DUTY

DAFTAR KEHADIRAN KELUAR

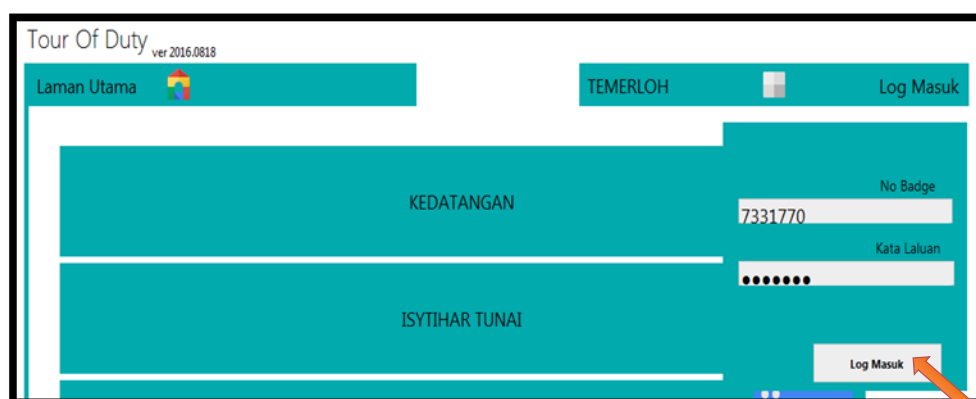
- 1) Klik icon **TOD**. Skrin *Tour Of Duty* akan terpapar.
- 2) Klik **LOG MASUK**.



- 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.

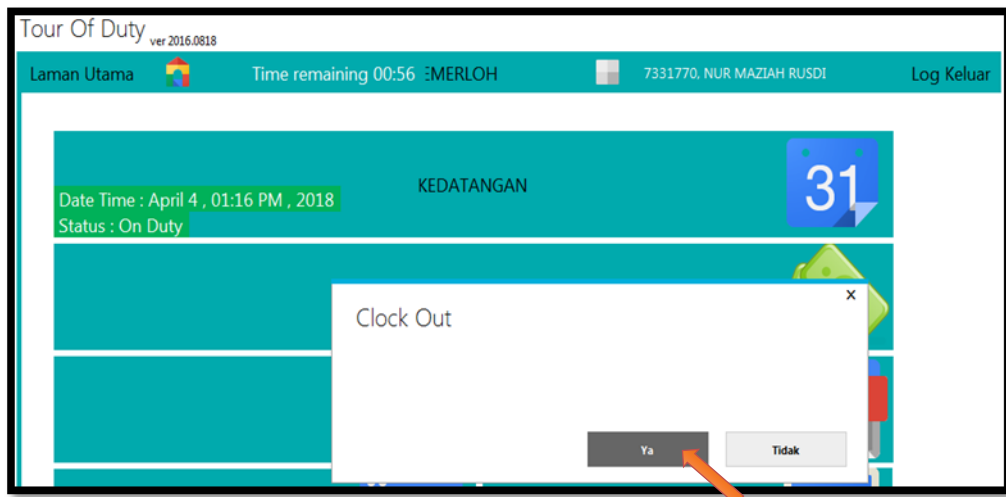


- 4) Klik **LOG MASUK**.



| | |
|--------------------------------------|------------------------------------|
| Alloy Toll Management Sdn Bhd | Doc. No. : AK 22 |
| | Version No. : 2.7 |
| Log Out Di Tour Of Duty | Effective Date : 23/03/2018 |
| | Page : 2 of 3 |

- 5) Pilih menu **KEDATANGAN** dan klik pada ikon tersebut akan terpapar **'STATUS: ON DUTY' – CLOCK OUT'**.



- 6) Kemudian klik butang <YA>. Pada ikon tersebut akan terpapar **'STATUS: OFF DUTY'**



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

| | |
|--------------------------------------|------------------------------------|
| Alloy Toll Management Sdn Bhd | Doc. No. : AK 22 |
| | Version No. : 2.7 |
| | Effective Date : 23/03/2018 |
| | Page : 3 of 3 |
| Log Out Di Tour Of Duty | |

DOCUMENT AMENDMENT REGISTER

| NO. | DATE | REASON | CHAPTER | VERSION |
|-----|------------|---|---------|---------|
| 1 | 06/5/2000 | 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 | 01/11/2005 | “Arahan Kerja” updated to be in-line with new format | - | 2.2 |
| 6 | 02/01/2008 | Document Authorisation : 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 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

CONTROLLED COPY