



FACULTY OF INFORMATION SCIENCE

BACHELOR OF INFORMATION SCIENCE (HONOURS)

INFORMATION SYSTEM MANAGEMENT (CDIM262)

ADVANCE WEB DESIGN DEVELOPMENT AND CONTENT MANAGEMENT (IMS566)

SEMESTER: October-February 2026

GROUP ASSIGNMENT: Program Professional Offer Appointment (PPO Appointment) UiTM

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SUBMISSION DATE: 02ND FEBRUARY 2026

ACKNOWLEDGEMENT

Alhamdulillah, first of all, we would like to thank Allah SWT as we were able to finish my first assessment for Advance Web Design Development And Content Management (IMS566). Without His blessings, we would not have gone this far for a single task.

Besides, we would like to express my gratitude towards our lecturer, Dr Muhammad Asyraf bin Wahi Anuar, who delivered his lectures very clearly to make sure the entire class understood the whole progress. Dr Muhammad Asyraf bin Wahi Anuar briefed us about this assessment earlier, so he could make sure we were all prepared for it. On the other hand, Dr Muhammad Asyraf bin Wahi Anuar was also attentive and willing to help and guide each of his students throughout the process. Without his guidance, this assessment would be impossible to accomplish.

Last but not least, we would like to thank my classmates for their cooperative attitude in helping me whenever we felt lost. Everyone kept sharing their constructive opinions and knowledge. We are truly glad to have them and their cooperation is deeply appreciated. Words cannot express how thankful we are for the help that we got from each one of you. May His blessings richly bless all of you. Thank you.

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1.0 INTRODUCTION – OVERVIEW OF THE SYSTEM AND ITS PURPOSE

Program Professional Offered (PPO) UiTM Appointments system is a web-based centralized system which is meant to facilitate the administration of the professional program placements in Universiti Teknologi MARA (UiTM). It offers a formal application management process that can be used to deal with applications, approvals and documentation and this way both administrators and users can use the system in an open and effective way.

The system will put together various modules, including Applications, Faculties, Programs, Branches and Appointments into a single dashboard and the administrators can fully observe and control the placement cycles. All the modules are related to one another, and it can prevent the inconsistency of the data and repetition of the data. Indicatively, a new application once entered is automatically related to the proper details of the faculty, program and branch that is found in the system.

On the side of the user, the PPO system makes the application process easier with the status being well tracked: Pending, Approved or Rejected. When an application is approved, the system will create a formal PDF placement letter, including dynamic information about the staff and the program and the length of the placement. This will make all placements to be sent out professionally and in a consistent manner as observed in the official UiTM letters generated by the system.

The PPO UiTM Appointments system will allow UiTM to have a smart system of scheduling and placement that will boost accountability, compliance and collaboration. The system lessens administrative load, enhances the institutional control and even makes a student and staff integrated into professional programs in a clear, timely and professional manner by digitalizing the whole process, including the submission process to final PDF output.

1.1 ADMINISTRATOR SITE CONFIGURATION

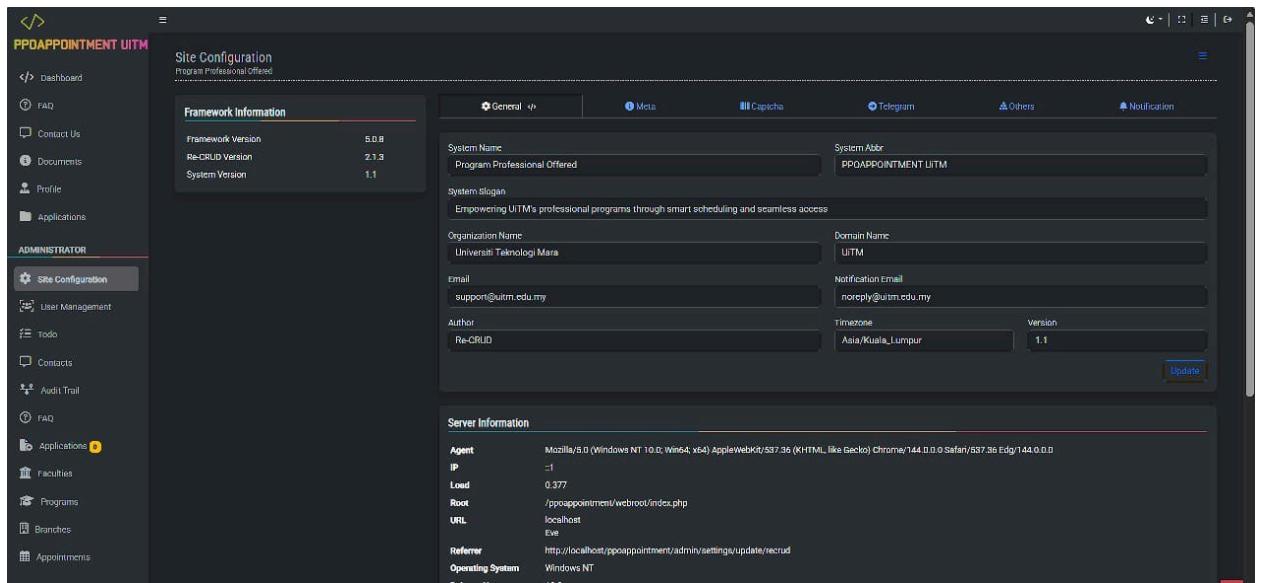


Figure 1 Administrator Site Configuration of PPOAppointments UiTM

SiteConfiguration module of PPOAPPOINTMENT UiTM is the control center of the system where the administrator is able to set a few fundamental features of the system which include name of system, abbreviation, slogan, domain, notification emails and time zone. It also shows technical metadata such as framework version, system version and server environment, which makes sure that the platform exists across all modules in a consistent and secure way. This centralized structure aids in branding, interaction as well as the back end stability, which is the basis upon smooth processing of the applications and generation of documents.

2.0 GITHUB REPOSITORY LINK

<https://github.com/syadhira/PPOUITM1>

3.0 ENTITY-RELATIONSHIP DIAGRAM (ERD)

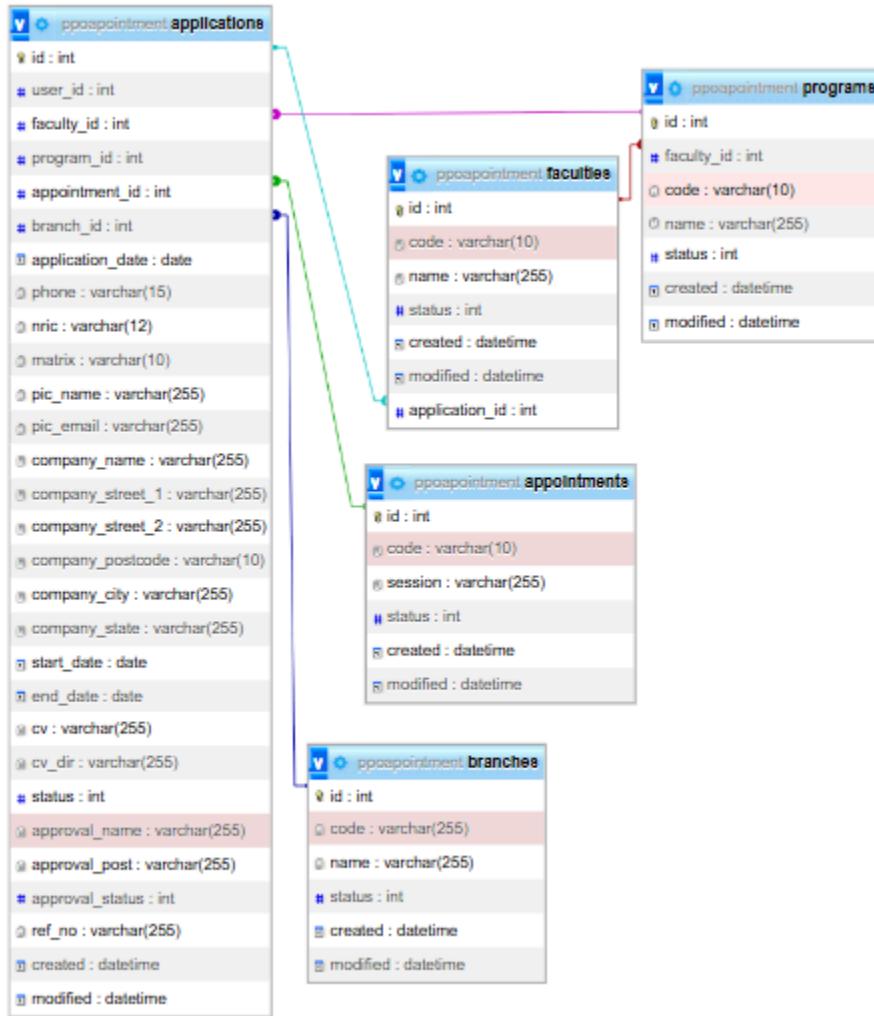


Figure 2 ERD for PPOAppointment UiTM

Entity Relationship Diagram (ERD) represents the fourth step in the database design process, wherein the database's data structure is outlined and organized (McConnell, 1997). Entity Relationship Diagram (ERD) is the fourth stage in the database design process where the data structure of the database is depicted and integrated (McConnell, 1997).

The diagram of the professional programme offered system is presented in Entity-Relationship Diagram (ERD); the key entities in the programme and the connection

between them are indicated. ERD will be developed in a way that will enable efficient data organization, reduce redundancy, and assist in correct data processing by various UiTM branches.

3.1 Main Entities Identified

Using the system requirements and the workflow, the following core entities can be identified:

- User (Applicant)
- Application
- Programme
- Faculty
- Branch
- Appointment Session
- Administrator

Each of the entities is an object that exists in the real world and is part of the process of professional programme application.

3.2 One-to-Many (1:M) Relationships

One-to-Many-relations are associated with a record of one entity and many records of another entity.

1. User - Application (1:M)

- Only one user (UiTM staff) is allowed to post numerous applications.
- A given application is, however, owned by a single user.
- This connection facilitates the cases when a staff member is selected on several programmes or sessions.

2. Faculty - Programme (1:M)

- There are numerous professional programmes that can be provided by one faculty.
- All the programmes are linked to a single faculty.
- This makes programme data to be organizational in terms of academic ownership.

3. Branch - User (1:M)

- The number of users of one UiTM branch can be high.
- Every user is a part of one branch.
- This assists with the control of the applicants in the various UiTM locations.

4. Application (1:M) Appointment Session.

- A single session of the appointment can be associated with numerous applications.
- The applications are submitted to one session.
- This enables applications to be grouped and appraised using session period.

5. Application (1:M) Administrator.

- A single administrator is in a position to manage or look at numerous applications.
- One administrator goes through each application.
- This relationship facilitates accountability and decision-making that is controlled.

3.3 Many-to-Many (M:N) Relationships.

Many-to-Many relationship: This is created when the records in one entity are connected with many records in the other entity. Associative (junction) entities are used to solve these relationships.

1. Programme - Application (M:N)

- Several applications can be received in a programme.
- Several programmes can be used in an application (according to system rules).
- This association is normally settled by an associative object like Application_Programme, which contains foreign keys in the two entities.

2. User - Programme (M:N) (Indirect Relationship)

- There are numerous programmes which a user can apply.
- Many users can apply for a programme.
- This is an indirect relationship that is handled by Application entity, which mediates between User and Programme.

4.0 SYSTEM REQUIREMENTS (SOFTWARE, VERSION COMPATIBILITY, DEPENDENCIES)

In this section, the technical requirements that are required to develop, deploy and run the Professional Programme Offered System are described. The Cake PH framework with reCRUD has been used to develop the system to facilitate effective CRUD operations and fast application development.

4.1 Software Requirements

Operating System

- Windows 10 / 11
- macOS
- Linux (Ubuntu 20.04 or later)

Web Server

- Apache 2.4 or later
- Suitable with CakePHP URL rewriting (mod rewrite enabled).

Programming Language

- PHP 8.0 or later
- Recommended by CakePHP to perform optimally and to have security features.

Database Management System

- MySQL 8.0 / MariaDB 10.4 or later
- Stored to hold the application data of users, programmes, faculties branches, and appointments.

Web Browser

- Google Chrome (newest version - suggested)
- Mozilla Firefox
- Microsoft Edge

4.2 Frameworks and Development Tools.

Backend Framework

- CakePHP 4.x
 - Provides MVC architecture
 - In-built security, routing, ORM and validation.

CRUD Generator

- reCRUD Plugin
 - Increases the creation, reading, updating and deleting (CRUD) operations.
 - Provides a consistency of form processing and interaction with databases.

Frontend Technologies

- HTML5
- CSS3
- Bootstrap 5 (responsive user interface design)
- JavaScript (form validation and user interaction)

4.3 Version Control Tools and Development.

- **Code Editor**
 - Visual Studio Code
- **Version Control System**
 - Git
 - GitHub (code warehouse and teamwork)

4.4 Dependencies and Libraries

- CakePHP ORM
- Cakephp Authentication and Authorization.
- reCRUD plugin dependencies
- PHP dependency manager (composer).

4.5 Security Requirements

- Hashing of passwords with bcrypt (CakePHP default)
- CSRF Security Middleware Cake PHP.
- The cakePHP validation rules were used in input validation and sanitization.
- User (Applicant) and Administrator RBA Control.

4.6 Minimum Hardware Requirements.

Server

- CPU: Intel i3 / AMD Ryzen 3 or more.
- RAM: 4 GB minimum
- Storage: 20 GB free disk space

Client

- Any device with:
 - Internet connection
 - Modern web browser
 - Minimum resolution of 1366 x 768

4.7 Version Compatibility

- PHP 8.0+ is completely compatible with CakePHP 4.x.
- MySQL 8 key with CakePHP ORM.
- reCRUD is a CakePHP 4.x compatible version.

- Bootstrap 5 that is compatible with new browsers.

The technologies chosen such as CakePHP and reCRUD will offer a secure, scalable and maintainable platform to the Professional Programme Offered System. These tools will enable effective development, standardised CRUD functionality, and robust data integrity, and this will make the system fit the needs of institutions throughout UiTM branches.

5.0 USER INTERFACE OVERVIEW (LAYOUT, NAVIGATION)

The Professional Programme Offered (PPO) System is adopted as an online application that has a web-based user interface in a dashboard way to provide effective engagement among UiTM staff and administrators. The interface design is made to be clear, consistent and well structured to allow the user to learn the system flow with minimum learning. Bootstrap 5 is used to ensure the responsive nature, consistency in alignment and to provide appropriate spacing between the elements of the interface.

This section will be concerned with the primary interface screens that will provide the general look of the system and its navigation logic, which will be the Login Page, Dashboard, Application List and Application Form. These interfaces show how users get into the system, get access to core modules, data management application records and how they carry out data entry activities in a standard visual structure.

5.1 LAYOUT AND NAVIGATION OF THE LOGIN PAGE

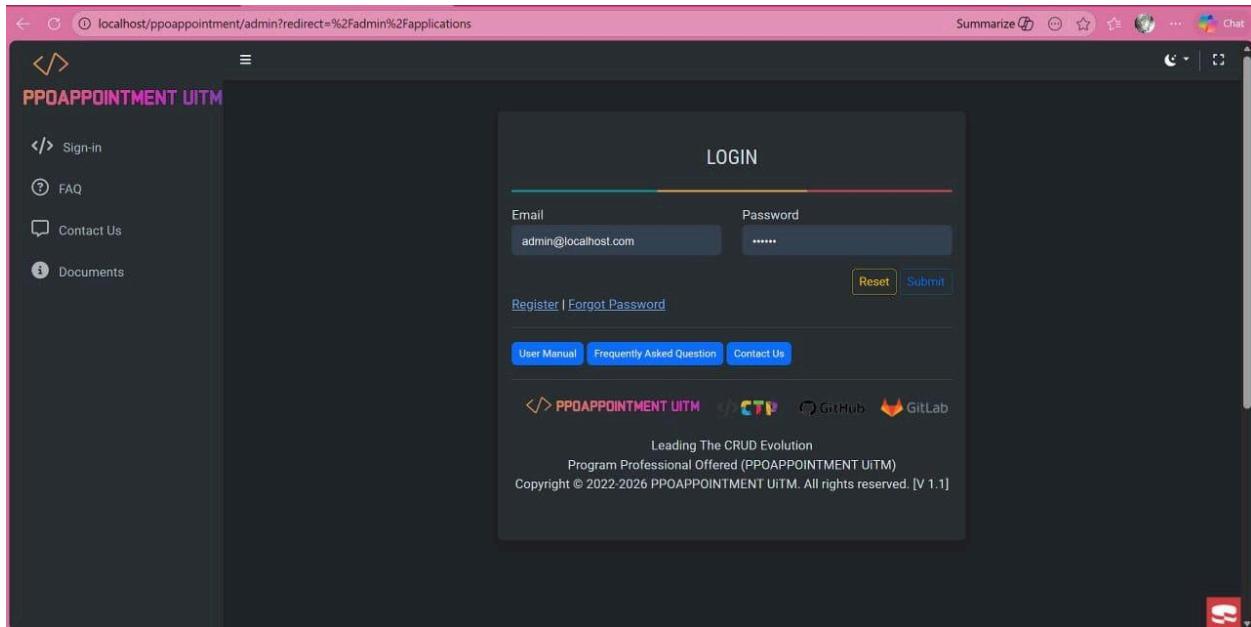


Figure 3 Layout And Navigation Of The Login Page

The PPO System has its entrance in the Login Page, which has a simplistic and centralised design. The interface puts the authentication form at the centre of the screen so that the user's attention is instantly drawn to it and hence unnecessary visual distraction is minimised. The form has well defined boxes where input parameters of Email and Password should be entered in and they should be labelled with clarity so that the user is able to know the credentials that they are supposed to provide before trying to access.

In the same place as the input fields, there are action buttons like Submit and Reset that are there to aid in the form submission and the rapid clearing of values that had been entered. The navigation links like Register and Forgot Password are supported below the form to help the new users or those that need the credential back. The design is vertical and the spacing is readable, this is to ensure that the user does not make an error when accessing the system.

The system has a navigation view where the Login Page regulates the flow of entries. When a user is authenticated successfully the system redirects them to the Dashboard interface automatically. This diversion is vital in preventing access to internal modules by unauthorized users and all people to start interacting with each other via a controlled central point.

5.2 DASHBOARD DESIGN AND NAVIGATION.

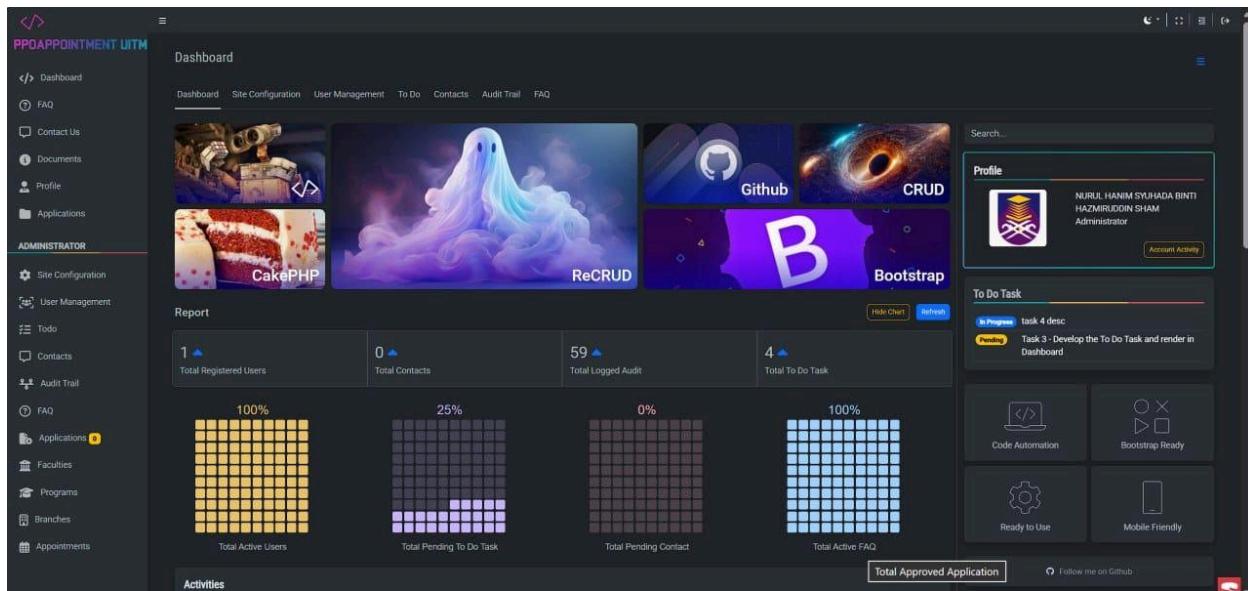


Figure 4 Dashboard Design And Navigation.

The Dashboard is the primary working area of the PPO System following the process of logging into the system. It has a systematic layout design with three basic items, which include: a header section, a sidebar, and a body section.

The identifying information of the system and the user information are shown in the header area that enables users to identify and recognise their present role and the session context. Logout controls or other utilities may also be a part of this area.

The navigation tool is the sidebar navigation panel which appears on the left side of the screen and it is the main means of navigation. It has links to the major system modules like Dashboard, Profile, Applications, Faculties, Programmes, Branches, and Appointment Sessions. The sidebar also stays present throughout the pages ensuring that users do not lose track in the system when using other modules.

The content area is dynamic depending on the menu chosen. This area in the dashboard view gives an overview of application status and operational statistics to the user,

showing system summaries, statistics, visual charts and panels. The grid-based alignment is used in the layout to make the information balanced and readable.

The navigation in the dashboard is menu-based. The sidebar is used by the user to navigate between modules, with internal buttons in the content area pointing them to more detailed pages like lists, forms, and detail views. This multi-leveled architecture of navigation provides interface consistency and behaviour throughout the system.

5.3 APPLICATION LIST LAYOUT AND NAVIGATION

User	Faculty	Program	Appointment	Branch	Date	Application Matrix	Company Name	Start Date	End Date	Cv Status	Actions
1 NURUL HANIM SYUHADA BINTI HAZMIRUDDIN SHAM	Fakulti Perakaunan	Diploma in Accountancy	20261	S1	2/2/26	2025180137	UTM Cawangan Selangor Kampus Puncak Perdana	3/1/26	8/31/26	Approved	Edit Delete
2 NURUL HANIM SYUHADA BINTI HAZMIRUDDIN SHAM	Fakulti Seni Lukis & Seni Reka	Diploma in Fine Art and Design (Graphic Design & Digital Media)	20272	S1	2/2/26	2022463642	UTM Cawangan Selangor Kampus Puncak Perdana	10/2/27	2/29/28	Rejected	Edit Delete
3 NURUL HANIM SYUHADA BINTI HAZMIRUDDIN SHAM	Fakulti Sains Pendidikan & Pengajian Polisi	Diploma in Public Administration	20261	S1	2/2/26	2025160789	UTM Cawangan Selangor Kampus Puncak Perdana	3/3/26	8/31/26	Approved	Edit Delete

Page 1 of 1, showing 3 record(s) out of 3 total

Search

User: Select User

Faculty: Select Faculty/College

Program: Select Program

Appointment: Select Appointment

Branch: Select Branch

Approval Status: Pending Approved Rejected

Application Date From: dd/mm/yyyy

Application Date To: dd/mm/yyyy

Search

Figure 5 Application List Layout And Navigation

Application List interface is made to facilitate effective navigation and handling of application records. The design revolves around a table-based design, with every application shown in rows and columns. The columns usually contain the details of the applicants, the name of the programme, the date, the place of placement and the status of application.

The use of uniform column headings, spacing between rows and aligning the columns enables visual hierarchy enabling the user to scan the information rapidly and compare a number of records simultaneously. Status values like Pending, Approved and Rejected are graphically

identified to enable users to see the status of each application without having to open the entire record.

All record rows are provided with action buttons like View, Edit and Delete which are used as controls to navigate not as independent pages. These buttons will direct the user to the related interfaces without interrupting the workflow flow. As an illustration, View will display a detailed application page and Edit will take a user to the Application Form where some data is loaded.

The movement on this page is followed by navigation:

- Dashboard - Applications - View / edit Application / Add application.

This design keeps the number of unwanted page jumps to a minimum and enables the user to handle application information effectively in one central list interface.

5.4 NAVIGATION AND APPLICATION FORM LAYOUT

The screenshot shows a dark-themed web application form titled "PROGRAM PROFESSIONAL OFFER APPOINTMENT UiTM". The form contains several input fields and dropdowns. At the top, there are fields for "Company State" (Selangor), "Start Date" (02/10/2027), and "End Date" (29/02/2028). Below these are fields for "CV" and "CV Dir" (both empty). A "Status" field shows "0". There are also fields for "Approval Name" and "Approval Post", both of which are empty. A "Approval Status" dropdown menu is open, showing "1" as the selected option. A "Ref No" field contains the value "UITM S1(HEA AD.111/2". At the bottom right, there are "Reset" and "Submit" buttons.

Figure 6 Navigation And Application Form Layout

Application Form interface facilitates creating and updating of data. It has a layout system that is segmented into sections to enable the user to navigate through structured data entry. Typical categories are Personal Information, Programme Selection and Appointment Session and Branch Details.

There are proper input-control in each section that includes:

- Identification text input field, contact text input field
- Faculty, programmes, branch, and session dropdowns
- Start and end date date pickers
- CV submission file upload components

The form layout involves vertical flow and even spacing as it seeks to ensure that users flow logically top to bottom as they enter data. The labels are also placed near the items of input to minimise errors in data entry and ambiguity.

The navigation controls at the bottom of the form e.g. Submit and Reset are clearly positioned as indicators of the completion of data entry process. Upon submission, the users will be

redirected to the Application List interface, which will preserve the workflow continuity and support the work feedback that the operation is done.

Navigation wise, the Application Form links the list based browsing with more detailed data entry which is the central meeting point of both the user and administration.

5.5 FLOW AND INTERFACE CONSISTENCY NAVIGATION

The PPO System has standardisation of layout aspects including the sidebar menu, header, and button arrangements across all interfaces. This uniformity enables the users to get acquainted with the system in a short time. The users are also not required to learn navigation patterns when switching modules due to the presence of similar structural elements that can be observed.

The general flow of navigation of the PPO System can be summarised as:

Login → Dashboard → Application List → Application Form → Submit → Back to List

This flow enhances navigation as well as performing tasks without taking users out of the primary navigation environment. The interface design makes the use of the interface less cognitively demanding and core actions can always be accessed with limited number of clicks.

6.0 FEATURES & FUNCTIONALITIES (WITH SCREENSHOTS)

1. USERS LOG IN PAGE

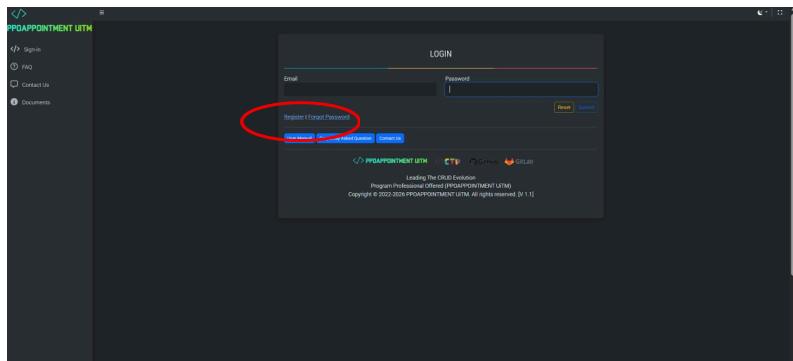


Figure 7 Users Log In Page

New users will have to first click the Register button to create an account before logging into the PPOAPPOINTMENT UiTM system. During this registration, they would be required to enter their entire name, email, password, and profile picture. After this is submitted, they will securely store and verify their account and can then proceed to log in and start using the features offered by the system to place a professional program.

A. Registration Form

New users are required to complete a form with the following fields:

- **Full Name**
- **Email Address**
- **Password and Confirm Password**
- **Profile Image Upload**
- **Terms & Conditions Checkbox** – must be checked to proceed

B. Account Validation

- **Email Uniqueness** – one email can register only one account
- **Password Strength Reminder** – users are advised to use strong passwords
- **Form Validation** – ensures all fields are correctly filled before submission

C. Submission Controls

- **Reset Button** – clears all entered data
- **Submit Button** – sends registration data to the system for processing

2. USERS DASHBOARD PAGE

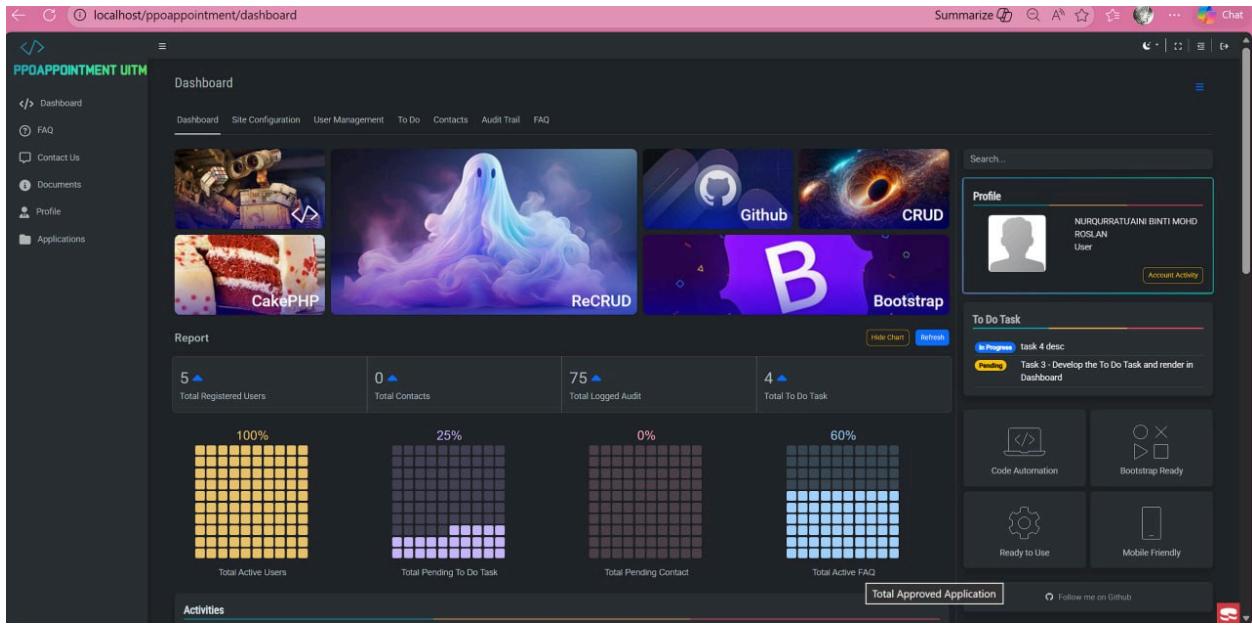


Figure 8 Users Dashboard Page

After a registered user has logged into the PPOAPPOINTMENT UiTM system, they will be redirected to a personalised dashboard that is set to allow them a clear view of their activity and access to the necessary modules. This dashboard has simplified itself to display only the important parts to the users making it a curve and safe user experience.

A. System Report Panel

Provides real-time statistics for key system metrics:

- **Total Registered Users**
- **Total Contacts**
- **Total Logged Audit Entries**
- **Total To Do Tasks**

B. Visual Analytics

Bar charts and percentage indicators for:

- **Total Active Users**
- **Pending To Do Tasks**
- **Pending Contacts**
- **Active FAQs**

C. To Do Task Panel

Displays task progress for administrators:

- **In Progress Tasks** – “task 4 desc”
- **Pending Tasks** – “Task 3 – Develop the To Do Task and render in Dashboard”

D. Technology Stack Highlights

Visual tiles and icons showcasing:

- **CakePHP, ReCRUD, Bootstrap**
- Features like Code Automation, Mobile Ready, Ready to Use

E. Utility Controls

- **Hide Chart** – Toggle visibility of analytics
- **Refresh** – Reload dashboard data

F. Admin Profile Display

Shows logged-in user's name and role:

- Example: *NUR QURRATU'AINI.....* – User

G. External Links

- GitHub integration and follow link
- Label for “Total Approved Application” (may link to filtered application list)

3. ADMIN LOG IN PAGE

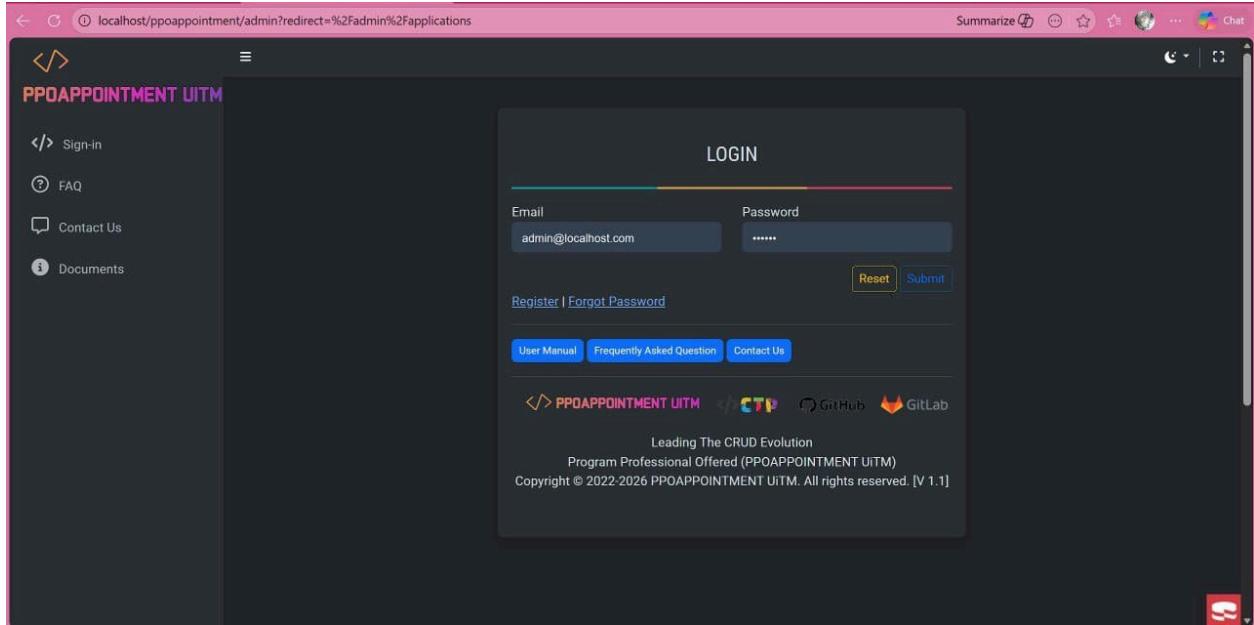


Figure 9 Admin Log In Page

The main page is the login page which is used by the users and administrators of the PPO APPOINTMENT UiTM system. It is securely authenticated, enables the management of accounts and supports resources that are easily accessed.

A. Authentication

- Secure login with **Email** and **Password** fields.
- Submit** button to validate credentials and grant access.
- Reset** button to clear entered data instantly

B. Account Management

- Register** link for new user account creation.
- Forgot Password** link for password recovery and reset.

C. Support & Assistance

- User Manual** for step-by-step system guidance.
- Frequently Asked Questions (FAQ)** for quick troubleshooting.
- Contact Us** for direct communication with support teams.

4. ADMIN DASHBOARD PAGE

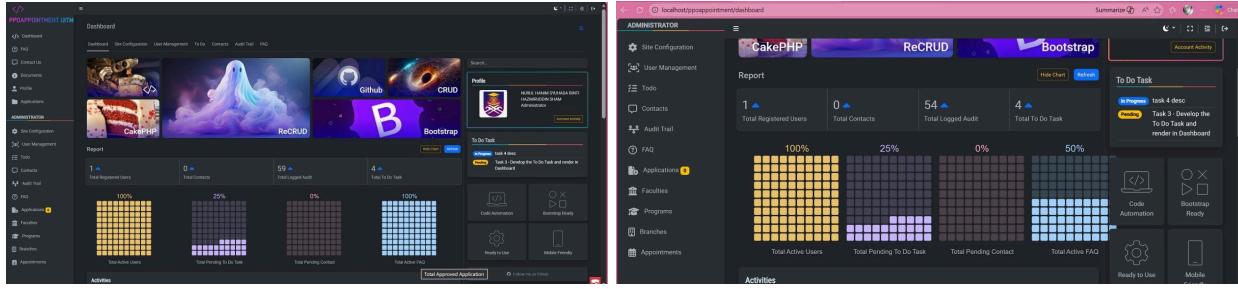


Figure 10 Admin Dashboard page

H. System Report Panel

Provides real-time statistics for key system metrics:

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I. Visual Analytics

Bar charts and percentage indicators for:

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- **Active FAQs**

J. To Do Task Panel

Displays task progress for administrators:

- **In Progress Tasks** – “task 4 desc”
- **Pending Tasks** – “Task 3 – Develop the To Do Task and render in Dashboard”

K. Technology Stack Highlights

Visual tiles and icons showcasing:

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L. Utility Controls

- **Hide Chart** – Toggle visibility of analytics
- **Refresh** – Reload dashboard data

M. Admin Profile Display

Shows logged-in administrator's name and role:

- Example: *NURUL HANIM SYUHADA BINTI HAZMIRUDDIN SHAM* – Administrator

N. External Links

- GitHub integration and follow link
- Label for “Total Approved Application” (may link to filtered application list)

5. ADMIN/USERS PROFILE PAGE

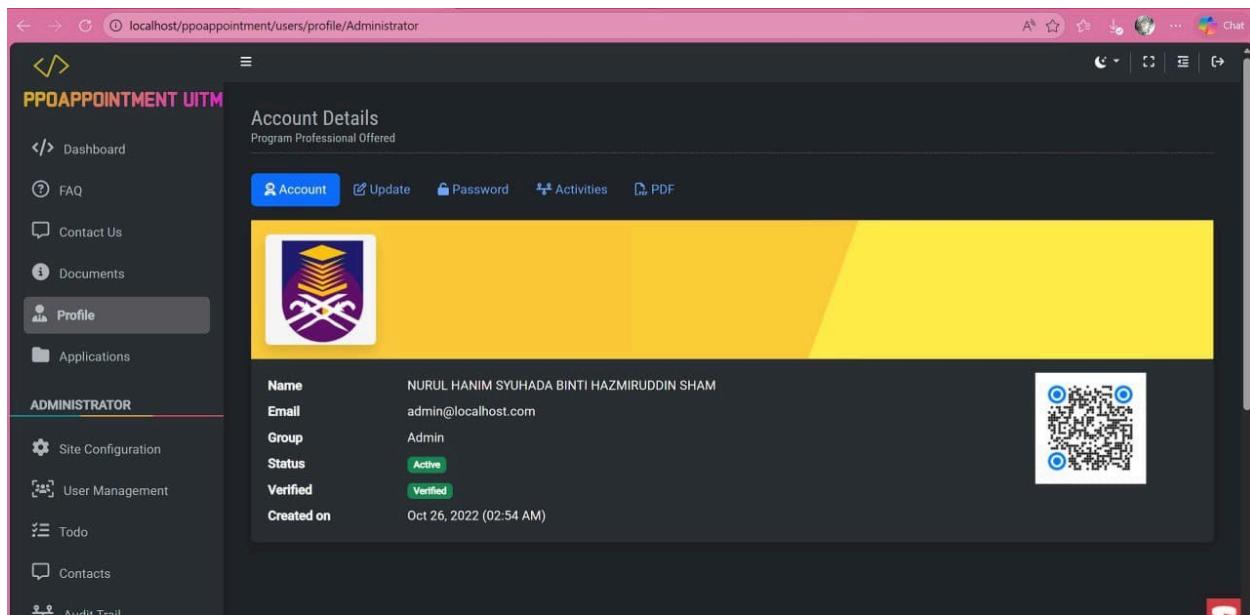


Figure 11 Admin/Users Profile page

A. Account Details Panel

Displays key administrator information:

- **Name** – Full name of the admin user
- **Email** – Registered email address
- **Group** – User role (e.g., Admin)

- **Status** – Active/Inactive (with visual label)
- **Verified** – Indicates account verification status
- **Created On** – Timestamp of account creation

B. Profile Actions Menu

Top navigation tabs for managing account:

- **Account** – View basic profile info
- **Update** – Edit name, email, or group
- **Password** – Change login credentials
- **Activities** – View audit logs or recent actions
- **PDF** – Export profile or activity summary

C. Visual Identity

- **Logo Display** – System or institutional branding
- **QR Code** – May be used for quick access or verification

6. USERS/ADD PAGE

The figure consists of two screenshots of a web application interface:

- Screenshot 1: Applications List**
 - Header: Applications List, Program Professional Offered.
 - Table columns: Applicant Details, Application Date, Company Name, Approval Status, Actions.
 - Data rows (5 entries):
 - NURUL HANIM SYUHADA BINTI HAZMIRUDDIN SHAM, Feb 02, 2026, UTM Cawangan Selangor Kampus Puncak Perdana, Approved.
 - NURUL HANIM SYUHADA BINTI HAZMIRUDDIN SHAM, Feb 02, 2026, UTM Cawangan Selangor Kampus Puncak Perdana, Approved.
 - NURUL HANIM SYUHADA BINTI HAZMIRUDDIN SHAM, Feb 02, 2026, UTM Cawangan Selangor Kampus Puncak Perdana, Approved.
 - NURUL HANIM SYUHADA BINTI HAZMIRUDDIN SHAM, Feb 02, 2026, UTM Cawangan Selangor Kampus Shah Alam, Rejected.
 - AISYAH NADHIRAH BINTI AHMAD KHAIRO, Feb 02, 2026, UTM Cawangan Selangor Kampus Shah Alam, Pending.
 - Buttons: < Previous, Next >, Page 1 of 1, showing 5 record(s) out of 5 total.
- Screenshot 2: New Applications**
 - Header: New Applications, Program Professional Offered.
 - Form sections: Personal Information, Branch Details.
 - Fields:
 - Faculty: Select Faculty/College (dropdown).
 - Appointment: Select Appointment (dropdown).
 - Phone: Input field.
 - Start Date: Date picker.
 - Branch: Select Branch (dropdown).
 - End Date: Date picker.
 - IC Number: Input field.
 - Student ID: Input field.
 - Upload CV: File upload button.
 - Street 1: Input field.
 - Postcode: Input field.
 - City: Input field.
 - Branch State: Select State (dropdown).
 - Buttons: Reset, Submit, Print.
 - URL: localhost/ppoappointment/applications

Figure 12 Users/Add Page

A. Application Form Interface

• Personal Information Section

- Selectable dropdowns for Faculty, Program, Appointment, and Branch.
- Auto-filled Application Date.
- Input fields for Phone, IC Number, Student ID.
- Date pickers for Start Date and End Date.
- File upload for CV submission.

- **Branch Details Section**

- Input fields for Person In-Charge Name and Email.
- Appointed Branch Name and full address (Street, Postcode, City, State).
- Dropdown for selecting Branch State.

- **Form Controls**

- **Reset** button to clear all fields.
- **Submit** button to send the application for processing.

7. USERS/APPLICATIONS LIST PAGE

Applications List					
Program Professional Offered					
Applicant Details		Application Date	Company Name	Approval Status	Actions
1	NURUL HANIM SYUHADA BINTI HAZMIRUDDIN SHAM	Feb 02, 2026	UITM Cawangan Selangor Kampus Puncak Perdana Jalan Pulau Indah Au10/A Puncak Perdana 40150, Shah Alam Selangor	Approved	
2	NURUL HANIM SYUHADA BINTI HAZMIRUDDIN SHAM	Feb 02, 2026	UITM Cawangan Selangor Kampus Puncak Perdana Jalan Pulau Indah Au10/A Puncak Perdana 40150, Shah Alam Selangor	Approved	
3	NURUL HANIM SYUHADA BINTI HAZMIRUDDIN SHAM	Feb 02, 2026	UITM Cawangan Selangor Kampus Puncak Perdana Jalan Pulau Indah Au10/A Puncak Perdana 40150, Shah Alam Selangor	Approved	
4	NURUL HANIM SYUHADA BINTI HAZMIRUDDIN SHAM	Feb 02, 2026	UITM Cawangan Selangor Kampus Shah Alam Jalan Ilmu 1/1 Shah Alam 40450, Shah Alam Selangor	Rejected	
5	AISYAH NADHIRAH BINTI AHAMAD KHAIRI	Feb 02, 2026	UITM Cawangan Selangor Kampus Shah Alam Jalan Ilmu 1/1 Shah Alam 40450, Shah Alam Selangor	Pending	

< Previous | Next >

Page 1 of 1, showing 5 record(s) out of 5 total

Figure 13 Users/Applications List page

A. Application List View

- Displays submitted applications with the following details:

- Applicant Name
- Faculty and Program
- Application Date
- Company/Branch Name and Address
- Approval Status (Approved/Rejected)

- **Action Buttons**

- **Edit:** Modify existing application.
- **View:** Preview full application details.
- **Delete:** Remove application from the system.

8. USERS/VIEW APPLICATIONS PAGE

Applications List

Applicant Details	Application Date	Company Name	Approval Status	Actions
1 NURUL HANIM SUYAHADA BINTI HAZMIRUDIN SHAM Fakulti Perakaunan Diploma in Accountancy	Feb 02, 2026	UITM Cawangan Selangor Kampus Puncak Perdana Jalan Pulau Indah Au10/A Puncak Perdana 40150, Shah Alam Selangor	Approved	[Edit] [Delete]
2 NURUL HANIM SUYAHADA BINTI HAZMIRUDIN SHAM Fakulti Seni Lukis & Seni Reka Diploma in Fine Art and Design (Graphic Design & Digital Media)	Feb 02, 2026	UITM Cawangan Selangor Kampus Puncak Perdana Jalan Pulau Indah Au10/A Puncak Perdana 40150, Shah Alam Selangor	Rejected	[Edit] [Delete]
3 NURUL HANIM SUYAHADA BINTI HAZMIRUDIN SHAM Fakulti Sains Pentadbiran & Pengajian Polisi Diploma in Public Administration	Feb 02, 2026	UITM Cawangan Selangor Kampus Puncak Perdana Jalan Pulau Indah Au10/A Puncak Perdana 40150, Shah Alam Selangor	Approved	[Edit] [Delete]

Application Data

Application Date	Feb 02, 2026
Approval Date	Feb 02, 2026
Application Status	Approved

Download PDF

Applications Details

NAME STAFF PENEMPATAN	: NURUL HANIM SUYAHADA BINTI HAZMIRUDIN SHAM
NO. KAD PENGENALAN	: 040823140888
NO. STAFF UITM	: 2025180137

Application Data

Application Date	Feb 02, 2026
Approval Date	Feb 02, 2026
Application Status	Approved

Approval Status

Select Action

Approved

Rejected

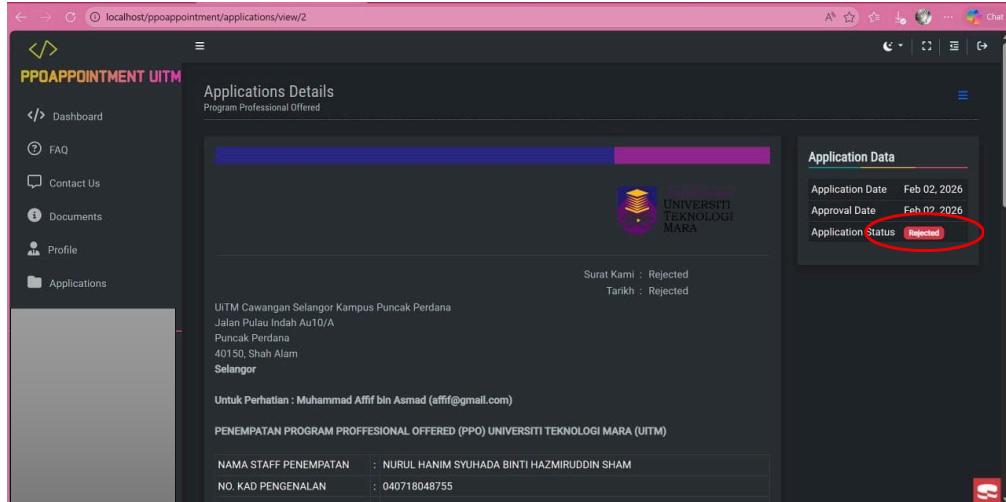


Figure 14 Users/View Applications page

A. Application Status Tracking

- Displays all submitted applications categorized by status:
 - **Approved** – Confirmed placements with full details.
 - **Pending** – Awaiting administrative review or decision.
 - **Rejected** – Declined applications with formal notice.

B. Detailed Record View

- Each application entry includes:
 - Applicant Name
 - Faculty and Program
 - Application Date
 - Placement Branch Name and Address
 - Approval Status (Approved, Pending, Rejected)

C. Action Controls

- **View** – Opens full application details including placement letter and staff data.
- **Edit** – Allows modification of pending applications.
- **Delete** – Removes unwanted or incorrect submissions.

D. Placement Letter Integration

- Formal UiTM placement letters embedded per application.
- Includes:
 - Staff Name, IC Number, UiTM Staff ID

- Placement Duration and Program
- Recipient Contact Information
- Compliance and cooperation request
- Document links (e.g., Resume, Acceptance Form)

E. Document Access

- **Download PDF** – Exports official placement letter for recordkeeping or printing.
- **Resume Link** – Access to uploaded CV for verification.

9. ADMIN/USER MANAGEMENT PAGE

The screenshot shows a web-based application interface for managing users. On the left is a sidebar with various navigation links such as Dashboard, Contact Us, Documents, Applications, Site Configuration, User Management (which is currently selected), Todo, Contacts, Audit Trail, FAQ, Applications (with a notification count of 1), Faculties, Programs, Branches, and Appointments. The main content area has a header "User Management" and a sub-header "Program Professional Offered". It features a table with columns: #, Group, Fullname, Email, Status, and Actions. The table contains five rows of user data. To the right of the table is a search/filter panel with fields for Fullname, Email, User Group/role (Admin, Mod, User), Status (Active, Disabled, Archived), Register From, Register To, and Email Verified (with a dropdown menu "(Select status)"). There are also buttons for Search, < Previous, and Next >, and a note indicating "Page 1 of 1, showing 5 article(s) out of 5 total".

Figure 15 Admin/User Management Page

A. User List Table

Displays all registered users with the following columns:

- **#** – Serial number
- **Group** – Role (Admin, Mod, User)
- **Fullname** – Full name of the user
- **Email** – Registered email address
- **Status** – Account status (Active, Disabled, Archived)
- **Actions** – Edit or delete user profile

B. Search & Filter Panel

Admins can filter users by:

- Fullname
- Email
- Group (Admin, Mod, User)
- Status
- Registration Date (From/To)

- Email Verified status

C. Account Controls

- **Edit User** – Modify name, email, role, or status
- **Delete User** – Remove account from the system
- **Status Toggle** – Activate, disable, or archive accounts

10. ADMIN/ADD APPLICATIONS PAGE

The screenshot displays two views of the application management interface.

Applications List View:

- The left sidebar shows navigation links for Dashboard, FAQ, Contact Us, Documents, Profile, Applications, Site Configuration, User Management, Todo, Contacts, Audit Trail, and FAQ.
- The main area is titled "Applications List" and "Program Professional Offered". It includes tabs for List, Report, and Export.
- A table lists three applications with columns: User, Faculty, Program, Appointment, Branch, Date, Matrix, Company Name, Start Date, End Date, CV Status, and Created.
- On the right, there is a search bar and filters for User, Faculty, Program, Appointment, Branch, Approval Status, Application Date From, and Application Date To.
- A red circle highlights the top-right corner of the main content area.

New Applications View:

- The left sidebar is identical to the Applications List view.
- The main area is titled "New Applications" and "Program Professional Offered".
- It features a "Personal Information" section with dropdowns for Faculty, Program, Appointment, Branch, and Application Date, along with fields for Phone, IC Number, Student ID, Start Date, End Date, and Upload CV.
- It also has a "Branch Details" section with fields for Person In-Charge Name, Person In-Charge Email, Appointed Branch name, Street 1, Street 2, Postcode, City, Branch State, and a dropdown for Select State.
- At the bottom are "Reset" and "Submit" buttons.

Figure 16 Admin/Add Applications page

A. Form Segmentation

• Personal Information Section

- Dropdows for selecting:
 - Faculty/College
 - Program
 - Appointment Session

- Branch Location
- Input fields for:
 - Application Date (auto-filled)
 - Phone Number
 - IC Number
 - Student ID
 - Start Date & End Date (date pickers)
- File upload for CV submission.
- **Branch Details Section**
 - Input fields for:
 - Person In-Charge Name & Email
 - Appointed Branch Name
 - Street Address (1 & 2)
 - Postcode, City
 - Branch State (dropdown)

B. Form Controls

- **Submit Button**
 - Saves the new application to the system.
 - Triggers backend validation and database insertion.
- **Reset Button**
 - Clears all form fields for re-entry.

11. ADMIN/APPLICATIONS LIST PAGE

The screenshot shows the 'Applications List' page under the 'Program Professional Offered' section. The left sidebar includes links for Dashboard, FAQ, Contact Us, Documents, Profile, Applications, Site Configuration, User Management, Todo, Contacts, Audit Trail, and FAQ. The 'Applications' link is highlighted.

User	Faculty	Program	Appointment	Branch	Date	Matrix	Company Name	Start Date	End Date	Cv Status	Created	Actions
1 NURUL HANIM SYUHAAD BINTI HAZMILUDIN SHAM	Fakulti Perakaian	Diploma in Accountancy	20261	S1	2/2/26	2025180137	UTM Cawangan Selangor Kampus Puncak Perdana	3/1/26	8/31/26	Approved		Edit View Delete
2 NURUL HANIM SYUHAAD BINTI HAZMILUDIN SHAM	Fakulti Seni Lukis & Seni Reka	Diploma in Fine Art and Design (Graphic Design & Digital Media)	20272	S1	2/2/26	2022463642	UTM Cawangan Selangor Kampus Puncak Perdana	10/2/27	2/29/28	Rejected		Edit View Delete
3 NURUL HANIM SYUHAAD BINTI HAZMILUDIN SHAM	Fakulti Sains Pengurusan & Pengajian Polisi	Diploma in Public Administration	20261	S1	2/2/26	2025160789	UTM Cawangan Selangor Kampus Puncak Perdana	3/3/26	8/31/26	Approved		Edit View Delete

Page 1 of 1, showing 3 record(s) out of 3 total

A large red arrow points from the bottom right towards the search/filter panel on the right side of the screen.

Figure 17 Admin/Applications List page

A. Applications Table View

Displays a comprehensive list of all submitted applications with the following columns:

- **User Name**
- **Faculty**
- **Program**
- **Appointment Session**
- **Branch Code**
- **Application Date**
- **Matrix Number (Student ID)**
- **Company/Branch Name**
- **Start Date & End Date**
- **CV Status (Approved / Rejected)**
- **Created Timestamp**
- **Actions (Edit, View, Delete)**

B. Search & Filter Panel

Advanced filtering options to locate specific applications:

- **By ID, User, Faculty, Program**
- **By Appointment Session or Branch**
- **By Approval Status** (Pending, Approved, Rejected)
- **By Application Date Range** (From / To)

C. Action Controls

Each application row includes:

- **Edit** – Modify application details.
- **View** – Access full application data and placement letter.
- **Delete** – Remove application from the system.

D. Status Management

- Admins can update application status directly from the detail view:
 - **Pending** – Default state after submission.
 - **Approved** – Confirms placement and generates formal letters.
 - **Rejected** – Marks application was declined with rejection notice.

E. Document Integration

- CV upload status is tracked per application.
- Placement letters and approval documents are accessible via the **View** action.

12. ADMIN/ADD APPLICATIONS PAGE

The screenshot displays two main panels: the Applications List and the Application Details.

Applications List:

User	Faculty	Program	Appointment	Branch	Date	Application	Start Date	End Date	Cv Status	Created	Actions
1 NURUL HANIM SYUHA BINTI HAZMBULION SHAM	Fakulti Seni Lukis & Seni Reka	Diploma in Fine Art and Design (Graphic Design & Digital Media)	20272	S1	2/2/26	2022463642	UTM Cawangan Selangor Kampus Puncak Perdana	10/2/27	8/29/28	Rejected	Approved
2 NURUL HANIM SYUHA BINTI HAZMBULION SHAM	Fakulti Sains Pengurusan & Pengayoman Polisi	Diploma in Public Administration	20261	S1	2/2/26	2025160789	UTM Cawangan Selangor Kampus Puncak Perdana	3/3/26	8/31/26	Approved	Approved

Search: Search bar and dropdown filters for User, Faculty, Program, Appointment, Branch, Approval Status (Pending, Approved, Rejected), Application Date From/To, and a search button.

Application Details:

Shows detailed information for the second application listed in the Applications List. It includes:

- Application Data: Start Date (2/2/26), End Date (8/31/26), Approval Status (Approved).
- Personal Information: NURUL HANIM SYUHA BINTI HAZMBULION SHAM, Fakulti Sains Pengurusan & Pengayoman Polisi, Diploma in Public Administration, 20261, 2/2/26, 3/3/26, 8/31/26.
- Program Information: Diploma in Public Administration, 20261, 2/2/26, 3/3/26, 8/31/26.
- Branch Information: UTM Cawangan Selangor Kampus Puncak Perdana.
- Notes: "Selangor Kampus Puncak Perdana" and "UTM Cawangan Selangor Kampus Puncak Perdana".
- Disclaimer: "Dengan menghadiri dan mengetahui maklumat ini, saya mengiktiraf bahawa pihak universiti tidak bertanggungjawab atas kesalahan dalam maklumat yang diberikan di sini. Selain itu, maklumat ini adalah sah dan benar pada tarikh pengesahan oleh pihak ketiga. Jika terdapat sebarang perubahan maklumat, ia akan dilaporkan kepada pihak ketiga.".

Figure 18 Admin/Add Applications page

A. Application Details Panel

Displays full information submitted by the applicant:

- Staff Name, IC Number, UiTM Staff ID**
- Program Name, Faculty, Phone Number**
- Placement Dates:** Start Date and End Date
- Branch Information:** Name, Address, City, State
- Recipient Contact:** Name and Email

B. Formal Placement Letter

- Auto-generated official UiTM placement letter in Malay
- Includes:

- Placement expectations and duration
- UiTM's commitment to ethics and compliance
- Request for cooperation from the receiving institution
- Document references (Resume, Acceptance Form)
- Contact information for follow-up

C. Application Metadata Panel

- **Application Date**
- **Approval Date**
- **Current Status:** Pending, Approved, or Rejected
- **Dropdown for Admin Action:**
 - Select and update status to **Approved** or **Rejected**
 - Submit button to confirm decision

D. Document Access

- **Download PDF** button for exporting the placement letter
- Embedded links to view uploaded CV or related documents

E. Status Workflow

- Admins can:
 - Review full application context
 - Evaluate placement suitability
 - Update approval status with a single action
 - Trigger document generation and notification

13. ADMIN/FACULTIES LIST PAGE

The screenshot shows a web-based application interface for managing faculties. The left sidebar contains navigation links for Dashboard, FAQ, Contact Us, Documents, Profile, Applications, and various administrator functions like Site Configuration, User Management, Todo, Contacts, Audit Trail, and FAQ. The main content area is titled 'Faculties List' and displays a table of 13 faculty entries. The table columns are: #, Id, Code, Name, Status, Created, Modified, and Actions. The 'Actions' column contains icons for Edit, View, and Delete. A search bar is located on the right side of the table. The footer indicates 'Page 1 of 2, showing 10 record(s) out of 13 total'.

#	Id	Code	Name	Status	Created	Modified	Actions
1	1	AC	Fakulti Perakaunan	1	1/31/26, 12:34 AM	1/31/26, 12:34 AM	
2	2	AD	Fakulti Seni Lukis & Seni Reka	1	1/31/26, 12:34 AM	1/31/26, 12:34 AM	
3	3	FSPPP	Fakulti Sains Pentadbiran & Pengajian Polisi	1	1/31/26, 12:34 AM	1/31/26, 12:34 AM	
4	4	FSPU	Fakulti Sembina, Perancangan & Ukur	1	1/31/26, 12:34 AM	1/31/26, 12:34 AM	
5	5	FSG	Fakulti Sains Gunaa	1	1/31/26, 12:34 AM	1/31/26, 12:34 AM	
6	6	FBM	Fakulti Pengurusan Perniagaan	1	1/31/26, 12:34 AM	1/31/26, 12:34 AM	
7	7	FINFO	Fakulti Pengurusan Maklumat	1	1/31/26, 12:34 AM	1/31/26, 12:34 AM	
8	8	FSKM	Fakulti Sains Komputer & Matematik	1	1/31/26, 12:34 AM	1/31/26, 12:34 AM	
9	9	FKA	Fakulti Kejuruteraan Awam	1	1/31/26, 12:34 AM	1/31/26, 12:34 AM	
10	10	FKE	Fakulti Kejuruteraan Elektrik	1	1/31/26, 12:34 AM	1/31/26, 12:34 AM	

Figure 19 Admin/Faculties List page

A. Faculties List Table

Displays all registered faculties with the following columns:

- **Id** – Unique identifier for each faculty
- **Code** – Short code representing the faculty (AC, AD, FSPPP)
- **Name** – Full name of the faculty
- **Status** – Indicates active/inactive state
- **Created** – Timestamp of initial entry
- **Modified** – Timestamp of last update
- **Actions** – Buttons for:
 - **Edit** – Modify faculty details
 - **View** – Preview full faculty record
 - **Delete** – Remove faculty from the system

B. Search & Filter Panel

- Allows filtering by:
 - Faculty ID

C. Add New Faculty

- Admins can add new faculty entries via a dedicated form:
 - Input fields for Code, Name, and Status
 - Validation to prevent duplicate entries

D. Pagination & Record Count

- Displays total number of records
- Pagination controls for navigating multiple pages
- Example: “Page 1 of 2, showing 10 records out of 13 total”

E. Administrative Controls

- Only accessible to authorized admin users
- Ensures centralized control over faculty data
- Supports audit tracking for changes made

14. ADMIN/PROGRAMS LIST PAGE

The screenshot shows a web-based administrative interface titled "Programs List". The left sidebar contains a navigation menu with links like Dashboard, FAQ, Contact Us, Documents, Profile, Applications, Administrator, Site Configuration, User Management, Todo, Contacts, Audit Trail, and various help and support links. The main content area has tabs for List, Report, and Export. A search bar is present on the right. The central part of the screen displays a table with the following data:

	Id	Faculty	Code	Name	Status	Created	Modified	Actions
1	1	Fakulti Persekutuan	AC110	Diploma in Accountancy	1	1/31/26, 1:14 AM	1/31/26, 1:14 AM	
2	2	Fakulti Perakaunan	AC120	Diploma in Accounting Information Systems	1	1/31/26, 1:14 AM	1/31/26, 1:14 AM	
3	3	Fakulti Seni Lukis & Seni Reka	AD111	Diploma in Fine Art and Design (Graphic Design & Digital Media)	1	1/31/26, 1:14 AM	1/31/26, 1:14 AM	
4	4	Fakulti Seni Lukis & Seni Reka	AD112	Diploma in Fine Art and Design (Textile Design)	1	1/31/26, 1:14 AM	1/31/26, 1:14 AM	
5	5	Fakulti Seni Lukis & Seni Reka	AD113	Diploma in Fine Art and Design (Fine Metal Design)	1	1/31/26, 1:14 AM	1/31/26, 1:14 AM	
6	6	Fakulti Seni Lukis & Seni Reka	AD117	Diploma in Photography and Creative Imaging	1	1/31/26, 1:14 AM	1/31/26, 1:14 AM	
7	7	Fakulti Seni Lukis & Seni Reka	AD118	Diploma in Fine Art	1	1/31/26, 1:14 AM	1/31/26, 1:14 AM	
8	8	Fakulti Seni Lukis & Seni Reka	AD120	Diploma in Printing Technology	1	1/31/26, 1:14 AM	1/31/26, 1:14 AM	
9	9	Fakulti Seni Lukis & Seni Reka	AD126	Diploma in Fashion Design Technology	1	1/31/26, 1:14 AM	1/31/26, 1:14 AM	
10	10	Fakulti Seni Lukis & Seni Reka	AD127	Diploma in Animation	1	1/31/26, 1:14 AM	1/31/26, 1:14 AM	

Below the table, there are pagination controls labeled "Previous", "Next >", and "Last >>". A note at the bottom indicates "Page 1 of 8, showing 10 record(s) out of 77 total".

Figure 20 Admin/Programs List page

A. Programs List Table

Displays all academic programs registered under the system with the following columns:

- **Id** – Unique identifier for each program
- **Faculty** – Associated faculty name
- **Code** – Program code (AC110, AD111)
- **Name** – Full program title
- **Status** – Indicates active/inactive state
- **Created** – Timestamp of initial entry
- **Modified** – Timestamp of last update
- **Actions** – Buttons for:
 - **Edit** – Modify program details
 - **View** – Preview full program record
 - **Delete** – Remove program from the system

B. Search & Filter Panel

- Allows filtering by:
 - Program Id

C. Add New Program

- Admins can add new program entries via a dedicated form:
 - Input fields for Faculty, Code, Name, and Status
 - Validation to prevent duplicate entries

D. Pagination & Record Count

- Displays total number of records
- Pagination controls for navigating multiple pages
- Example: “Page 1 of 8, showing 10 records out of 77 total”

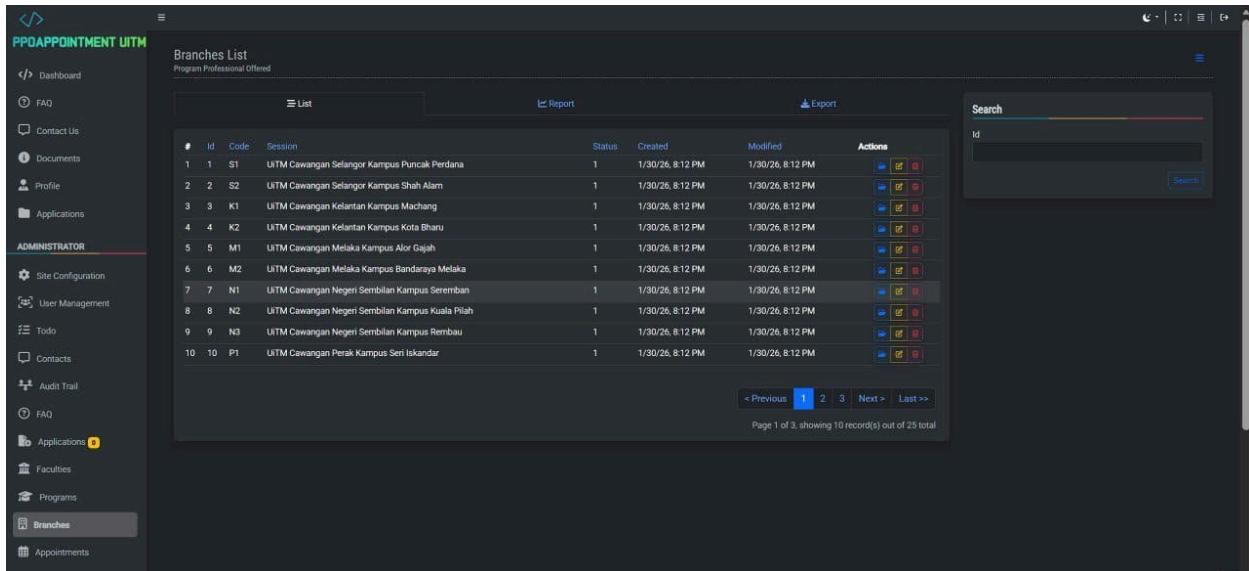
E. Export & Reporting

- Options to:
 - **Generate Report** – Create printable or downloadable summaries
 - **Export Data** – Export program list for external use

F. Administrative Controls

- Only accessible to authorized admin users
- Ensures centralized control over academic program data
- Supports audit tracking for changes made

15. ADMIN/BRANCHES LIST PAGE



The screenshot shows a web-based administrative interface for managing academic programs. The left sidebar contains navigation links for various sections like Dashboard, FAQ, Contact Us, Documents, Profile, Applications, Site Configuration, User Management, Todo, Contacts, Audit Trail, and various program-related tabs. The main content area is titled 'Branches List' under 'Program Professional Offered'. It features a table with columns for Id, Code, Session, Name, Status, Created, Modified, and Actions. The table lists 10 entries, each representing a branch with its details. A search bar is present at the top right of the table area.

#	Id	Code	Session	Status	Created	Modified	Actions
1	1	S1	UITM Cawangan Selangor Kampus Puncak Perdana	1	1/30/26, 8:12 PM	1/30/26, 8:12 PM	[Edit] [Delete] [Audit]
2	2	S2	UITM Cawangan Selangor Kampus Shah Alam	1	1/30/26, 8:12 PM	1/30/26, 8:12 PM	[Edit] [Delete] [Audit]
3	3	K1	UITM Cawangan Kelantan Kampus Machang	1	1/30/26, 8:12 PM	1/30/26, 8:12 PM	[Edit] [Delete] [Audit]
4	4	K2	UITM Cawangan Kelantan Kampus Kota Bharu	1	1/30/26, 8:12 PM	1/30/26, 8:12 PM	[Edit] [Delete] [Audit]
5	5	M1	UITM Cawangan Melaka Kampus Alor Gajah	1	1/30/26, 8:12 PM	1/30/26, 8:12 PM	[Edit] [Delete] [Audit]
6	6	M2	UITM Cawangan Melaka Kampus Bandaraya Melaka	1	1/30/26, 8:12 PM	1/30/26, 8:12 PM	[Edit] [Delete] [Audit]
7	7	N1	UITM Cawangan Negeri Sembilan Kampus Seremban	1	1/30/26, 8:12 PM	1/30/26, 8:12 PM	[Edit] [Delete] [Audit]
8	8	N2	UITM Cawangan Negeri Sembilan Kampus Kuala Pilah	1	1/30/26, 8:12 PM	1/30/26, 8:12 PM	[Edit] [Delete] [Audit]
9	9	N3	UITM Cawangan Negeri Sembilan Kampus Rembau	1	1/30/26, 8:12 PM	1/30/26, 8:12 PM	[Edit] [Delete] [Audit]
10	10	P1	UITM Cawangan Perak Kampus Seri Iskandar	1	1/30/26, 8:12 PM	1/30/26, 8:12 PM	[Edit] [Delete] [Audit]

Figure 21 Admin/Branches List page

A. Branches List Table

Displays all registered branches with the following columns:

- **Id** – Unique identifier for each branch
- **Code** – Branch code (S1, S2)
- **Name** – Full branch name (UiTM Cawangan Selangor Kampus Shah Alam)
- **Status** – Indicates active/inactive state
- **Created** – Timestamp of initial entry
- **Modified** – Timestamp of last update

- **Actions** – Buttons for:
 - **Edit** – Modify branch details
 - **View** – Preview full branch record
 - **Delete** – Remove branch from the system

B. Branch Details Management

Each branch record includes:

- **Street Address 1 & 2**
- **Postcode**
- **City**
- **State**
- **Person In-Charge Name & Email**
- **Appointed Branch Name** (used in application forms)

C. Search & Filter Panel

- Allows filtering by:
 - Branch Id

D. Add New Branch

- Admins can add new branch entries via a dedicated form:
 - Input fields for all address and contact details
 - Validation to prevent duplicate codes or names

E. Pagination & Record Count

- Displays total number of records
- Pagination controls for navigating multiple pages
- Example: “Page 1 of X, showing Y records out of Z total”

F. Administrative Controls

- Only accessible to authorized admin users

- Ensures centralized control over branch data
- Supports audit tracking for changes made

16. ADMIN/APPOINTMENTS LIST PAGE

	Id	Code	Session	Status	Created	Modified	Actions
1	1	20251	Mac-Ogos 2025	1	1/30/26, 11:01 PM	1/30/26, 11:01 PM	
2	2	20252	Oktober-Februari 2025/2026	1	1/30/26, 11:01 PM	1/30/26, 11:01 PM	
3	3	20261	Mac-Ogos 2026	1	1/30/26, 11:01 PM	1/30/26, 11:01 PM	
4	4	20262	Oktober-Februari 2026/2027	1	1/30/26, 11:01 PM	1/30/26, 11:01 PM	
5	5	20271	Mac-Ogos 2027	1	1/30/26, 11:01 PM	1/30/26, 11:01 PM	
6	6	20272	Oktober-Februari 2027/2028	1	1/30/26, 11:01 PM	1/30/26, 11:01 PM	
7	7	20281	Mac-Ogos 2028	1	1/30/26, 11:01 PM	1/30/26, 11:01 PM	
8	8	20282	Oktober-Februari 2028/2029	1	1/30/26, 11:01 PM	1/30/26, 11:01 PM	
9	9	20291	Mac-Ogos 2029	1	1/30/26, 11:01 PM	1/30/26, 11:01 PM	
10	10	20292	Oktober-Februari 2029/2030	1	1/30/26, 11:01 PM	1/30/26, 11:01 PM	

Figure 22 Admin/Appointments List page

A. Appointments List Table

Displays all appointment sessions used for program placements with the following columns:

- **Id** – Unique identifier for each session
- **Code** – Session code (20251, 20292)
- **Session** – Descriptive label (*Mac-Ogos 2025, Oktober-Februari 2029/2030*)
- **Status** – Indicates active/inactive state
- **Created** – Timestamp of initial entry
- **Modified** – Timestamp of last update
- **Actions** – Buttons for:
 - **Edit** – Modify session details
 - **View** – Preview full session record
 - **Delete** – Remove session from the system

B. Search & Filter Panel

- Allows filtering by:

- Appointment Id

C. Add New Appointment Session

- Admins can add new sessions via a dedicated form:
 - Input fields for Code, Session Label, and Status
 - Validation to prevent duplicate codes or overlapping periods

D. Export & Reporting

- **Generate Report** – Create printable summaries of appointment sessions
- **Export Data** – Export session list for external use or archival

E. Pagination & Record Count

- Displays total number of records
- Pagination controls for navigating multiple pages
- Example: “Page 1 of X, showing Y records out of Z total”

F. Administrative Controls

- Only accessible to authorized admin users
- Ensures centralized control over session scheduling
- Supports audit tracking for changes made

PROGRAM PROFESSIONAL OFFER APPOINTMENT UiTM

17. PDF PLACEMENT LETTER


Surat Kami : UiTM-S1 (HEA-FSPPP AM10/3)
Tarikh : 02 February 2026

UITM Cawangan Selangor Kampus Puncak Perdana
Jalan Pulau Indah Auri 0A
Puncak Perdana
40150, Shah Alam
Selangor

Untuk Perhatian : ALIA BINTI AHMAD (alia@gmail.com)

Tuan/Puan

PENEMPATAN PROGRAM PROFESSIONAL OFFERED (PPO) UNIVERSITI TEKNOLOGI MARA (UiTM)

NAMA STAFF : NURUL HANIM SYUHADA BINTI HAZMIRUDDIN SHAM
NO. KAD PENGENALAN : 080923130899
NO. STAFF UiTM : 2025160789
PROGRAM PENGAJIAN : DIPLOMA IN PUBLIC ADMINISTRATION
FAKULTI : FAKULTI SAINS PENTADBIRAN & PENGAJIAN POLISI
NO. TEEFON BIMBIT : 0179950989

Dengan segala hormatnya saya merujuk kepada perkara di atas. Saya ingin memaklumkan bahawa pihak universiti telah meluluskan permohonan penempatan Program Professional Offered (PPO) seperti butiran di atas.

2. Berdasarkan rekoed kami, penempatan ini adalah untuk tempoh **03 March 2026 hingga 31 August 2026**. Separangtempoh penempatan ini, pihak universiti akan memastikan bahawa pengajar yang ditempatkan di program Diploma in Public Administration akan mematuhi segala peraturan dan etika yang telah diktari oleh pihak UiTM.

3. Sehubungan itu, pihak kami amat berbesar hati sekiranya pihak tuan/puan dapat memberikan kerjasama sepenuhnya kepada pengajar yang ditempatkan di program ini. Segala bentuk bantuan dan sokongan daripada pihak tuan/puan akan sangat dihargai bagi memastikan kelancaran pelaksanaan program ini.

a. Surat pelantikan rasmi
b. Penempatan ini adalah tertakluk kepada terma dan syarat yang telah diktari oleh pihak universiti.

4. Diharapkan pelantikan ini akan mendapat pertimbangan dan kerjasama daripada pihak tuan/puan. Sekiranya terdapat sebarang pertanyaan atau maklumat lanjut, pihak tuan/puan boleh menghubungi pihak kami melalui emel ppo@utm.edu.my. Sekiranya tidak sebarang jawapan diberi dalam tempoh dua (2) minggu dari tarikh surat ini, penempatan ini dianggap diterima.

Sekian, terima kasih.
Jabatan Pengurusan Pejabat
Universiti Teknologi MARA

CETAKAN BERKOMPUTER SAHAJA TIDAK MEMERLUKAN TANDATANGAN.





Figure 23 PDF Placement Letter

This letter confirms the official placement of the staff member under the Program Professional Offered (PPO) at Universiti Teknologi MARA (UiTM), as approved by the university administration.

Contents of the PDF Letter

- **Header Information**
 - UiTM branch address
 - Reference number (e.g., UITM.S1 (HEA-FSPPP-AM1/103))
 - Date of issuance
 - Recipient name and email
- **Staff Placement Details**
 - Full name of appointed staff
 - IC number
 - UiTM staff ID
 - Program and faculty
 - Contact number
- **Placement Confirmation**
 - Length of placement (Mac-Mei 2026)
 - Practical training expectations description.
 - Adherence to UiTM ethics and rules.
- **Instructions to the organization.**
 - Request to cooperate with the host organization.
 - Necessary to offer performance appraisal.
 - Contact procedure on problems or delay.
- **Staff Instructions**
 - Deadline of reporting (first week of Mac 2026)
 - Cancellation will be warned unless reported within 2 weeks.
- **Footer Note**
 - Statement: Cetakan Berkomputer Sahaja Tidak Memerlukan Tandatangan.
- **System Integration**
 - Created with pre-approved application information automatically.
 - Fetches dynamic fields in database (user info, program, dates)
 - Brings uniformity and professionalism to all letters.

- **Download Mechanism**

- Showed in the Download PDF button on the admin view.
- Stored safely to be audited and kept as records.
- Re-generation possible in case of application update.

7.0 WORKFLOW OF FORM (ILLUSTRATION OF THE CRUD CYCLE)

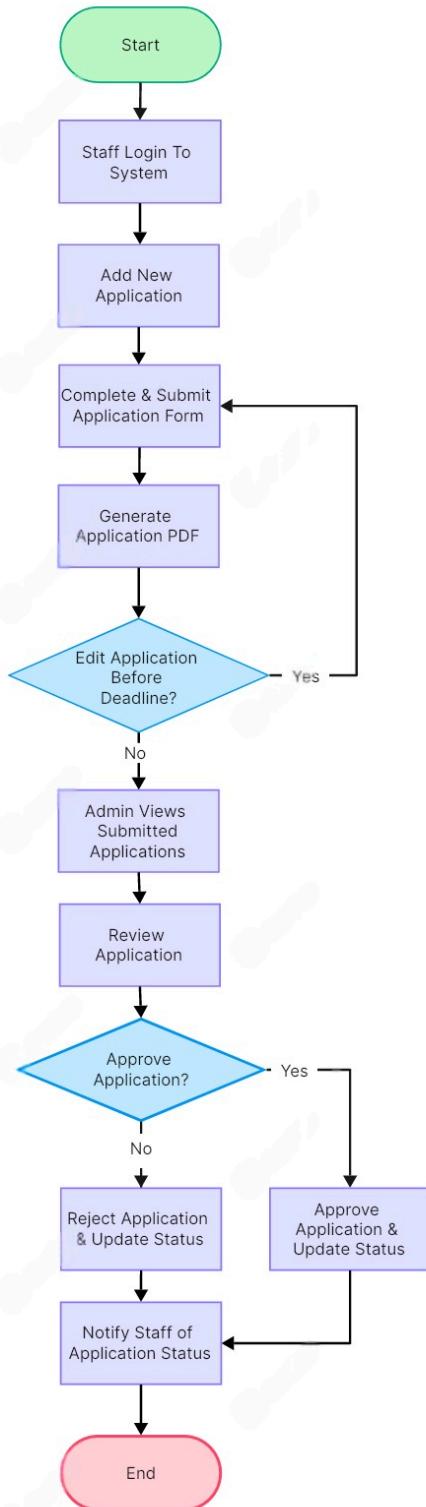


Figure 24 Workflow of Form of PPOAppointments UiTM

The Professional Programme Offered System is essentially constructed based on the CRUD-oriented workflow to allow us to manage the staff applications conveniently. The staff only clicks on create when they log in and fill the form and submit it; this only inserts the application record directly into the database. The Read component is invoked once admins retrieve those apps that were submitted in order to check and confirm. Update is somewhat more lenient - employees have the option to continue working on their application up to the deadline, and administrators can change the status of an application to approved or rejected. Overall it takes the complete CRUD cycle through to the end just as we handle applications in school.

The workflow diagram in Figure represents Professional Programme Offered System. It starts with the entry of staff into the system, where the user generates a new application by filling and giving the application form. Staff input programme, faculty information, appointment, and branch data are chosen in predefined system lists during the submission process to guarantee the consistency of data. On submission, the system creates an application PDF as a record keeping and reference document. Employees have the freedom to submit their application before the stipulated date, and then their application is submitted to go through the administrative process. Administrators will then look at and read submitted applications to make a decision of approval. Depending on the decision, the application status is updated respectively, and the staff are informed about the decision. This workflow shows how there is a controlled and organized application lifecycle that helps in ensuring integrity of data, accountability and efficient decision making.

8.0 TEAM ROLES & CONTRIBUTIONS CONTACT INFORMATION (SUPPORT)

This project was completed through collaborative teamwork, where each member was assigned specific roles according to their skills and responsibilities. The clear division of tasks helped ensure that the system development, documentation, and testing processes were carried out efficiently and within the project timeline.

NAME	ROLE	CONTRIBUTION
ISKANDAR ZULKARNAIN BIN AZMIR	PROJECT MANAGER	Responsible for overall project planning, coordination, and monitoring of progress throughout the development lifecycle. Managed task distribution among team members, ensured milestones were met, and maintained consistency between system development and documentation.
Nurul Hanim Syuhada binti Hazmiruddin Sham	Database Design & System Developer	Designed and structured the system database, including table relationships, constraints, and data integrity rules. Implemented database integration with the application and assisted in system development, particularly for administrative modules and data management features.
Aisyah Nadhirah binti Ahamad Khairi	System Developer	Assisted in system development by implementing application features, supporting CRUD functionality, and

		resolving system bugs. Participated in testing and refinement to ensure the system met functional requirements.
Muhammad Zharif Hanafi bin Zulkifli	System Tester	Conducted functional and usability testing to verify system accuracy, data validation, and workflow correctness. Identified bugs and inconsistencies, documented test results, and worked with developers to ensure issues were resolved before submission.
Nurqurratu'aini binti Mohd Roslan	Documentation	Prepared and organized project documentation, including system descriptions, feature explanations, screenshots, and report formatting. Ensured clarity, consistency, and compliance with IMS566 documentation requirements.

Contact Information (Support)

For any system-related enquiries or technical support, users may refer to the User Manual, FAQ, or Contact Us sections available within the system interface.

9.0 CONCLUSION & REFLECTION

To conclude, the Professional Programme Offered System successfully fulfills the objectives of the IMS566 project by providing a centralized, structured, and web-based platform for managing professional programme applications at Universiti Teknologi MARA (UiTM). The system demonstrates strong performance in terms of operational efficiency, data accuracy, and standardized processes across faculties and branches. Manual work is significantly reduced as staff are able to submit applications online, while official placement letters are generated automatically by the system.

From a usability perspective, the system is designed with a clear and user-friendly interface that allows UiTM staff to complete applications easily and accurately. This reduces input errors and improves overall user satisfaction. Centralized data management also enables administrators to maintain consistent and up-to-date records for faculties, programmes, appointment sessions, and branches, ensuring uniform application handling throughout the institution.

Throughout the development of the Professional Programme Offered System, valuable lessons were gained on applying information management concepts in a real organizational environment, as emphasized in IMS566. One key lesson was the importance of understanding user needs and institutional workflows before designing a system. The diversity of faculties, branches, and appointment sessions highlighted the need for a data model that is flexible while remaining well structured.

The project also reinforced the importance of system security and role separation. By limiting applicants to application-related functions and granting administrative access only to authorized personnel, the system strengthens data integrity and promotes organizational trust. In addition, the automation of repetitive tasks such as document generation demonstrates how information systems can improve efficiency while reducing the risk of human error.

Overall, this project enhanced both technical and analytical skills, particularly in system analysis, database planning, and aligning system features with organizational goals. It also highlighted the challenge of balancing usability with control in system design. In conclusion, the Professional Programme Offered System meets the system quality and information quality requirements of IMS566 by delivering a secure, reliable, and well-organized application management solution that supports the operational needs of UiTM.