

QUICK STAFF

Developed for Windows



QUICK STAFF^{Windows}

QUICK STAFF^{Windows} is a Human Resource Management system designed to centralize your organization's critical HR information.

Quick Staff data entry provides information-rich displays that allow you to collect, organize, and retrieve your HR data efficiently. Because each module provides a consistent look and feel, you will spend less time during implementation and training. Analysis tools include Detail & Summary reports - PLUS - Graphical Charts for cost distribution analysis.

General Overview

- *Quick-&-Easy* storage & reporting of employees' historical information
- Unlimited HR record storage
- Included 17 Human Resource modules
- Fully integrate with QUICK PAY payroll

After Sales Services



Hotline & E-mail Support

Software Update via Internet Download

Remote PC support via **TeamViewer**



Human Resource Modules

- ☐ **ACCIDENT**
Monitor accidents by frequency, cause, location and cost
- ☐ **ACHIEVEMENT**
Keeps employees' awards received
- ☐ **APPRAISAL**
Provide a useful analysis on individual strength & weaknesses
- ☐ **BENEFITS**
Records benefits by quantity and value
- ☐ **CAREER DEVELOPMENT**
Records changes of career & salary progression
- ☐ **DISCIPLINE**
Monitor employees' behaviour & character
- ☐ **EDUCATION**
Store Education Records
- ☐ **EVENTS**
Planner / Schedule for individual employees
- ☐ **FAMILY DETAIL**
Records employees' family details
- ☐ **INSURANCE**
Records insurance claims
- ☐ **LEAVES**
Records leave days taken
- ☐ **NON-PAID-LEAVES**
Records NPL days taken
- ☐ **SKILL**
Records skills acquired by employees
- ☐ **TRAINING**
Records courses attended by duration, score, and cost
- ☐ **WORKING HISTORY**
Records employees' historical job experiences
- ☐ **PICTURES**
Records computer scanned pictures and/or certificates
- ☐ **OTHERS (User Define)**
Allows other user defined record tracking

HR 2000 SDN BHD



- Malaysian Payroll
- Human Resource
- Time Attendance
- E-Leave

Quick Staff

Tel (Hunting):
03-5632-9094

E-Mail:
sales@hr2000.com.my

Website:
www.hr2000.com.my

Quick Staff for Windows

Quick Staff - Main Menu

Quick Staff
Version 5.50
rev 01, 2011

Buttons: Help, Exit, Human Resource Record, HR Query, Process Human Resource, Reports, Leave Management, Charts.

Event Alert

Date	FollowUp	Event Title	EmpNo	Name
06/05/2009	01/12/2009	Annual Review	001	JENNIFER WHITE

Manual Resource Information

Emp No: 001 Name: JENNIFER WHITE

Cdr: PG Dept: PROD Hire: 01/07/1993 Resign: / / Serv Year: 16.50

Date	Description	Cost Center	Department	Section	Category	Occu	New Basic
03/07/1993	EMPLOYEE JOINED	JB	ACCT	GEN	R2	ACC	1200.00
01/06/1997	CONFIRMED						1450.00
14/12/1998	INCREMENT	HR	BDP	GEN	A3	ADIRE	2000.00
14/03/1999	PROMOTION	JB	BDP	GEN	A3	ADIRE	3500.00
15/06/2000	TRANSFER	PC	PROD				4000.00

Accident / Achievement / Appraisal / Benefits / Career Development / Discipline / Education / Event / Family / Insurance

Records: All Records, 2009 Only, 5 Rec. Buttons: Modify, Create, Delete, Help, Exit.

An effective tool to manage your Employee Historical Information & HR needs EASILY and EFFICIENTLY! It provides Quick-&-Easy storage & reporting system on employees' historical information.

It allows an unlimited record storage of 17 Easy-to-Use Human Resource modules that fully integrates and compliments QUICK PAY.

After sales Services

- Hotline Support & E-mail Support
- Internet Download Software Update
- In-House retraining @ HR2000 office
- Remote PC support via TeamViewer (web)

Appraisal

Date: / /

Description: []

Appraised By: []

Grade / Score: []

Charts: []

Recommended: []

Appraisal: []

Remarks: []

Appraisal

Career Development

Date: / /

Description: []

Cost Center: []

Department: []

Section: []

Category: []

Occupation: []

Job Grade: []

Remarks: []

Career Development

Training

Training Date: / /

Course Title: []

Trainer: []

Organizer: []

Course Code: []

Training Hours: []

Training Points: []

Result / Score: []

Remarks: []

Training

Benefits

Date: / /

Description: []

Quantity: []

Model / Year: []

Serial/Invoice No: []

Amount Code: []

Value (RM): []

Return Date: / /

Return Status: []

Remarks: []

Benefits

Product Features

- For indows 98/2000/NT/XP/VISTA/Win7
- Multiple Company Management
- Multiple User & Network access
- Real-Time Data Update
- Data Import & Export Feature
- Password Security
- Audit Trail
- Employee Photo
- Support wide range of Windows Printers

Included 17 HR modules

- ▶ **ACCIDENT**
Monitor accidents by frequency, cause, location and cost
- ▶ **ACHIEVEMENT**
Keeps employees' awards received
- ▶ **APPRAISAL**
Provide a useful analysis on individual strength & weaknesses
- ▶ **BENEFITS**
Records benefits by quantity and value
- ▶ **CAREER DEVELOPMENT**
Records changes of career & salary progression
- ▶ **DISCIPLINE**
Monitor employees' behaviour & character
- ▶ **EDUCATION**
Store Education Records
- ▶ **EVENTS**
Planner / Schedule for individual employees
- ▶ **FAMILY DETAIL**
Records employees' family details
- ▶ **INSURANCE**
Records insurance claims
- ▶ **LEAVES**
Records leave days taken
- ▶ **NON-PAID-LEAVES**
Records NPL days taken
- ▶ **SKILL**
Records skills acquired by employees
- ▶ **TRAINING**
Records courses attended by duration, score, and cost
- ▶ **WORKING HISTORY**
Records employees' historical job experiences
- ▶ **PICTURES**
Records computer scanned pictures and/or certificates
- ▶ **OTHERS (User Define)**
Allows other user defined record tracking

Copyright @ HR 2000 Sdn Bhd. All rights reserved

QUICK STAFF

Quick Staff - Main Menu

Quick Staff
Version 5.03

Help
Exit

Human Resource Record
HR Query
Process Human Resource
Reports
Leave Management
Charts

Event Alert ☒ This Month ☐ All Records

Date	FollowUp	EmplNo	Name	Event Title
08/05/2009	01/12/2009	001	JENNIFER WHITE	Annual Meeting
01/05/2009		002	HARITH OSMAN B. MUSI	Replace Siti Kasidah (U
03/05/2009	01/12/2000	001	JENNIFER WHITE	Salary Revision
01/05/2009		001	JENNIFER WHITE	Send for Management Tra

MAIN MENU

Options available are:

- HR Record data entry
- Process Human Resource
- Leave Management
- HR QUERY
- Reports
- Charts

EVENT ALERT !

*An alert window to let HR users track **future events** such as special appraisals, training, expiry dates, and other important schedules...*



Human Resource INFORMATION

Empl No. 001
Name JENNIFER WHITE

Date	Description	Cost Center	Department	Section	Category	New Basic
01/07/1993	NEWLY JOINED	JB	ACCT	GEN	B2	1200.00
01/06/1997	CONFIRMED				B1	1650.00
14/12/1998	INCREMENT	HQ				2000.00
14/03/1999	PROMOTION	JB	EDP	GEN	A3	3500.00
15/06/2000	TRANSFER	PG	PROD			4000.00

Accident / Achievement / Appraisal / Benefits / Career Development / Discipline / Education / Event / Family

☒ All Records ☐ 2000 Only 5 Rec Modify Create Delete Help Exit

HR Record Entry

QUICK STAFF data entry screen provides users with convenient way to manage employee historical information.

*Easily view / edit the entire Human Resource records of employee within **ONE** screen...*

Browse current year records or all years, and easily view or edit Human Resource records...

QUICK STAFF

Quick Staff - Leave Entry

Empl No. 001
Name JENNIFER WHITE

Leave Type	Grp	Last Year B/F	Curr Year Earned	Total Adj	Total Entl	Total Taken	Balance	Next Year C/F
1 Annual Leave	L01	0.0	20.0	0.0	20.0	3.0	17.0	5.0
2 Sick Leave	L05	0.0	18.0	0.0	18.0	1.0	17.0	0.0
3		0.0	0.0	0.0	0.0	0.0	0.0	0.0
4		0.0	0.0	0.0	0.0	0.0	0.0	0.0

Date	Until	Leave Type	Days Taken	Adjustment	Claim (RM)	Reason
09/02/1999	14/02/1999	Annual Leave	6.00	0.00	0.00	Chinese New
29/03/1999	29/03/1999	Sick Leave	1.00	0.00	0.00	Fever
25/05/1999	27/05/1999	Annual Leave	3.00	0.00	0.00	Vacation
15/06/1999	18/06/1999	Sick Leave	4.00	0.00	0.00	High Fever
01/08/1999	07/08/1999	Annual Leave	7.00	0.00	0.00	Vacation
24/12/1999	24/12/1999	Annual Leave	1.00	0.00	0.00	Christmas
09/05/2000	09/05/2000	Annual Leave	1.00	0.00	0.00	
09/02/2000	10/02/2000	Annual Leave	2.00	0.00	0.00	New Year Lea
11/02/2000	11/02/2000	Sick Leave	1.00	0.00	30.00	Medical Leav

Buttons: All Records, 2000 Only, 9 Rec, Modify, Create, Delete, Exit, Help

LEAVE Management

Leave Entry function allows you to Create & Modify employee leave records. Leave entitlement & balances are calculated and displayed immediately.

Leave Management also provides automatic carry forward leave balances into the next year tasks during **YEAR-END DATABASE CLOSING**.

Leave Entitlement Table

Leave Groups: L01, L02, L03, L04, L05, L06

Description: NON-EXECUTIVE

Entitlement Earned: ☒ Full 12 Months ☐ Leave Earned Until Current Month

☐ Use Leave Earned ONLY for First Service Year
☐ Use Retirement Date for Service Year Computation
☐ Compute Service Year as at January (on next service year)
☐ Prorate Not Required (eg. Sick Leave, Maternity, Hospitalization)

Allow Take Leave after... Immediately

No	Service Years Less or Equal	Entitled Days	Max B/F
1	2.00	14.00	5.00
2	5.00	18.00	5.00
3	99.00	20.00	5.00
4	0.00	0.00	0.00
5	0.00	0.00	0.00

Buttons: Ok, Cancel, Help

Leave Entry

Leave Record

Leave Date: / / until / /

Leave Type: Annual Leave

Entry Time: (Optional)

Leave Taken: 0.00 Adjustment (+/-): 0.00

Reason:

Medical Claim Record

Clinics/Hospitals:

Claim Code:

Claims (RM): 0.00 ☐ Submit to SALARY ENTRY

Approved By (#1): #2:

Claim Amount

Check this option if you wish to transfer the Claim Code with Claim Amount into Payroll SALARY ENTRY

Batch Entry

Quick Staff - Batch Leave Entry

This Module will BATCH INSERT Leave Records

001 JENNIFER WHITE
002 HARITH OSMAN B. MUSTAFA
003 TAN CHENG MEI
004 PHANG LEE BENG (TONY)
005 ARUMUGAM A/L GUNASEKARAN
006 FRANÇOIS PIETRE
007 SAKURA OSHIN YAMAHARA

Buttons: Check All, Clear All

Leave Date: / / until / /

Leave Type: Annual Leave

Leave Taken: 0.00 Adjustment (+/-): 0.00

Medical Claim Record

Clinics/Hospitals:

Claim Code:

Claims (RM): 0.00 ☐ Submit to SALARY ENTRY

Buttons: Ok, Cancel

QUICK STAFF

Human Resource Query

You may search HR records by specifying words separated by spaces.
Query result is saved as QUERY #50

Accident: Insurance:

Appraisal: Skill:

Benefits: CAR HANDPHONE Training:

Discipline: Work History:

Education: Matching: All Words

Excluded from QUERY

002	HARITH OSMAN
003	TAN CHENG MEI
004	PHANG LEE BEN
005	ARUMUGAM A/L
006	FRANCOIS PIET
007	SAKURA OSHIN
009	LIM KOK SAI

Include in QUERY

001	JENNIFER WHITE
008	TIAN FATT HUAT
015	CHENG LEE LEE
108	CHONG CHEE HUAT
115	MAH SEE SEE
208	LIM SENG KIAT
215	MOH CHUN LIN

Option: Employee Matches ALL Conditions...

Query Process Exit Help

HR Query

HR QUERY module execute *fast query* on Human Resource records. You can easily generate a list of employees matching your search criteria.

Create search on employees with company cars, insurance claim reference number, working experience on certain industries, education levels, skills, training courses taken, etc. The final search result will show a list of employees matching your search criteria in "Include in QUERY" box (see illustration).

Microsoft Excel - HREXPORT.csv

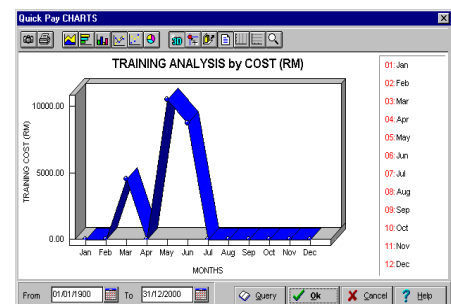
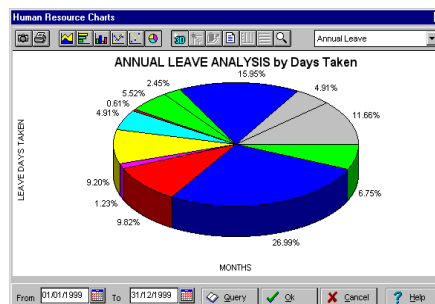
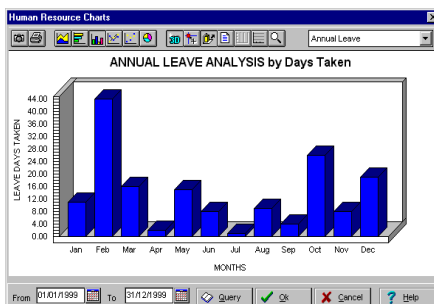
A1	B	C	D	E	F
1	ANUAR BIN RAHIM	18/02/1999	22/02/1999	Annual Leave	5
2	ANUAR BIN RAHIM	16/05/1999	16/05/1999	Vacation	1
3	ANUAR BIN RAHIM	12/10/1999	16/10/1999	Annual Leave	5
4	ANUAR BIN RAHIM	24/12/1999	24/12/1999	Annual Leave	1
5	ANUAR BIN RAHIM	01/07/1999	01/07/1999	Sick Leave	1
6	ARUMUGAM A/L GUNAS	02/01/1999	02/01/1999	Annual Leave	1
7	ARUMUGAM A/L GUNAS	09/08/1999	09/08/1999	Annual Leave	1
8	ARUMUGAM A/L GUNAS	20/10/1999	24/10/1999	Annual Leave	5
9	ARUMUGAM A/L GUNAS	21/11/1999	25/11/1999	Annual Leave	5
10	ARUMUGAM A/L GUNAS	24/12/1999	24/12/1999	Annual Leave	1
11	ARUMUGAM A/L GUNAS	28/06/1999	28/06/1999	Sick Leave	1
12	ARUMUGAM A/L GUNAS	21/07/1999	23/07/1999	Sick Leave	3
13	CHENG LEE LEE	19/02/1999	20/02/1999	Annual Leave	2
14	CHENG LEE LEE	21/02/1999	24/02/1999	Annual Leave	4
15	CHENG LEE LEE	30/08/1999	30/08/1999	Annual Leave	1
16	CHENG LEE LEE	23/12/1999	23/12/1999	Annual Leave	1
17	CHENG LEE LEE	18/09/1999	18/09/1999	Sick Leave	1
18	FRANCOIS PIETTE	19/01/1999	23/01/1999	Annual Leave	5
19	FRANCOIS PIETTE	04/10/1999	07/10/1999	Annual Leave	4

Data Export (CSV)

Export employee historical data to Spreadsheet application for further higher level processing and reporting needs.

Export function is extremely easy and is fully incorporated into **Detail Report engine**. Simply run Detail Report and choose option "YES" to export !

Graphical Charts



QUICK STAFF Features

- ❑ 17 Commonly Requested HR Records
- ❑ Unlimited Historical Data storage
- ❑ **Fast & Easy** Retrieval of Information
- ❑ Fully Integrated with QUICK PAY



Career Development

Date: / /

Description:

Cost Center:

Department:

Section:

Category:

Occupation:

Job Grade:

NEW Basic: 0.00

Date Fields

☒ None

☐ Hire Date

☐ Resign Date

☐ Confirm Date

☐ Increment Date

☐ Retire Date

Remarks:

Ok Cancel Help

1) Career Development

This module allows users to record employees' job changes, salary increments, and relocation of work places.

Employee career path is fully recorded with information such as date hire, resign, confirm, increment, retirement, salary progression, change of job title and location, etc...

Accident

Date: / /

Description:

Location:

Caused By:

Insured By:

Time:

Cost (RM): 0.00

Person-in-charge:

Re-action:

Remarks:

Ok Cancel Help

2) Accident Records

This module allows users to enter employees' accident records and allow effective monitoring of accident frequencies, causes, and costs incurred to the company.

Record and analyze frequency and common cause of accidents occurred within and outside office...

Achievement

Date: / /

Description:

Item Awarded:

Value (RM): 0.00

Remarks:

Ok Cancel Help

3) Achievement Records

This module allows users to enter employees' achievement records for effective performance evaluation.

Store employee previous awards received...

QUICK STAFF Features

- ❑ 17 Commonly Requested HR Records
- ❑ Unlimited Historical Data storage
- ❑ **Fast & Easy** Retrieval of Information
- ❑ Fully Integrated with QUICK PAY



Appraisal

Appraisal Date:

Description:

Appraised By:

Grade / Score:

Points:

1.	0.00	2.	0.00	3.	0.00	4.	0.00
5.	0.00	6.	0.00	7.	0.00	8.	0.00
9.	0.00	10.	0.00	11.	0.00	12.	0.00

Recommended

NEW Salary (RM): 0.00 Increment Date:

Approved

NEW Salary (RM): 0.00 Increment Date:

Remarks:

Buttons:

4) Appraisal Records

This module allows users to enter employees' appraisal records to provide a useful management guide to analyze individual strength & weaknesses.

Store years of employee previous appraisal records with score, points, recommended new salary, and approved new salary...

Benefits

Date:

Description:

Quantity: 0.00

Model / Year:

Serial/Vehicle No:

Asset Code:

Value (RM): 0.00

Return Date:

Returned Status: No

Remarks:

Buttons:

5) Benefit Records

This module allows users to enter benefits received by employees.

Store items or monetary benefits given to employee such as company car, mobile phone, notebook computers, pen drives, petrol cards, etc...

Discipline

Date:

Description:

Reason Given:

Suggestion:

Investigated By:

Action Taken:

Followup Date:

Remarks:

Buttons:

6) Discipline Records

This module allows users to enter employees' disciplinary records and to monitor their working characteristics & behaviour.

Store disciplinary records of employees such as fights, lateness, absent without official leave (AWOL), warning letters, and disciplinary follow-up details...

QUICK STAFF Features

- ❑ 17 Commonly Requested HR Records
- ❑ Unlimited Historical Data storage
- ❑ **Fast & Easy** Retrieval of Information
- ❑ Fully Integrated with QUICK PAY



Education

Education Date: / /

Education Title:

Institute / School:

Years Studied: 0.00

Grades:

Graduate Date: / /

Qualification Code:

☐ Submit to EMPLOYEE MASTER as Highest Qualification ?

Remarks:

Buttons:

7) Education Records

This module allows users to enter employees' education background.

Easily manage employee education records from secondary schools up to highest education level, and other professional certifications...

Event

Event Date: / /

Description:

Author:

Comment:

Followup Date: / /

☐ **Activate ALERT**
If enabled, when Event Date or FollowUp Date is current month, then record will show on QSTAFF Main Menu

Remarks:

Buttons:

8) Event Records

This module assist in your ad-hoc planning or schedules for individual employees.

Allows monitoring of “future” coming activities such as special promotion appraisals, follow-up meetings, expiry date alert/notification, etc ...

Family

Member Name:

Relationship:

Date of Birth: / / 0 years

Sex: Male

IAC No.:

Occupation:

☐ Submit to EMPLOYEE MASTER as Children below 18 years ?

Remarks:

Buttons:

9) Family Detail

This module allows users to enter employees' family members details.

Store employees' immediate family member particulars such as name, relationship, emergency contact, etc...

QUICK STAFF Features

- ❑ 17 Commonly Requested HR Records
- ❑ Unlimited Historical Data storage
- ❑ **Fast & Easy** Retrieval of Information
- ❑ Fully Integrated with QUICK PAY



Insurance

Date:

Title:

Record Type:

Insurance Co:

Insurance Plan: Coverage:

Document Ref: Premium:

Date Renewal: Duration: years

Date Submit: Claim Amount:

Date Admitted:

Date Recv: Recv Amount:

Remarks:

Buttons:

10) Insurance Detail

This module allows users to enter employees' insurance policies and track expiry dates.

Store insurance records such as name of insurance company, coverage amount, premium amount, renewal date, claims, etc...

Non Pay Leave

NPL Date: Until:

Description:

NPL Days:

NPL Hours:

Reasons:

☐ Submit to SALARY ENTRY ?

Remarks:

Buttons:

11) Non Pay Leave

This module allows users to enter employees' Non-Paid Leave records in Detail. These records are automatically posted into SALARY ENTRY during PROCESS PERIOD.

Store Non Pay Leave records with detail...

Leave Record

Leave Date: until:

Leave Type:

Entry Time: (Optional)

Days Taken: Adjustment (+/-):

Reason:

Medical Claim Record

Clinics/Hospitals:

Claim Code:

Claims (RM): ☐ Submit to SALARY ENTRY

Approved By (#1): #2:

Remarks:

Buttons:

12) Leave Records

This module allows users to enter employees' leave records.

Store Leave records such as Annual Leave, Sick Leave, Maternity leave, etc. Allows additional monitoring of medical claims (if any)...

QUICK STAFF Features

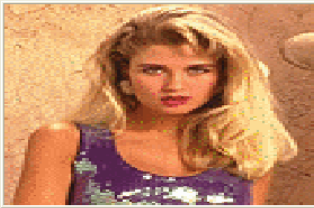
- ❑ 17 Commonly Requested HR Records
- ❑ Unlimited Historical Data storage
- ❑ **Fast & Easy** Retrieval of Information
- ❑ Fully Integrated with QUICK PAY



Pictures

Picture Title

File Name



Double Click on Picture to Zoom...

Remarks

Ok Cancel Help

13) Scanned Pictures

This module allows users to store employees' scanned photographs, certificates, resumes, etc.

Support many picture formats such as BMP, GIF, and JPG...

Skill

Date Acquired

Description

Proficiency

Acquired From

Cost (RM)

Remarks

Ok Cancel Help

14) Skill Records

This module allows users to enter employees' skill records.

Track additional skill set owned by employees such as short-hand, typing skill, computer skills, etc ...

Training

Training Date Until

Course Title

Trainer Fees (RM)

Organisor Trav (RM)

Course Code Misc (RM)

Training Hours Levy (RM)

Training Points Subsidy

Venue

Result / Score

Bonded Remarks Bond Until

Remarks

Ok Cancel Help

15) Training Records

This module allows users to enter employees' courses and training records.

Store employee training records with particulars such as trainer, organisers, fees, costs, training hours, training points accumulated, and results ...

QUICK STAFF Features

- ❑ 17 Commonly Requested HR Records
- ❑ Unlimited Historical Data storage
- ❑ **Fast & Easy** Retrieval of Information
- ❑ Fully Integrated with QUICK PAY



Working History

Date Joined	11	
Company Name		
Industry		
Contact Person/Tel		
Address		
Occupation		
Salary (RM)	0.00	
Reason Left		
Resign	11	
Service		0 yr 0 mth
Remarks		

16) Working History

This module allows users to enter employees' working history records.

Keeping information of employees' previous working history with other companies can prove useful for internal promotion or verify past working attitudes...

Others...

Title		
Detail #1		
Detail #2		
Detail #3		
Detail #4		
Value #1	0.00	11
Value #2	0.00	11
Value #3	0.00	11
Value #4	0.00	11
Remarks		

17) Other Records

This module allows users to store other user-defined Human Resource activities.

QUICK STAFF

Standard Management Reports

DESCRIPTION	Detail Report	Analysis by Cost/Value	Analysis by Frequency	Graph Chart
ACCIDENT	✓	✓	✓	✓
ACHIEVEMENT	✓	✓	✓	✓
APPRAISAL	✓	-	✓	-
BENEFITS	✓	✓	By Quantity	✓
CAREER DEVELOPMENT	✓	-	-	-
DISCIPLINE	✓	-	✓	-
EDUCATION	✓	-	-	-
EVENTS	✓	-	-	-
FAMILY	✓	-	-	-
INSURANCE	✓	-	✓	✓
LEAVES	✓	✓	-	✓
NON-PAID-LEAVE	✓	✓	-	-
SKILL	✓	✓	-	✓
TRAINING	✓	✓	✓	✓
WORKING HISTORY	✓	-	✓	-
OTHERS	✓	-	-	-

*Export reports to PDF,
MS Excel, Ms Words
(RTF), HTML, CSV,
TXT format*



Management Reports



EMPLOYEE MOVEMENT DETAIL

Employee No	003		
Name	TAN CHENG MEI		
I/C No (NEW)	710805-10-5858	Nationality	MALAYSIAN
I/C No (OLD)	A1932537	Race	CHINESE
I/C Color	BLUE	Religion	BUDDHIST
Passport No		Sex	FEMALE
Immigration No		Marital Status	SINGLE
Immigration Expire	/ /	No of Children	0
Birth Date	05/08/1971 (29 yrs)	Region	WEST MALAYSIAN



Current Basic	RM 1,300.00	Hire Date	17/06/1992 (8yr 6mth)
Mid Basic	RM 0.00	Resign Date	/ /
Previous Basic	RM 1,200.00	Confirm Date	/ /
Payment Type	MONTHLY	Increment Date	01/01/1999
Payment Frequency	ONCE PER MONTH	Retire Date	/ /

Payment Via	CASH	Cost Center	KUALA LUMPUR (HQ)
Bank Code/Branch	/	Department	ACCOUNTS DEPARTMENT
Bank Account No		Section	GENERAL
Cheque No		Category	SENIOR CLERK
Country		Occupation	ACCOUNTS CLERK
Annual Leave Entitled	20.00	Job Grade	
Sick Leave Entitled	18.00	Qualification	SECONDARY

DATE	DESCRIPTION	FROM \$	TO \$
17/06/1992	NEWLY JOINED	0.00	910.00
17/09/1992	CONFIRM	910.00	1000.00
05/10/1996	PROMOTED	1000.00	1100.00
15/08/1997	INCREMENT	1100.00	1200.00
01/01/1999	PROMOTED	1200.00	1300.00

DATE	DESCRIPTION	TRANSFER	TO
17/06/1992	NEWLY JOINED	COST CENTER	KUALA LUMPUR (HQ)
17/06/1992	NEWLY JOINED	DEPARTMENT	ACCOUNTS DEPARTMENT
17/06/1992	NEWLY JOINED	SECTION	GENERAL

DATE	DESCRIPTION	PROMOTED	TO
17/06/1992	NEWLY JOINED	CATEGORY	CLERK 2
17/06/1992	NEWLY JOINED	OCCUPATION	ACCOUNTS CLERK
05/10/1996	PROMOTED	CATEGORY	CLERK 1
01/01/1999	PROMOTED	CATEGORY	SENIOR CLERK

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : ACCIDENT DETAIL
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/1900 - 31/12/2000

Date: 13-Jul-2007 (Fri) 02:55 PM Page : 1

DATE	ACCIDENT DESCRIPTION	LOCATION TIME	CAUSED BY PERSON-IN-CHARGE	INSURED BY RE-ACTION	COST (RM)
Name : HARITH OSMAN B. MUSTAFA Empl#: 002 01/01/2000 MINOR ACCIDENT 01/02/2000 MINOR ACCIDENT Total Records : 2					
		IC New : 540604-01-2345 IC Old : A2365877 Ipoh Site Office 10:30am Ipoh Site Office 10:00am	Sex : MALE Race : MALAY Hire : 01/01/1988 Term : / / Car Accident Car Accident	Dept : ACCT Occu : ACMN AIA Sent car for repair AIA Sent car for repair	800.00 400.00
					1200.00
Name : JENNIFER WHITE Empl#: 001 21/03/2000 MINOR ACCIDENT 20/06/2000 MAJOR ACCIDENT Pending Investigation 26/11/2000 MINOR ACCIDENT Total Records : 3					
		IC New : 661110-10-5099 IC Old : A0581988 Warehouse 12:00pm Warehouse 02:00pm Office 10:00am	Sex : FEMALE Race : CHINESE Hire : 01/07/1993 Term : / / Moulding Machine Mohd Sepawi Self-Inflicted George Kent Self-Inflicted George Kent	Dept : PROD Occu : ADMM AIA AIA SOCSO	1200.00 200.00 50.00
					1450.00
Name : TAN CHENG MEI Empl#: 003 02/02/2000 MINOR ACCIDENT 03/03/2000 MINOR ACCIDENT Total Records : 2					
		IC New : 710805-10-5858 IC Old : A1932537 Factory 8:00pm Factory 7:00pm	Sex : FEMALE Race : CHINESE Hire : 17/06/1992 Term : / / Forklift Mohd Sepawi Forklift Michael David	Dept : ACCT Occu : ACC CLERK Great Eastern Issued Warning Letter due to Negligenc Great Eastern Issued Warning Letter due to Negligenc	250.00 250.00
					500.00
Grand Total Records : 7 Total Employee : 3					3150.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : ACHIEVEMENT DETAIL
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/1900 - 31/12/2000

Date: 13-Jul-2007 (Fri) 02:56 PM Page : 1

DATE	ACHIEVEMENT DESCRIPTION	ITEM AWARDED	VALUE (RM)
Name : HARITH OSMAN B. MUSTAFA IC New : 540604-01-2345 Sex : MALE Hire : 01/01/1988 Dept : ACCT Empl#: 002 IC Old : A2365877 Race : MALAY Term : / / Occu : ACMN			
01/10/2000	TOP ATTENDANCE OF THE YEAR	Cash	500.00
31/12/2000	10th ANNIVERSARY	Overseas Vacation for 2 Person	2000.00
Total Records : 2			2500.00
Name : JENNIFER WHITE IC New : 661110-10-5099 Sex : FEMALE Hire : 01/07/1993 Dept : PROD Empl#: 001 IC Old : A0581988 Race : CHINESE Term : / / Occu : ADMM			
20/01/2000	10th ANNIVERSARY	Rolex Silver Watch	8000.00
	Plus RM 1,000 cash reward		
30/09/2000	TOP EMPLOYEE OF THE MONTH	Cash	250.00
Total Records : 2			8250.00
Name : TAN CHENG MEI IC New : 710805-10-5858 Sex : FEMALE Hire : 17/06/1992 Dept : ACCT Empl#: 003 IC Old : A1932537 Race : CHINESE Term : / / Occu : ACC CLERK			
01/01/2000	TOP SALES PERSON OF THE YEAR	Cash	560.00
06/09/2000	TOP ATTENDANCE OF THE YEAR	Cash	500.00
Total Records : 2			1060.00
Name : TIAN FATT HUAT IC New : 500109-10-5483 Sex : MALE Hire : 16/07/1983 Dept : MKTG Empl#: 008 IC Old : 3000084 Race : CHINESE Term : / / Occu : S.SA.EXEC			
31/03/2000	TOP SALES OF THE MONTH	Cash	500.00
31/05/2000	TOP SALES OF THE MONTH	Cash	500.00
30/09/2000	TOP SALES OF THE MONTH	Cash	500.00
01/12/2000	TOP SALES PERSON OF THE YEAR	Cash	1000.00
Total Records : 4			2500.00
Grand Total Records : 10			
Total Employee : 4			14310.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : APPRAISAL DETAIL
SUBTITLE : Point 1=Creativity 2=Knowledge 3=Performance 4=Skill 5=Obedience
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01-01-1900 - 31-12-2012

Date: 23-Sep-2013 (Mon) 01:47 PM Page: 1

DATE	APPRAISAL DESCRIPTION		POINT 1 POINT 5 POINT 9	POINT 2 POINT 6 POINT 10	POINT 3 POINT 7 POINT 11	POINT 4 POINT 8 POINT 12	SALARY DATE (RECOMMENDED)	SALARY DATE (APPROVED)
Name : HARITH OSMAN B. MUSTAFA Empl#: 002		I/C New 540604-01-2345 I/C Old : A2365877	Sex : MALE Race : MALAY	Marital SINGLE Catg : A2	Dept : ACCT Occu : ACMN	Hire : 01-01-1988 Term : - -		
01-01-2000	Annual Appraisal Mohd Sepawi A		10.00 0.00 0.00	10.00 0.00 0.00	10.00 0.00 0.00	10.00 0.00 0.00	2000.00 01-01-2000	2000.00 01-01-2000
Total Records : 1			TOTAL POINTS:			40.00		
Name : JENNIFER WHITE Empl#: 001		I/C New 661110-10-5099 I/C Old : A0581988	Sex : FEMALE Race : CHINESE	Marital SINGLE Catg : A3	Dept : PROD Occu : ADMM	Hire : 01-07-1993 Term : - -		
01-01-1998	Confirmation Appraisal Lauren Chan C		5.00 0.00 0.00	5.00 0.00 0.00	5.00 0.00 0.00	5.00 0.00 0.00	2000.00 01-01-1998	0.00 - -
01-01-1999	Appraisal Rejected by MD							
	Annual Appraisal Lauren Chan B		8.00 0.00 0.00	8.00 0.00 0.00	8.00 0.00 0.00	8.00 0.00 0.00	3000.00 01-01-1999	2800.00 01-01-1999
	01-01-2000	Annual Appraisal Lauren Chan A	13.00 0.00 0.00	5.00 0.00 0.00	5.00 0.00 0.00	8.00 0.00 0.00	4000.00 01-01-2000	3500.00 01-01-2000
Total Records : 3			TOTAL POINTS:			83.00		
Name : PHANG LEE BENG (TONY) Empl#: 004		I/C New 750401-05-5588 I/C Old : A4532522	Sex : MALE Race : OTHERS	Marital SINGLE Catg : C2	Dept : ADMN Occu : ADMC	Hire : 01-01-1993 Term : - -		
01-01-2000	Annual Appraisal James Wong B		8.00 0.00 0.00	8.00 0.00 0.00	8.00 0.00 0.00	8.00 0.00 0.00	2500.00 01-01-2000	2500.00 01-01-2000
Total Records : 1			TOTAL POINTS:			32.00		
Name : TAN CHENG MEI Empl#: 003		I/C New 710805-10-5858 I/C Old : A1932537	Sex : FEMALE Race : CHINESE	Marital SINGLE Catg : C1	Dept : ACCT Occu : ACC CLERK	Hire : 17-06-1992 Term : - -		
01-01-2000	Annual Appraisal James Wong B		8.00 0.00 0.00	8.00 0.00 0.00	8.00 0.00 0.00	8.00 0.00 0.00	1800.00 01-01-2000	1650.00 01-01-2000
Total Records : 1			TOTAL POINTS:			32.00		
Grand Total Records : 6 Total Employee : 4								

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : BENEFIT DETAIL
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01-01-1900 - 31-12-2012

Date: 23-Sep-2013 (Mon) 01:51 PM Page: 1

DATE	BENEFIT DESCRIPTION ASSET CODE	SERIAL/VEHICLE NO. MODEL/YEAR	QUANTITY	VALUE (RM)	RETURN DATE	RETURNED
Name : HARITH OSMAN B. MUSTAFA Empl#: 002 I/C New 540604-01-2345 Sex : MALE Marital SINGLE Dept : ACCT Hire : 01-01-1988 I/C Old : A2365877 Race : MALAY Catg : A2 Occu : ACMN Term : - -						
01-01-2000	PAGER	EASYCALL	1.00	1200.00	31-08-1999	NO
01-09-2000	HANDPHONE	NOKIA 3200	1.00	1560.00	- -	NO
Total Records : 2				2760.00		
Name : JENNIFER WHITE Empl#: 001 I/C New 661110-10-5099 Sex : FEMALE Marital SINGLE Dept : PROD Hire : 01-07-1993 I/C Old : A0581988 Race : CHINESE Catg : A3 Occu : ADMM Term : - -						
01-01-2000	HANDPHONE	NOKIA 5210 (Tel: 012-2686526)	1.00	1200.00	- -	NO
14-03-2000	COMPANY CAR	WHA 7183	1.00	20000.00	- -	NO
18-04-2000	<i>Previously used by Mr K.M.Lee</i> UNIFORM		2.00	20.00	- -	NO
11-06-2000	SAFETY SHOES	Size 8	1.00	120.00	- -	NO
Total Records : 4				21340.00		
Name : PHANG LEE BENG (TONY) Empl#: 004 I/C New 750401-05-5588 Sex : MALE Marital SINGLE Dept : ADMN Hire : 01-01-1993 I/C Old : A4532522 Race : OTHERS Catg : C2 Occu : ADMC Term : - -						
15-07-2000	HANDPHONE PHONE-NK-001/072007	NOKIA 3210	1.00	580.00	- -	NO
Total Records : 1				580.00		
Name : TAN CHENG MEI Empl#: 003 I/C New 710805-10-5858 Sex : FEMALE Marital SINGLE Dept : ACCT Hire : 17-06-1992 I/C Old : A1932537 Race : CHINESE Catg : C1 Occu : ACC CLERK Term : - -						
01-01-2000	MOTORCYCLE	HONDA C80	1.00	3200.00	- -	NO
01-01-2000	WALKIE-TALKIE		1.00	1200.00	- -	NO
Total Records : 2				4400.00		
Grand Total Records : 9 Total Employee : 4				29080.00		

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : CAREER DEVELOPMENT DETAIL
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/1900 - 31/12/2000

Date: 13-Jul-2007 (Fri) 02:59 PM Page : 1

DATE	DESCRIPTION	COST CENTER DEPARTMENT SECTION	CATEGORY JOB GRADE OCCUPATION	NEW SALARY
Name : HARITH OSMAN B. MUSTAFA Empl#: 002 IC New : 540604-01-2345 IC Old : A2365877 Sex : MALE Race : MALAY Hire : 01/01/1988 Term : / / Dept : ACCT Occu : ACMN				
01/01/1988	NEWLY JOINED	PENANG BRANCH ACCOUNTS DEPARTMENT GENERAL	MGR ACCOUNTS MANAGER	3000.00
01/04/1988	CONFIRMED	IPOH BRANCH ACCOUNTS DEPARTMENT GENERAL	MGR ACCOUNTS MANAGER	3200.00
01/01/1999	INCREMENT	IPOH BRANCH ACCOUNTS DEPARTMENT GENERAL	MGR ACCOUNTS MANAGER	3500.00
Total Records : 3				
Name : JENNIFER WHITE Empl#: 001 IC New : 661110-10-5099 IC Old : A0581988 Sex : FEMALE Race : CHINESE Hire : 01/07/1993 Term : / / Dept : PROD Occu : ADMM				
01/07/1993	NEWLY JOINED	JOHOR BAHRU BRANCH ACCOUNTS DEPARTMENT GENERAL	EXECUTIVE 1 ACCOUNTS EXECUTIVE	1200.00
01/06/1997	CONFIRMED		SENIOR EXEC	1650.00
14/12/1998	INCREMENT	KUALA LUMPUR (HQ)		2000.00
14/03/1999	PROMOTION	JOHOR BAHRU BRANCH E.D.P. DEPARTMENT GENERAL	ASSISTANT MGR ADMINISTRATION MANAGER	3500.00
15/06/2000	TRANSFER	PENANG BRANCH PRODUCTION		4000.00
Total Records : 5				
Name : TAN CHENG MEI Empl#: 003 IC New : 710805-10-5858 IC Old : A1932537 Sex : FEMALE Race : CHINESE Hire : 17/06/1992 Term : / / Dept : ACCT Occu : ACC CLERK				
17/06/1992	NEWLY JOINED	KUALA LUMPUR (HQ) ACCOUNTS DEPARTMENT GENERAL	CLERK 2 ACCOUNTS CLERK	910.00
17/09/1992	CONFIRM	KUALA LUMPUR (HQ) ACCOUNTS DEPARTMENT GENERAL	CLERK 2 ACCOUNTS CLERK	1000.00
05/10/1996	PROMOTED	KUALA LUMPUR (HQ) ACCOUNTS DEPARTMENT GENERAL	CLERK 1 ACCOUNTS CLERK	1100.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : DISCIPLINE DETAIL
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/1900 - 31/12/2000

Date: 13-Jul-2007 (Fri) 03:01 PM Page : 1

DATE	DISCIPLINE DESCRIPTION	REASON GIVEN SUGGESTION	ACTION TAKEN	INVESTIGATED BY
Name : HARITH OSMAN B. MUSTAFA Empl#: 002 IC New : 540604-01-2345 IC Old : A2365877 Sex : MALE Race : MALAY Hire : 01/01/1988 Term : / / Dept : ACCT Occu : ACMN				
01/01/2000	LATENESS ON JOB	Traffic Jam	Verbal Warning	Mohd Sepawi
02/02/2000	ABSENT WITHOUT OFFICIAL LEAVE (AWOL)	Personal	Verbal Warning	Mohd Sepawi
15/11/2000	FIGHTING	Provoked by K.M.Chong	Verbal Warning	James Wong
18/11/2000	FIGHTING	Provoked by K.M.Chin	Warning Letter #1	Mohd Sepawi
Total Records : 4				
Name : JENNIFER WHITE Empl#: 001 IC New : 661110-10-5099 IC Old : A0581988 Sex : FEMALE Race : CHINESE Hire : 01/07/1993 Term : / / Dept : PROD Occu : ADMM				
15/02/2000	ABSENT WITHOUT OFFICIAL LEAVE (AWOL)	Personal	Verbal Warning	James Wong
22/03/2000	SPEEDING	None	Warning Letter #1	George Kent
29/07/2000	LATENESS ON JOB	Car Breakdown	Warning Letter #1	James Wong
11/08/2000	LATENESS ON JOB	Personal Reason	Warning Letter #2	James Wong
12/12/2000	LATENESS ON JOB	Personal Reason	Warning Letter #3	
Total Records : 5				
Name : TAN CHENG MEI Empl#: 003 IC New : 710805-10-5858 IC Old : A1932537 Sex : FEMALE Race : CHINESE Hire : 17/06/1992 Term : / / Dept : ACCT Occu : ACC CLERK				
01/03/2000	SPEEDING	Negligence	Verbal Warning	George Kent
06/04/2000	LATENESS ON JOB	Motorcycle Brokedown	Warning Letter #1	Mohd Sepawi
16/07/2000	ADSENT WITHOUT OFFICIAL LEAVE		Warning Letter #2	HR Manager
26/11/2000	ABSENT WITHOUT OFFICIAL LEAVE (AWOL)	Kids sick	Verbal Warning	George Kent
26/12/2000	ABSENT WITHOUT OFFICIAL LEAVE (AWOL)	Kids sick	Verbal Warning	George Kent
Total Records : 5				
Grand Total Records : 14				
Total Employee : 3				

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : EDUCATION DETAIL
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/1900 - 31/12/2000

Date: 13-Jul-2007 (Fri) 03:02 PM Page : 1

DATE	EDUCATION DESCRIPTION INSTITUTE/SCHOOL	YEARS	GRADES	GRADUATE	QUALIFICATION
Name : HARITH OSMAN B. MUSTAFA IC New : 540604-01-2345 Sex : MALE Hire : 01/01/1988 Dept : ACCT Empl#: 002 IC Old : A2365877 Race : MALAY Term : / / Occu : ACMN					
01/01/1998	DIPLOMA IN COMMUNICATIONS INTI COLLEGE	2.00	PASSED	01/01/1998	DIPLOMA
01/01/2000	DEGREE IN COMMUNICATIONS UNIVERSITY MICHIGAN	4.00	4.0	/ /	BACHELOR
Total Records : 2					
Name : JENNIFER WHITE IC New : 661110-10-5099 Sex : FEMALE Hire : 01/07/1993 Dept : PROD Empl#: 001 IC Old : A0581988 Race : CHINESE Term : / / Occu : ADMM					
08/05/2000	HIGHER DIPLOMA IN COMPUTER STUDIES INTERNATIONAL COMPUTER LEARNING	2.00	PASSED	08/05/2000	BACHELOR
Total Records : 1					
Name : PHANG LEE BENG (TONY) IC New : 750401-05-5588 Sex : MALE Hire : 01/01/1993 Dept : ADMN Empl#: 004 IC Old : A4532522 Race : OTHERS Term : / / Occu : ADMC					
01/01/1996	CERTIFICATE IN MANAGEMENT STUDIES INSTITUTE HELP	1.50	PASSED	01/01/1996	CERT
Total Records : 1					
Name : TAN CHENG MEI IC New : 710805-10-5858 Sex : FEMALE Hire : 17/06/1992 Dept : ACCT Empl#: 003 IC Old : A1932537 Race : CHINESE Term : / / Occu : ACC CLERK					
01/01/1995	CERTIFICATE IN COMPUTER LEARNING INSTITUTE CAL	1.00	A	01/01/1995	CERT
Total Records : 1					
Grand Total Records : 5					
Total Employee : 4					

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : EDUCATION DETAIL BY QUALIFICATION
SORTED BY : QUALIFICATION
DATE RANGE : 01/01/1900 - 31/12/2000

Date: 13-Jul-2007 (Fri) 06:11 PM Page : 1

DATE	EMPLOYEE NAME	EDUCATION DESCRIPTION INSTITUTE/SCHOOL	YEARS	GRADES	GRADUATE
QUALIFICATION : BACHELOR'S					
01/01/2000	HARITH OSMAN B. MUSTAFA	DEGREE IN COMMUNICATIONS UNIVERSITY MICHIGAN	4.00	4.0	/ /
08/05/2000	JENNIFER WHITE	HIGHER DIPLOMA IN COMPUTER STUDIES INTERNATIONAL COMPUTER LEARNING	2.00	PASSED	08/05/2000
Total Records : 2					
QUALIFICATION : CERTIFICATE					
01/01/1995	TAN CHENG MEI	CERTIFICATE IN COMPUTER LEARNING INSTITUTE CAL	1.00	A	01/01/1995
01/01/1996	PHANG LEE BENG (TONY)	CERTIFICATE IN MANAGEMENT STUDIES INSTITUTE HELP	1.50	PASSED	01/01/1996
Total Records : 2					
QUALIFICATION : DIPLOMA					
01/01/1998	HARITH OSMAN B. MUSTAFA	DIPLOMA IN COMMUNICATIONS INTI COLLEGE	2.00	PASSED	01/01/1998
Total Records : 1					
Grand Total Records : 5					
Total Employee : 3					

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : EVENT RECORD DETAIL
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/1900 - 31/12/2000

Date: 13-Jul-2007 (Fri) 05:48 PM Page : 1

DATE	EVENT DESCRIPTION	AUTHOR	COMMENT	FOLLOW-UP ALERT
Name : HARITH OSMAN B. MUSTAFA IC New : 540604-01-2345 Sex : MALE Hire : 01/01/1988 Dept : ACCT Empl#: 002 IC Old : A2365877 Race : MALAY Term : / / Occu : ACMN				
01/01/2000	Replace Siti Kasidah (Warehouse Manager)		Siti on Maternity Leave until 01.03.2000	/ / NO
02/01/2000	Chair Annual Sports Club Meeting			/ / NO
Total Records : 2				
Name : JENNIFER WHITE IC New : 661110-10-5099 Sex : FEMALE Hire : 01/07/1993 Dept : PROD Empl#: 001 IC Old : A0581988 Race : CHINESE Term : / / Occu : ADMM				
01/01/2000	Send for Management Training			/ / NO
01/02/2000	Conduct Management Training to Staffs			/ / NO
08/05/2000	Annual Meeting	Ms. Cynthia	Prepare all companies annual reports.	01/12/2000 NO
03/07/2000	Salary Revision	Mr. Robert	Arrange meeting date for appraisal.	01/12/2000 NO
Total Records : 4				
Grand Total Records : 6				
Total Employee : 2				

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : FAMILY DETAIL (ALL MEMBERS)
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 13-Jul-2007 (Fri) 05:49 PM Page : 1

MEMBER NAME	RELATIONSHIP	SEX	BIRTH	AGE (Yrs)	I/C NUMBER	OCCUPATION
Name : ANUAR BIN RAHIM Empl#: 014	IC New : 730811-14-5781 IC Old : A2515684	Sex : MALE Race : MALAY	Hire : 11/06/1993 Term : / /	Dept : ADMN Occu : AST-ADMIN		
FADZUAN B. ANNUAR	Brother	MALE	12/12/1979	21	791212-06-1569	Site Workers
JULINA BT. DAUD	Mother	MALE	14/12/1958	42	581214-03-6501	Clerk
MOHAMMAD B. ANNUAR	Father	MALE	09/08/1951	49	510809-01-1122	Driver
Total Records : 3						
Name : ARUMUGAM A/L GUNASEKARAN Empl#: 005	IC New : IC Old : 1234567	Sex : MALE Race : INDIAN	Hire : 31/12/1990 Term : / /	Dept : ACCT Occu : ACC EXEC		
GUNASEKARAN A/L GOPAL	Mother	MALE	06/08/1958	42	580806-06-2040	Doctor
SHANTA A/P SALEM	Mother	MALE	03/09/1963	37	630903-05-6998	House wife
SINAGUNARAM A/L GUNASEKARAN	Brother	MALE	29/04/1972	28	720429-12-3065	Bank Officer
Total Records : 3						
Name : CHENG LEE LEE Empl#: 015	IC New : 670119-04-4258 IC Old : A0594256	Sex : FEMALE Race : CHINESE	Hire : 01/05/1997 Term : / /	Dept : ACCT Occu : ACMN		
LUI HUI HEAN	Daughter	MALE	09/05/1979	21	790509-05-6332	Student
LUI SIN CHAI	Son	MALE	17/04/1982	18	820417-05-6987	Student
VENCENT LUI JOO HIN	Husband	MALE	03/01/1959	41	590103-05-2621	Civil Engineer
Total Records : 3						
Name : FRANÇOIS PIETTE Empl#: 006	IC New : 670101-01-1232 IC Old : 5643533	Sex : MALE Race : MALAY	Hire : 03/01/1995 Term : / /	Dept : ACCT Occu : CLER		
KAMAL B. ISMAIL	Son	MALE	14/08/1978	22	780814-12-5300	General Clerk
SAIFUL B. ISMAIL	Husband	MALE	01/01/1950	51	500101-12-4562	Office Boy
Total Records : 2						
Name : HARITH OSMAN B. MUSTAFA Empl#: 002	IC New : 540604-01-2345 IC Old : A2365877	Sex : MALE Race : MALAY	Hire : 01/01/1988 Term : / /	Dept : ACCT Occu : ACMN		
ISKANDAR B. MUSTAFA	Brother	MALE	21/05/1950	50	500521-01-1236	Purchasing Executive
JULDAIDAH BT. KAMARUZAMAN	Mother	MALE	30/12/1935	65	351230-05-1649	House Wife
JUMAAT HABIB B. MUSTAFA	Brother	MALE	05/06/1940	60	400506-01-6395	Bank Official
MOHAMMAD B. ISMAIL	Father	MALE	03/03/1925	75	250303-05-5942	Retired
NOR SALIMA BT. MUSTAFA	Sister	MALE	29/04/1970	30	700429-01-9871	Graphic Designer
SUHANA BT. MUSTAFA	Sister	MALE	22/10/1969	31	691022-01-6548	Clerk
Total Records : 6						
Name : JENNIFER WHITE Empl#: 001	IC New : 661110-10-5099 IC Old : A0581988	Sex : FEMALE Race : CHINESE	Hire : 01/07/1993 Term : / /	Dept : PROD Occu : ADMM		
CHRISTOPHER JAMES	Father	MALE	01/03/1935	65		Retired
JAMES THOMPSON	Brother	MALE	29/11/1969	31		Civil Engineer
JENNY WHITE	Sister	MALE	17/12/1975	25		Interior Designer
MARRY ANN	Mother	MALE	09/07/1974	26		House Wife
Total Records : 4						

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : INSURANCE DETAIL
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/1900 - 31/12/2000

Date: 13-Jul-2007 (Fri) 05:49 PM Page : 1

DATE	INSURANCE DESCRIPTION TYPE	INSURANCE CO. DOCUMENT REF	PLAN DURATION	COVERAGE (RM) PREMIUM (RM)	CLAIM (RM) RECV (RM)	SUBMITTED RECEIVED	ADMITTED RENEWAL
Name : HARITH OSMAN B. MUSTAFA Empl#: 002		IC New : 540604-01-2345 IC Old : A2365877	Sex : MALE Race : MALAY	Hire : 01/01/1988 Term : / /	Dept : ACCT Occu : ACMN		
01/01/1999	Insurance Policy - AIA POLICY	AIA AIA/LIFE/001	Life Group Insuranc 1.00	100000.00 10000.00	0.00 0.00	/ / / /	/ / 01/01/2000
01/01/1999	Insurance Policy - ING POLICY	ING ING/PA-003	PA 1.00	50000.00 1000.00	0.00 0.00	/ / / /	/ / / /
Total Records : 2				150000.00 11000.00	0.00 0.00		
Name : JENNIFER WHITE Empl#: 001		IC New : 661110-10-5099 IC Old : A0581988	Sex : FEMALE Race : CHINESE	Hire : 01/07/1993 Term : / /	Dept : PROD Occu : ADMM		
05/02/1999	Insurance Claims CLAIM	AIA AIA/MP-01	Medical Plan 0.00	0.00 0.00	1000.00 0.00	05/02/1999 / /	15/01/1999 / /
15/06/1999	Insurance Claims CLAIM	AIA AIA/MP-002	Medical Plan 0.00	0.00 0.00	500.00 0.00	15/06/1999 / /	/ / / /
08/05/2000	Insurance Claims CLAIM	ING Medical Reports from SJMC	Accident Plan A 0.00	0.00 0.00	3600.00 3600.00	08/03/2000 08/08/2000	08/06/2000 / /
Total Records : 3				0.00 0.00	5100.00 3600.00		
Grand Total Records : 5 Total Employee : 2				150000.00 11000.00	5100.00 3600.00		

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : LEAVE TAKEN DETAIL (ALL LEAVE TYPE...)
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 13-Jul-2007 (Fri) 06:04 PM Page : 1

DATE	UNTIL	LEAVE TYPE	TAKEN	ADJ	CLINICS/HOSPITALS REASONS	CLAIM (RM)	REMARKS
Name : HARITH OSMAN B. MUSTAFA		IC New : 540604-01-2345		Sex : MALE		Hire : 01/01/1988	
Empl#: 002		IC Old : A2365877		Race : MALAY		Term : / /	
						Dept : ACCT	
						Occu : ACMN	
19/01/2000	23/01/2000	Annual Leave	5.00	0.00		0.00	
07/07/2000	07/07/2000	Annual Leave	1.00	0.00	Hari Raya	0.00	
20/12/2000	20/12/2000	Annual Leave	1.00	0.00	Hari Raya	0.00	
04/09/2000	05/09/2000	Sick Leave	2.00	0.00	Vacation	0.00	
15/11/2000	22/11/2000	Sick Leave	7.00	0.00	Klinik Kita	0.00	
					Flu		
					Klinik Wong (Klang)	0.00	
					Chicken Pox		
Total Records : 5			16.00	0.00		0.00	
Name : JENNIFER WHITE		IC New : 661110-10-5099		Sex : FEMALE		Hire : 01/07/1993	
Empl#: 001		IC Old : A0581988		Race : CHINESE		Term : / /	
						Dept : PROD	
						Occu : ADMM	
09/02/2000	10/02/2000	Annual Leave	2.00	0.00		0.00	
09/05/2000	09/05/2000	Annual Leave	1.00	0.00	New Year Leave	0.00	
11/02/2000	11/02/2000	Sick Leave	1.00	0.00	General Hospital Kuala Lumpur	30.00	
					Medical Leave		
Total Records : 3			4.00	0.00		30.00	
Name : TAN CHENG MEI		IC New : 710805-10-5858		Sex : FEMALE		Hire : 17/06/1992	
Empl#: 003		IC Old : A1932537		Race : CHINESE		Term : / /	
						Dept : ACCT	
						Occu : ACC CLERK	
20/02/2000	26/02/2000	Annual Leave	7.00	0.00		0.00	
01/10/2000	07/10/2000	Annual Leave	7.00	0.00	Chinese New Year	0.00	
22/12/2000	24/12/2000	Annual Leave	3.00	0.00	Vacation	0.00	
15/09/2000	21/09/2000	Sick Leave	7.00	0.00	Christmas	0.00	
28/11/2000	28/11/2000	Sick Leave	1.00	0.00	Klinik Kita	0.00	
					Chicken Pox		
					Klinik Wong (Klang)	0.00	
					Fewer		
Total Records : 5			25.00	0.00		0.00	
Grand Total Records : 13			45.00	0.00		30.00	

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : EMPLOYEE LEAVE ENTITLEMENT
SORTED BY : EMPLOYEE NUMBER
PERIOD : END-DECEMBER-2000

Date: 13-Jul-2007 (Fri) 06:18 PM Page : 1

DESCRIPTION	GROUP	B/F	CURRENT	ENTL	TAKEN	BALANCE
001	JENNIFER WHITE					
Annual Leave	L01	0.00	20.00	20.00	3.00	17.00
Sick Leave	L05	0.00	18.00	18.00	1.00	17.00
002	HARITH OSMAN B. MUSTAFA					
Annual Leave	L02	0.00	20.00	20.00	7.00	13.00
Sick Leave	L05	0.00	18.00	18.00	9.00	9.00
003	TAN CHENG MEI					
Annual Leave	L01	0.00	20.00	20.00	17.00	3.00
Sick Leave	L04	0.00	18.00	18.00	8.00	10.00
004	PHANG LEE BENG (TONY)					
Annual Leave	L01	0.00	20.00	20.00	0.00	20.00
Sick Leave	L04	0.00	18.00	18.00	0.00	18.00
005	ARUMUGAM A/L GUNASEKARAN					
Annual Leave	L02	0.00	20.00	20.00	0.00	20.00
Sick Leave	L05	0.00	18.00	18.00	0.00	18.00
006	FRANÇOIS PIETTE					
Annual Leave	L01	0.00	20.00	20.00	0.00	20.00
Sick Leave	L04	0.00	18.00	18.00	0.00	18.00
007	SAKURA OSHIN YAMAHA					
Annual Leave	L02	0.00	20.00	20.00	0.00	20.00
Sick Leave	L05	0.00	18.00	18.00	0.00	18.00
008	TIAN FATT HUAT					
Annual Leave	L03	0.00	22.00	22.00	0.00	22.00
Sick Leave	L06	0.00	20.00	20.00	0.00	20.00
014	ANUAR BIN RAHIM					
Annual Leave	L02	0.00	20.00	20.00	0.00	20.00
Sick Leave	L05	0.00	18.00	18.00	0.00	18.00
015	CHENG LEE LEE					
Annual Leave	L03	0.00	20.00	20.00	0.00	20.00
Sick Leave	L06	0.00	20.00	20.00	0.00	20.00
016	HISHAM BIN DJOHARNIS					
Annual Leave	L01	0.00	0.00	0.00	0.00	0.00
Sick Leave	L04	0.00	0.00	0.00	0.00	0.00
019	MOHD ASMAWI BIN KURUS					
Annual Leave	L01	0.00	20.00	20.00	0.00	20.00
Sick Leave	L04	0.00	17.00	17.00	0.00	17.00

Total Employee : 12

COMPANY : DEMONSTRATION COMPANY
REPORT TITLE : ANNUAL LEAVE DETAIL
PERIOD : END-DECEMBER-1999

Name : TIAN FATT HUAT
Hire Date : 16/07/1983
Resign Date : / /

Number : 008
Department : MKTG
Occupation : S.SA.EXEC

Brought Forward (Last Year)	0.00 Days	
Leave Earned (This Year)	22.00 Days (Adjustments:	0.00 Days)
Total Leave Entitlement	22.00 Days	
Total Leave Taken	17.00 Days	
Leave Balance	5.00 Days	

DATE FROM	UNTIL	REASONS	ADJUSTMENT	TAKEN
17/02/1999	21/02/1999	Chinese New Year	0.00	5.00
02/05/1999	07/05/1999	Vacation	0.00	6.00
29/10/1999	29/10/1999	Vacation	0.00	1.00
12/11/1999	14/11/1999	Clear Off The Annual Leave	0.00	3.00
22/12/1999	22/12/1999	Vacation	0.00	1.00
27/12/1999	27/12/1999	Vacation	0.00	1.00
TOTAL DAYS			0.00	17.00

COMPANY	: DEMONSTRATION COMPANY
REPORT TITLE	: SICK LEAVE DETAIL
PERIOD	: END-DECEMBER-2000

Name	: HARITH OSMAN B. MUSTAFA	Number	: 002
Hire Date	: 01/01/1988	Department	: ACCT
Resign Date	: / /	Occupation	: ACMN

Brought Forward (Last Year)	0.00 Days	
Leave Earned (This Year)	18.00 Days (Adjustments:	0.00 Days)
Total Leave Entitlement	18.00 Days	
Total Leave Taken	9.00 Days	
Leave Balance	9.00 Days	

DATE FROM	UNTIL	REASONS	ADJUSTMENT	TAKEN
04/09/2000	05/09/2000	Flu	0.00	2.00
15/11/2000	22/11/2000	Chicken Pox	0.00	7.00
TOTAL DAYS			0.00	9.00

=====																								
Empl#: 001 Name: JENNIFER WHITE Hire: 01/07/1993 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	3.00	17.00	5.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	1.00	17.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

Empl#: 002 Name: HARITH OSMAN B. MUSTAFA Hire: 01/01/1988 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	7.00	13.00	5.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	9.00	9.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

Empl#: 003 Name: TAN CHENG MEI Hire: 17/06/1992 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	17.00	3.00	3.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	8.00	10.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

Empl#: 004 Name: PHANG LEE BENG (TONY) Hire: 01/01/1993 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	0.00	20.00	5.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	0.00	18.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

Empl#: 005 Name: ARUMUGAM A/L GUNASEKARAN Hire: 31/12/1990 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	0.00	20.00	5.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	0.00	18.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

Empl#: 006 Name: FRANÇOIS PIETTE Hire: 03/01/1995 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	0.00	20.00	5.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	0.00	18.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

Empl#: 007 Name: SAKURA OSHIN YAMAHA Hire: 01/12/1990 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	0.00	20.00	5.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	0.00	18.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : MEDICAL EXPENSES ANALYSIS
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 19-Jul-2007 (Thu) 04:21 PM Page : 1

EMPL NO.	EMPLOYEE NAME	GH-KL	K-KITA	K-WONG										OTHERS	TOT AMT	VISITS
108	CHONG CHEE HUAT	20.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00	2
006	FRANÇOIS PIETTE	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	1
002	HARITH OSMAN B. MUSTAFA	0.00	25.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	2
001	JENNIFER WHITE	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	1
003	TAN CHENG MEI	0.00	30.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00	2
Total Employee : 5																
Grand Total		50.00	105.00	155.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	310.00	8

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : NPL RECORD DETAIL
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 13-Jul-2007 (Fri) 06:04 PM Page : 1

DATE	UNTIL	NPL DESCRIPTION	REASON	NPL DAYS	NPL HOURS
Name : HARITH OSMAN B. MUSTAFA IC New : 540604-01-2345 Sex : MALE Hire : 01/01/1988 Dept : ACCT Empl#: 002 IC Old : A2365877 Race : MALAY Term : / / Occu : ACMN					
31/01/2000	31/01/2000	ABENT WITHOUT OFFICIAL LEAVE (AWOL)		2.00	0.00
28/02/2000	28/02/2000	NON PAID LEAVE (NPL)	STUDY LEAVE	1.00	0.00
31/03/2000	31/03/2000	ABENT WITHOUT OFFICIAL LEAVE (AWOL)		1.00	0.00
		Given verbal warning. If repeated again will issue Disciplinary letter			
15/04/2000	15/04/2000	ABENT WITHOUT OFFICIAL LEAVE (AWOL)		1.00	0.00
		Issued Disciplinary Warning Letter #1			
Total Records : 4					
Name : JENNIFER WHITE IC New : 661110-10-5099 Sex : FEMALE Hire : 01/07/1993 Dept : PROD Empl#: 001 IC Old : A0581988 Race : CHINESE Term : / / Occu : ADMM					
03/03/2000	03/03/2000	NON PAID LEAVE (NPL)	PERSONAL	1.00	0.00
08/03/2000	08/03/2000	NON PAID LEAVE (NPL)	CHILDREN SICK	1.00	0.00
28/08/2000	30/08/2000	NON PAID LEAVE (NPL)	BALIK KAMPUNG	3.00	0.00
Total Records : 3					
Grand Total Records : 7					
Total Employee : 2					
				10.00	0.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : SKILL DETAIL
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 13-Jul-2007 (Fri) 06:05 PM Page : 1

DATE	SKILL DESCRIPTION	PROFICIENCY	ACQUIRED FROM	COST (RM)
Name : CHENG LEE LEE Empl#: 015 08/09/2000 MICROSOFT OFFICE Total Records : 1				
		IC New : 670119-04-4258 IC Old : A0594256	Sex : FEMALE Race : CHINESE	Hire : 01/05/1997 Term : / /
			Dept : ACCT Occu : ACMN	Computer Course
				100.00
				100.00
Name : HARITH OSMAN B. MUSTAFA Empl#: 002 01/01/2000 BOOK KEEPING 23/04/2000 MICROSOFT EXCEL Total Records : 2				
		IC New : 540604-01-2345 IC Old : A2365877	Sex : MALE Race : MALAY	Hire : 01/01/1988 Term : / /
			Dept : ACCT Occu : ACMN	INSTITUTE ACCOUNTANT MALAYSIA
				0.00
				0.00
				0.00
Name : JENNIFER WHITE Empl#: 001 23/05/2000 SHORT HAND 29/08/2000 MICROSOFT EXCEL 08/12/2000 MICROSOFT OFFICE Total Records : 3				
		IC New : 661110-10-5099 IC Old : A0581988	Sex : FEMALE Race : CHINESE	Hire : 01/07/1993 Term : / /
			Dept : PROD Occu : ADMM	Short Hand Course
				560.00
				150.00
				321.00
				1031.00
Name : TAN CHENG MEI Empl#: 003 01/01/2000 FOREIGN LANGUAGE Total Records : 1				
		IC New : 710805-10-5858 IC Old : A1932537	Sex : FEMALE Race : CHINESE	Hire : 17/06/1992 Term : / /
			Dept : ACCT Occu : ACC CLERK	Yamate Learning Center
				0.00
				0.00
Grand Total Records : 7 Total Employee : 4				1131.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : TRAINING DETAIL - BY EMPLOYEE
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/1900 - 31/12/2000

Date: 13-Jul-2007 (Fri) 06:06 PM Page : 1

FROM UNTIL	COURSE TITLE TRAINER ORGANISOR	HOURS POINTS	FEES (RM) TRAV (RM)	MISC (RM) TOTAL (RM)	LEVY (RM) SUBSIDY (RM)	VENUE REMARKS	RESULT/SCORE BONDED COURSE CODE
Name : ARUMUGAM A/L GUNASEKARAN IC New : Sex : MALE Hire : 31/12/1990 Dept : ACCT Empl#: 005 IC Old : 1234567 Race : INDIAN Term : / / Occu : ACC EXEC							
01/03/1999	ACCOUNTING COURSE	4.00	1500.00	0.00	0.00		GOOD
10/03/1999	INTEGRATED SDN BHD PRIME HOLDINGS SDN BHD	0.00	0.00	1500.00	0.00		
15/05/1999	ACCOUNTING COURSE	5.00	3500.00	0.00	0.00		GOOD
20/05/1999	INTEGRATED SDN BHD PRIME HOLDINGS SDN BHD	0.00	0.00	3500.00	0.00		
Total Records : 2		9.00	5000.00	0.00	0.00		
		0.00	0.00	5000.00	0.00		
Name : HARITH OSMAN B. MUSTAFA IC New : 540604-01-2345 Sex : MALE Hire : 01/01/1988 Dept : ACCT Empl#: 002 IC Old : A2365877 Race : MALAY Term : / / Occu : ACMN							
01/03/1999	ACCOUNTING COURSE PART I	4.00	1500.00	0.00	0.00		
10/03/1999	INTEGRATED SDN BHD INTEGRATED SDN BHD	0.00	0.00	1500.00	0.00		
15/05/1999	ACCOUNTING COURSE PART II	5.00	3500.00	0.00	0.00		GOOD
20/05/1999	INTEGRATED SDN BHD INTEGRATED SDN BHD	0.00	0.00	3500.00	0.00		
Total Records : 2		9.00	5000.00	0.00	0.00		
		0.00	0.00	5000.00	0.00		
Name : JENNIFER WHITE IC New : 661110-10-5099 Sex : FEMALE Hire : 01/07/1993 Dept : PROD Empl#: 001 IC Old : A0581988 Race : CHINESE Term : / / Occu : ADMM							
01/03/1999	ACCOUNTING COURSE	4.00	1500.00	0.00	0.00		
02/03/1999	INTEGRATED SDN BHD APES SDN BHD	0.00	0.00	1500.00	0.00		
15/05/1999	ACCOUNTING COURSE PART II	5.00	3500.00	0.00	0.00		GOOD
16/05/1999	INTEGRATED SDN BHD CYBER SDN BHD	0.00	0.00	3500.00	0.00		
01/01/2000	ISO 9002	8.00	1000.00	0.00	0.00	KL HILTON	PASSED
01/01/2000	AFFIN SDN BHD APES SDN BHD	10.00	400.00	1400.00	0.00		
Total Records : 3		17.00	6000.00	0.00	0.00		
		10.00	400.00	6400.00	0.00		
Grand Total Records : 7							
		35.00	16000.00	0.00	0.00		
		10.00	400.00	16400.00	0.00		

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : TRAINING DETAIL - BY COURSE
SORTED BY : TRAINING COURSES
DATE RANGE : 01/01/1900 - 31/12/2000

Date: 13-Jul-2007 (Fri) 07:12 PM Page : 1

FROM UNTIL	EMPLOYEE NAME TRAINER ORGANISOR	HOURS POINTS	FEES (RM) TRAV (RM)	MISC (RM) TOTAL (RM)	LEVY (RM) SUBSIDY (RM)	VENUE REMARKS	RESULT/SCORE BONDED COURSE CODE
COURSE TITLE : ACCOUNTING COURSE							
01/03/1999	ARUMUGAM A/L GUNASEKARAN	4.00	1500.00	0.00	0.00		GOOD
10/03/1999	INTEGRATED SDN BHD	0.00	0.00	1500.00	0.00		
	PRIME HOLDINGS SDN BHD						
01/03/1999	JENNIFER WHITE	4.00	1500.00	0.00	0.00		GOOD
02/03/1999	INTEGRATED SDN BHD	0.00	0.00	1500.00	0.00		
	APES SDN BHD						
15/05/1999	ARUMUGAM A/L GUNASEKARAN	5.00	3500.00	0.00	0.00		
20/05/1999	INTEGRATED SDN BHD	0.00	0.00	3500.00	0.00		
	PRIME HOLDINGS SDN BHD						
Total Records : 3		13.00	6500.00	0.00	0.00		
		0.00	0.00	6500.00	0.00		
COURSE TITLE : ACCOUNTING COURSE PART I							
01/03/1999	HARITH OSMAN B. MUSTAFA	4.00	1500.00	0.00	0.00		
10/03/1999	INTEGRATED SDN BHD	0.00	0.00	1500.00	0.00		
	INTEGRATED SDN BHD						
Total Records : 1		4.00	1500.00	0.00	0.00		
		0.00	0.00	1500.00	0.00		
COURSE TITLE : ACCOUNTING COURSE PART II							
15/05/1999	JENNIFER WHITE	5.00	3500.00	0.00	0.00		GOOD
16/05/1999	INTEGRATED SDN BHD	0.00	0.00	3500.00	0.00		
	CYBER SDN BHD						
15/05/1999	HARITH OSMAN B. MUSTAFA	5.00	3500.00	0.00	0.00		GOOD
20/05/1999	INTEGRATED SDN BHD	0.00	0.00	3500.00	0.00		
	INTEGRATED SDN BHD						
Total Records : 2		10.00	7000.00	0.00	0.00		
		0.00	0.00	7000.00	0.00		
COURSE TITLE : ISO 9002							
01/01/2000	JENNIFER WHITE	8.00	1000.00	0.00	0.00	KL HILTON	PASSED
01/01/2000	AFFIN SDN BHD	10.00	400.00	1400.00	0.00		
	APES SDN BHD						
Total Records : 1		8.00	1000.00	0.00	0.00		
		10.00	400.00	1400.00	0.00		
Grand Total Records : 7							
Grand Total Courses : 4							
		35.00	16000.00	0.00	0.00		
		10.00	400.00	16400.00	0.00		

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : TRAINING DETAIL - BY TRAINER
SORTED BY : TRAINERS
DATE RANGE : 01/01/1900 - 31/12/2000

Date: 13-Jul-2007 (Fri) 07:12 PM Page : 1

FROM UNTIL	EMPLOYEE NAME COURSE ORGANISOR	HOURS POINTS	FEES (RM) TRAV (RM)	MISC (RM) TOTAL (RM)	LEVY (RM) SUBSIDY (RM)	VENUE REMARKS	RESULT/SCORE BONDED COURSE CODE
TRAINER : AFFIN SDN BHD							
01/01/2000	JENNIFER WHITE	8.00	1000.00	0.00	0.00	KL HILTON	PASSED
01/01/2000	ISO 9002	10.00	400.00	1400.00	0.00		
	APES SDN BHD						
Total Records : 1		8.00	1000.00	0.00	0.00		
		10.00	400.00	1400.00	0.00		
TRAINER : INTEGRATED SDN BHD							
01/03/1999	ARUMUGAM A/L GUNASEKARAN	4.00	1500.00	0.00	0.00		GOOD
10/03/1999	ACCOUNTING COURSE	0.00	0.00	1500.00	0.00		
	PRIME HOLDINGS SDN BHD						
01/03/1999	JENNIFER WHITE	4.00	1500.00	0.00	0.00		
02/03/1999	ACCOUNTING COURSE	0.00	0.00	1500.00	0.00		
	APES SDN BHD						
01/03/1999	HARITH OSMAN B. MUSTAFA	4.00	1500.00	0.00	0.00		
10/03/1999	ACCOUNTING COURSE PART I	0.00	0.00	1500.00	0.00		
	INTEGRATED SDN BHD						
15/05/1999	ARUMUGAM A/L GUNASEKARAN	5.00	3500.00	0.00	0.00		GOOD
20/05/1999	ACCOUNTING COURSE	0.00	0.00	3500.00	0.00		
	PRIME HOLDINGS SDN BHD						
15/05/1999	JENNIFER WHITE	5.00	3500.00	0.00	0.00		GOOD
16/05/1999	ACCOUNTING COURSE PART II	0.00	0.00	3500.00	0.00		
	CYBER SDN BHD						
15/05/1999	HARITH OSMAN B. MUSTAFA	5.00	3500.00	0.00	0.00		GOOD
20/05/1999	ACCOUNTING COURSE PART II	0.00	0.00	3500.00	0.00		
	INTEGRATED SDN BHD						
Total Records : 6		27.00	15000.00	0.00	0.00		
		0.00	0.00	15000.00	0.00		
Grand Total Records : 7							
Grand Total Trainers : 2							
		35.00	16000.00	0.00	0.00		
		10.00	400.00	16400.00	0.00		

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : TRAINING DETAIL - BY ORGANISOR
SORTED BY : TRAINING ORGANISORS
DATE RANGE : 01/01/1900 - 31/12/2000

Date: 13-Jul-2007 (Fri) 07:13 PM Page : 1

FROM UNTIL	EMPLOYEE NAME TRAINER COURSE	HOURS POINTS	FEES (RM) TRAV (RM)	MISC (RM) TOTAL (RM)	LEVY (RM) SUBSIDY (RM)	VENUE REMARKS	RESULT/SCORE BONDED COURSE CODE
ORGANISOR : APES SDN BHD							
01/03/1999	JENNIFER WHITE	4.00	1500.00	0.00	0.00		
02/03/1999	INTEGRATED SDN BHD ACCOUNTING COURSE	0.00	0.00	1500.00	0.00		
01/01/2000	JENNIFER WHITE	8.00	1000.00	0.00	0.00	KL HILTON	PASSED
01/01/2000	AFFIN SDN BHD ISO 9002	10.00	400.00	1400.00	0.00		
Total Records : 2		12.00	2500.00	0.00	0.00		
		10.00	400.00	2900.00	0.00		
ORGANISOR : CYBER SDN BHD							
15/05/1999	JENNIFER WHITE	5.00	3500.00	0.00	0.00		GOOD
16/05/1999	INTEGRATED SDN BHD ACCOUNTING COURSE PART II	0.00	0.00	3500.00	0.00		
Total Records : 1		5.00	3500.00	0.00	0.00		
		0.00	0.00	3500.00	0.00		
ORGANISOR : INTEGRATED SDN BHD							
01/03/1999	HARITH OSMAN B. MUSTAFA	4.00	1500.00	0.00	0.00		
10/03/1999	INTEGRATED SDN BHD ACCOUNTING COURSE PART I	0.00	0.00	1500.00	0.00		
15/05/1999	HARITH OSMAN B. MUSTAFA	5.00	3500.00	0.00	0.00		GOOD
20/05/1999	INTEGRATED SDN BHD ACCOUNTING COURSE PART II	0.00	0.00	3500.00	0.00		
Total Records : 2		9.00	5000.00	0.00	0.00		
		0.00	0.00	5000.00	0.00		
ORGANISOR : PRIME HOLDINGS SDN BHD							
01/03/1999	ARUMUGAM A/L GUNASEKARAN	4.00	1500.00	0.00	0.00		GOOD
10/03/1999	INTEGRATED SDN BHD ACCOUNTING COURSE	0.00	0.00	1500.00	0.00		
15/05/1999	ARUMUGAM A/L GUNASEKARAN	5.00	3500.00	0.00	0.00		GOOD
20/05/1999	INTEGRATED SDN BHD ACCOUNTING COURSE	0.00	0.00	3500.00	0.00		
Total Records : 2		9.00	5000.00	0.00	0.00		
		0.00	0.00	5000.00	0.00		
Grand Total Records : 7							
Grand Total Organisers : 4							
		35.00	16000.00	0.00	0.00		
		10.00	400.00	16400.00	0.00		

Date: 13-Jul-2007 (Fri) 07:13 PM Page : 1

[illegible]

Date: 13-Jul-2007 (Fri) 07:14 PM Page : 1

[illegible]

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : WORKING HISTORY DETAIL
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/1900 - 31/12/2000

Date: 13-Jul-2007 (Fri) 06:07 PM Page : 1

JOINED	RESIGNED	COMPANY NAME CONTACT PERSON/TEL SERVICE YEARS	ADDRESS	OCCUPATION SALARY (RM) REASON LEFT
Name : FRANÇOIS PIETTE IC New : 670101-01-1232 Sex : MALE Hire : 03/01/1995 Dept : ACCT Empl#: 006 IC Old : 5643533 Race : MALAY Term : / / Occu : CLER				
24/05/1989	30/10/1990	SAM & MARY SDN BHD Ms Susan 1 yr 5 mth		Clerk 550.00
01/01/1990	31/12/1994	IWAZA HOLDINGS SDN BHD Ms Samantha Ee 5 yr 0 mth		Clerk 650.00
Total Records : 2				
Name : JENNIFER WHITE IC New : 661110-10-5099 Sex : FEMALE Hire : 01/07/1993 Dept : PROD Empl#: 001 IC Old : A0581988 Race : CHINESE Term : / / Occu : ADMM				
08/05/1992	01/01/1993	International Communication Sdn Bhd Ms. Joanne 0 yr 7 mth		Communication Consultant. 1600.00
08/05/1994	31/12/1994	Satachi Corporation Michael David/03-5666-8888 0 yr 7 mth		Marketing Consultant 1800.00
01/01/1999	31/03/1999	Star City Corporation Bhd Sally Liew/05-555-7183 0 yr 3 mth		Better Career Senior Marketing Consultant 2200.00
Total Records : 3				
Name : SAKURA OSHIN YAMAHA IC New : Sex : FEMALE Hire : 01/12/1990 Dept : EDP Empl#: 007 IC Old : Race : OTHERS Term : / / Occu : EDPM				
06/01/1980	16/05/1980	HEIWA HOLDINGS SDN BHD Mr Lim Tian Boo 0 yr 4 mth		Store Keeper 550.00
01/01/1981	31/12/1983	BOON JUAT SDN BHD Pn Zain 3 yr 0 mth		Store Keeper 600.00
Total Records : 2				
Name : TIAN FATT HUAT IC New : 500109-10-5483 Sex : MALE Hire : 16/07/1983 Dept : MKTG Empl#: 008 IC Old : 3000084 Race : CHINESE Term : / / Occu : S.SA.EXEC				
01/07/1980	28/02/1983	BERJAYA GROUP BERHAD Pn Saliwah (03-9865214) 2 yr 8 mth		Junior Sales Executive 1000.00
16/07/1983	/ /	DEMONSTRATION COMPANY Mrs Ng Siew Leng (03-2302145) 0 yr 0 mth		Senior Sales Executive 1600.00
Total Records : 2				
Grand Total Records : 9 Total Employee : 4				

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : OTHERS RECORD DETAIL
SORTED BY : EMPLOYEE NAME
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 13-Jul-2007 (Fri) 06:07 PM Page : 1

TITLE	DETAIL	VALUE	DATE
Name : HARITH OSMAN B. MUSTAFA Empl#: 002 COMPUTER SERIAL	IC New : 540604-01-2345 IC Old : A2365877 PC Name: PC-002 IP Addr: 9.0.0.10 User ID=Harith Windows ID=15101-OEM-0084432-88888 Jogging, Sepak Takraw, Video Games	Sex : MALE Race : MALAY Hire : 01/01/1988 Term : / / 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Dept : ACCT Occu : ACMN / / / / / / / / / / / / / /
PERSONAL HOBBIES			
Total Records : 2			
Name : JENNIFER WHITE Empl#: 001 COMPUTER SERIAL	IC New : 661110-10-5099 IC Old : A0581988 PC Name: PC-001 IP Addr: 8.0.0.10 User ID=Cory Windows ID=15101-OEM-0084432-45836 Fishing, Swimming, Reading, Football	Sex : FEMALE Race : CHINESE Hire : 01/07/1993 Term : / / 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Dept : PROD Occu : ADMM / / / / / / / / / / / / / /
PERSONAL HOBBIES			
SPECIAL SKILLS	Former Basket Ball Selangor State Playe Formet Varsity Squash Player	0.00 0.00 0.00 0.00	/ / / / / / / /
Total Records : 3			
Name : TAN CHENG MEI Empl#: 003 PERSONAL HOBBIES	IC New : 710805-10-5858 IC Old : A1932537 Reading, Eating	Sex : FEMALE Race : CHINESE Hire : 17/06/1992 Term : / / 0.00 0.00 0.00 0.00	Dept : ACCT Occu : ACC CLERK / / / / / / / /
Total Records : 1			
Grand Total Records : 6			
Total Employee : 3			

=====																								
Empl#: 001 Name: JENNIFER WHITE Hire: 01/07/1993 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	14.00	6.00	5.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	6.00	12.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

Empl#: 002 Name: HARITH OSMAN B. MUSTAFA Hire: 01/01/1988 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	7.00	13.00	5.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	9.00	9.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

Empl#: 003 Name: TAN CHENG MEI Hire: 17/06/1992 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	17.00	3.00	3.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	8.00	10.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

Empl#: 004 Name: PHANG LEE BENG (TONY) Hire: 01/01/1993 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	12.00	8.00	5.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	2.00	16.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

Empl#: 005 Name: ARUMUGAM A/L GUNASEKARAN Hire: 31/12/1990 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	13.00	7.00	5.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	4.00	14.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

Empl#: 006 Name: FRANÇOIS PIETTE Hire: 03/01/1995 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	13.00	7.00	5.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	1.00	17.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

Empl#: 007 Name: SAKURA OSHIN YAMAHA Hire: 01/12/1990 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	20.00	0.00	20.00	16.00	4.00	4.00	1	2	2	1	2	2	1	2	2	1	2	2	20				
Sick Leave	0.00	18.00	0.00	18.00	2.00	16.00	0.00	1	2	1	2	1	2	1	2	1	2	1	2	18				

Empl#: 008 Name: TIAN FATT HUAT Hire: 16/07/1983 Resign: / / Retire: / /																								
Last Year Curr Year Total Total Total Total Next Year Entitlement Earned in Year 2000																								
Leave Description	B/F	Earned	Adjustment	Entl	Taken	Balance	C/F	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT				
Annual Leave	0.00	22.00	0.00	22.00	17.00	5.00	5.00	1	2	2	2	2	2	1	2	2	2	2	2	22				
Sick Leave	0.00	20.00	0.00	20.00	2.00	18.00	0.00	1	2	2	1	2	2	1	2	2	1	2	2	20				

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : ACCIDENT ANALYSIS BY COST
SORTED BY : DEPARTMENT
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 15-Jul-2007 (Sun) 03:48 PM Page : 1

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ANALYSIS FOR YEAR : 2000													
ACCOUNTS DEPARTMENT	800.00	650.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1700.00
ADMINISTRATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00
E.D.P. DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00
MARKETING/SALES DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00
PRODUCTION	0.00	0.00	1200.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	50.00	0.00	1450.00
	800.00	650.00	1450.00	0.00	0.00	200.00	600.00	0.00	0.00	0.00	50.00	0.00	3750.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : ACCIDENT ANALYSIS BY COUNT
SORTED BY : DEPARTMENT
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 15-Jul-2007 (Sun) 03:49 PM Page : 1

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ANALYSIS FOR YEAR : 2000													
ACCOUNTS DEPARTMENT	1.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
ADMINISTRATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
E.D.P. DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
MARKETING/SALES DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
PRODUCTION	0.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	3.00
	1.00	2.00	2.00	0.00	0.00	1.00	3.00	0.00	0.00	0.00	1.00	0.00	10.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : ACHIEVEMENT ANALYSIS BY VALUE
SORTED BY : DEPARTMENT
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 15-Jul-2007 (Sun) 03:50 PM Page : 1

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ANALYSIS FOR YEAR : 2000													
ACCOUNTS DEPARTMENT	560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	0.00	2000.00	3560.00
ADMINISTRATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	550.00	0.00	0.00	0.00	0.00	0.00	550.00
E.D.P. DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00
MARKETING/SALES DEPARTMENT	0.00	0.00	500.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00	0.00	1000.00	2500.00
PRODUCTION	8000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	8250.00
	8560.00	0.00	500.00	0.00	500.00	0.00	1050.00	0.00	1250.00	500.00	0.00	3000.00	15360.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : ACHIEVEMENT ANALYSIS BY COUNT
SORTED BY : DEPARTMENT
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 15-Jul-2007 (Sun) 03:50 PM Page : 1

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ANALYSIS FOR YEAR : 2000													
ACCOUNTS DEPARTMENT	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	1.00	4.00
ADMINISTRATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00
E.D.P. DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
MARKETING/SALES DEPARTMENT	0.00	0.00	1.00	0.00	1.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	4.00
PRODUCTION	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	2.00
	2.00	0.00	1.00	0.00	1.00	0.00	3.00	0.00	3.00	1.00	0.00	2.00	13.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : APPRAISAL ANALYSIS BY COUNT
SORTED BY : DEPARTMENT
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 15-Jul-2007 (Sun) 03:58 PM Page : 1

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ANALYSIS FOR YEAR : 2000													
ACCOUNTS DEPARTMENT	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00
ADMINISTRATION DEPARTMENT	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
E.D.P. DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
MARKETING/SALES DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
PRODUCTION	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
	4.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	6.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : BENEFIT ANALYSIS BY QUANTITY
SORTED BY : DEPARTMENT
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 15-Jul-2007 (Sun) 04:07 PM Page : 1

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ANALYSIS FOR YEAR : 2000													
ACCOUNTS DEPARTMENT	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	4.00
ADMINISTRATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
E.D.P. DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
MARKETING/SALES DEPARTMENT	2.00	0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
PRODUCTION	1.00	0.00	1.00	2.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
	6.00	0.00	2.00	2.00	1.00	1.00	2.00	0.00	1.00	0.00	0.00	0.00	15.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : BENEFIT ANALYSIS BY VALUE
SORTED BY : DEPARTMENT
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 15-Jul-2007 (Sun) 04:07 PM Page : 1

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ANALYSIS FOR YEAR : 2000													
ACCOUNTS DEPARTMENT	5600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1560.00	0.00	0.00	0.00	7160.00
ADMINISTRATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	580.00	0.00	0.00	0.00	0.00	0.00	580.00
E.D.P. DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	580.00	0.00	0.00	0.00	0.00	0.00	580.00
MARKETING/SALES DEPARTMENT	5352.00	0.00	1360.00	0.00	35000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41712.00
PRODUCTION	1200.00	0.00	20000.00	20.00	0.00	120.00	0.00	0.00	0.00	0.00	0.00	0.00	21340.00
	12152.00	0.00	21360.00	20.00	35000.00	120.00	1160.00	0.00	1560.00	0.00	0.00	0.00	71372.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : DISCIPLINE ANALYSIS BY COUNT
SORTED BY : DEPARTMENT
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 15-Jul-2007 (Sun) 04:12 PM Page : 1

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ANALYSIS FOR YEAR : 2000													
ACCOUNTS DEPARTMENT	1.00	1.00	1.00	1.00	0.00	0.00	1.00	0.00	0.00	0.00	3.00	1.00	9.00
ADMINISTRATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
E.D.P. DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
MARKETING/SALES DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
PRODUCTION	0.00	1.00	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00	5.00
STORE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
	1.00	2.00	2.00	1.00	0.00	0.00	6.00	1.00	0.00	0.00	3.00	2.00	18.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : INSURANCE ANALYSIS BY COUNT
SORTED BY : DEPARTMENT
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 15-Jul-2007 (Sun) 04:19 PM Page : 1

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ANALYSIS FOR YEAR : 2000													
ADMINISTRATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00
E.D.P. DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00
MARKETING/SALES DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00
PRODUCTION	0.00	1000.00	0.00	0.00	3600.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	5100.00
STORE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00
	0.00	1000.00	0.00	0.00	3600.00	500.00	2000.00	0.00	0.00	0.00	0.00	0.00	7100.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : NPL ANALYSIS BY DAYS
SORTED BY : DEPARTMENT
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 15-Jul-2007 (Sun) 04:22 PM Page : 1

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ANALYSIS FOR YEAR : 2000													
ACCOUNTS DEPARTMENT	2.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
ADMINISTRATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
E.D.P. DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
MARKETING/SALES DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
PRODUCTION	0.00	0.00	2.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	5.00
STORE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
	2.00	1.00	3.00	1.00	0.00	0.00	4.00	3.00	0.00	0.00	0.00	0.00	14.00

COMPANY : DEMONSTRATION COMPANY (180838-D)
REPORT TITLE : SKILL ANALYSIS BY COST
SORTED BY : DEPARTMENT
DATE RANGE : 01/01/2000 - 31/12/2000

Date: 15-Jul-2007 (Sun) 04:26 PM Page : 1

DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ANALYSIS FOR YEAR : 2000													
ACCOUNTS DEPARTMENT	7200.00	0.00	400.00	500.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	8300.00
ADMINISTRATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00
E.D.P. DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	2800.00	0.00	0.00	0.00	0.00	0.00	2800.00
PRODUCTION	0.00	0.00	0.00	0.00	560.00	0.00	0.00	150.00	0.00	0.00	0.00	321.00	1031.00
STORE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	4800.00	0.00	0.00	0.00	0.00	0.00	4800.00
	7200.00	0.00	400.00	500.00	560.00	0.00	7800.00	150.00	200.00	0.00	0.00	321.00	17131.00