

Tech A Break

E-ISSUE #5 SEPT 2018



*"One way to get the most out of life is to look upon it as an adventure."
-William Feather-*



Follow Us



www.pastinyala.com

CONTACT

3rd Floor No.7 Lot 8513
Tabuan Stutong Commercial Centre,
Jalan Setia Raja, 93350, Kuching, Sarawak
082-360091
support@pastinyala.com

Written By: Aliaa Syamimi

MOBILE TECHNOLOGY

To Increase Your Business Productivity & Profitability

1 Mobile technology is a telecommunication machinery used on cellular devices that transfer information through the provided network. As of the past decades, networking capabilities as well as devices' technological advancements has boosted with rapid research and development of IT fields, given that reliable experts believed in future of wireless networking.

2 The main question that public keep throwing around would be, how businesses could profit from mobile technology? When mobile devices has been so widely used in high population countries that have the mean to access such technology that used to be a luxury, it is expected that this technology would eventually be a must-have to operate in daily life. Such transition would slowly but surely assimilate users to using mobile technologies in their working environment.

4 **How Mobile technology helps?**

- Ease of carrying / mobility.
- Reduce time to access information and contacts from laptop and desktop.
- Ease of reaching out to colleagues and clients worldwide through multiple, fast-accessed communication platforms.

5 **Why mobile technology?**

Global growth

- Diversifying of markets removed the restrictions on businesses and global barriers.

Global access

- Reaching out to potential business clients across different countries and continents.

Increased employee availability

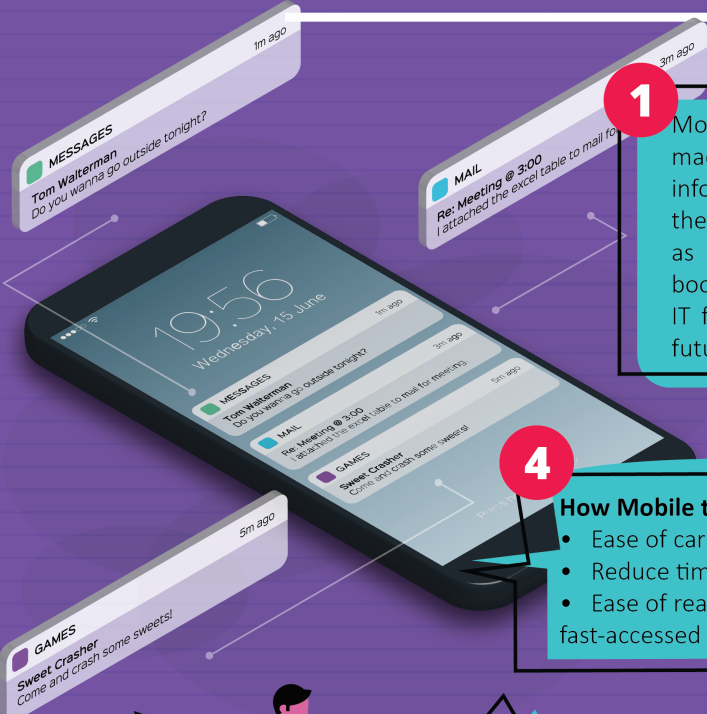
- Empowers employees through convenience of working remotely.

Improved portability for users

- Enabling users to go to places without having to carry handful size of laptops.
- Digitization of documents ease the users to open the documents and search for keywords through it.

3 **Example of sectors that uses the mobile technology in their day-to-day work environment.**

- Information technology (software and hardware).
- Logistics.
- Design.
- Service Providers (AirBnB, Uber, etc.).
- Banking and Commerce.
- Administration.



Ways To Keep Your Phone Safe

We rely so much on our smartphones and store so much sensitive data on it to make our lives easier. With all these sensitive data on-board a tiny device, we should pay more attention to keeping it safe and away from anyone unwanted.

Smartphones is the one device that is guaranteed that almost all of us have and probably permanently attached to our hands. These devices often hold lots of vital data such as contacts, photos, health data, and also using them for shopping, socialising, browsing, banking and more.

Here are some precautions to help you keep your mobile phone secure.

Written By: Syed Sulhi

Keep your OS up to date

Updates for mobile phone operating systems are released often to improve security and performance. It is important to download updates to your smartphone - both iOS and Android - as soon as they become available. These updates can protect against newly discovered threats and vulnerabilities and help keep your phone safe.

Don't Download Shady Apps

Apps are probably the only thing that can harm you by stealing your personal data. When downloading an app, make sure that all the details of the app comes from the original 'company' or correct developer. Some sneaky apps might even trick people to download a "New and improved HD version" of a legitimate app, so make sure you check a few app details before downloading. For instance a mobile banking app (or any app that handles financial accounts) should come from the bank itself as seen here on the iOS App Store, and not some other seller or developer.

Be aware of the risks of public Wi-Fi and Bluetooth

Public Wi-Fi networks can make it trivial for an attacker to intercept the traffic you are sending over the unencrypted network. It is recommended to never send sensitive information over public Wi-Fi. For example, do not enter passwords or carry out internet banking transactions when connected to public Wi-Fi. To increase your security on public Wi-Fi, using a mobile VPN could also be an option. However, ensure that the mobile VPN you download is legitimate and not harvesting any data off your phone. Be careful of Bluetooth use on your phone, too. Not only does it use up your battery life, it can also offer attackers another way to compromise your smartphone. Turn it off if you are not using it.



Back up your data

Ensuring that regular backups are made is essential, and there are a number of ways to go about it. Most modern phones now allow users to “synchronise” information with a computer or website for productivity or backup purposes. This can include e-mails and contacts with Microsoft Outlook, photos uploaded to online storage or proprietary software supplied by the phone manufacturer to simply backup key data in the event of loss.

Do not lose your smartphone!

Not losing your smartphone is sometimes easier said than done. Of course no one wants to lose their smartphone, but unfortunate circumstances might happen. Installing apps that can locate your smartphone on your iOS or Android device is essential. These apps can help you locate your phone and some have the option to wipe out the data on the phone so you don't become a victim of identity theft.



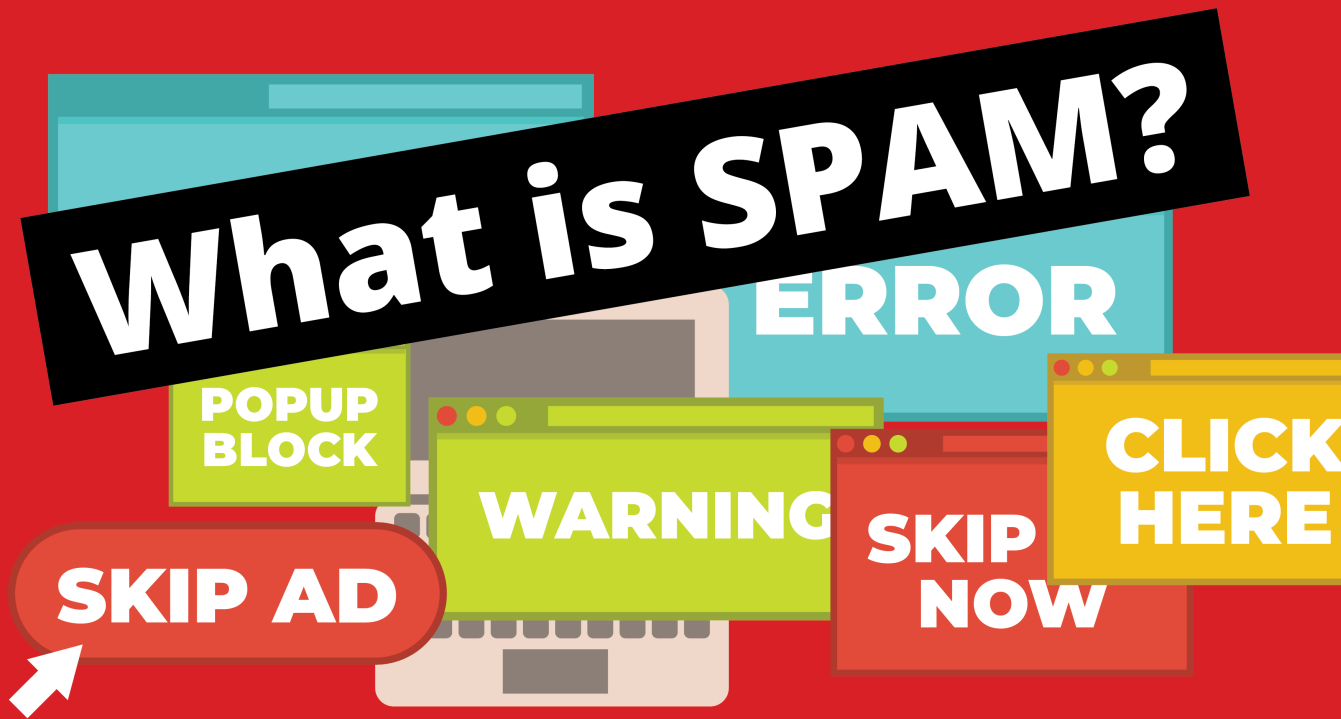
Activate a screen lock

After a short period of inactivity (30 seconds, for example), your phone should auto-lock itself. This is the easiest way to keep intruders away. The reason behind this is that you can never know where you'll accidentally forget your phone and who will end up accessing it. Don't use a PIN code for locking the screen. That's the easiest one to breach, someone just has to be peeking while you unlock your phone. Lock your screen using a pattern. Choose a complicated one and then deactivate the option that makes it visible when you enter it. You can also use your fingerprint to wake and unlock your phone, in addition to the pattern, if you have it as an option. It is most secure ways because it's so difficult for someone to replicate the data.

Security Software

Security software can help you avoid many of the potential dangers associated with smartphones. As well as offering more standard malware, spam and firewall protection this software can help you control your phone from afar and if it has GPS capabilities, can show you the location of a device if it is lost or stolen. Furthermore, it's possible to lock a device remotely, requiring password access on the handset or a specific unlock request to enable it. If a phone has simply been misplaced in the home, an audible alert request can be sent to the device to signal its location, and it's even possible to erase sensitive data remotely if you're sure it has found its way into the wrong hands.

To be fair, there is no one mobile platform that is safer than another. With so many devices but only a handful of platforms to choose from, attackers are able to target any platform they desire and the repercussions can be quite devastating to power users. We, as users have to be cautious with what we do to and with our smartphones.



Written By: Mohd Afif

SPAM (Sending and Posting Advertisement in Mass)

is unsolicited electronic messages sent to a large number of people. In other words, it is the action of sending and posting mass advertising. Generally, the advertisement is the most well-known type of SPAM and the email is the most common way to send them. But it is a mistake to think that this practice happens only for marketing products. Chain messages that induce the user to send them to others, rumors, urban legends, malicious programs designed to steal personal or financial data, scams and porn are also considered SPAM.

And why is this such a bad practice?

The biggest problem of these unwanted messages is that they hinder the relationship between consumer and brand. Have you ever got lots of advertisements for products that you aren't interested in your email? And do you remember how annoying that is? SPAM creates a big problem for the user. When she receives many unsolicited messages, for example, in her email, the inbox gets very full.

Even if today there already are anti-SPAM tools that deviate this content from the inbox, some messages can be confused with SPAM. With this, it is possible that the person misses out on important information that has been hidden among all the ads. Therefore, it is necessary to avoid spam in any communication channel so that people have good experiences. However, the email is not the only media in which this practice happens. Sending messages that weren't requested by the users on their Facebook inbox, Whatsapp, Twitter or any other communication tool you establish with your users are also examples of SPAM. But each one of these forms of Spam has a different name:

- » SPIM is the name given to Spam over instant messaging apps, such as Whatsapp and Messenger.
- » SPIT are messages delivered over the telephone. Most of the times they are advertisements or offers of some product/service.

How to avoid SPAM

If you browse the Internet just as a user, there are some ways to protect yourself from SPAM.



Always keep your antivirus software updated **1**

It is important that you have an antivirus on your computer that can block potential attacks to your personal data. However, your information isn't protected by only having this tool installed. So, update the security software whenever necessary. Besides, use the antivirus periodically and make it a habit not only in your corporate computer but also in your private one. It is important to install antivirus software on your mobile phone too. After all, it is common to use mobile phones to access the Internet. If you notice unusual behavior in your computer or mobile device, remember to scan it for viruses. And if the problems persist, it is necessary to reinstall the entire operating system.

Don't share personal data 2

Email and bank account information are highly confidential. Therefore, you should not share them on suspicious pages.

Malware codes sent to your email may be able to turn your system into a server for sending SPAM. And it's usually not easy to see that your computer is infected. Most people only figure it out when the device gets very slow or if there are connection problems.

With banking information, the danger is in the unauthorized transactions that can be performed. When this happens, the user may suffer high financial losses. For example, some high-value transfer; bill payments or purchases that weren't made by the user.

Avoid sharing chain messages 3

Don't share questionable messages. Usually, they are used to capture email addresses and use them to send SPAM without the consent of the user.

In addition, several stories shared in chains are false. That's why you need to check the veracity of the information not to share bad content.



Use anti-spam tools 4

The anti-spam tool is essential because it directs suspicious messages to a SPAM folder outside your Inbox. So, even if you don't have this tool installed in your computer, try to use the resources offered by access providers.

Separate your emails into categories 5

If at all possible, try to have more than one email and separate them by category. You can, for example, have an account just for subscribing to lists and receiving promotions. So, you can prevent certain SPAM emails to get to your personal or commercial emails.

Don't believe in all the special deals 6

Avoid clicking popups and buttons that lead to extraordinary free gifts. It is always important to check first if the gifts are even real and if the site that offered them is trustworthy. Several institutions already have on their pages information that confirms or not the sending of free gifts, promotions, and discounts. So, remember to analyze all the messages you get before clicking everything that appears on the Internet.

PNSB TPU thoughts on PNSB motto

“WORK SMART, PLAY HARD”

Technology Planning Unit (TPU) PNSB that consists of top notch leaders is the backbone of PNSB. They are the ones who set the direction and guide the members to the right direction and destination, in a smooth and efficient way.



We planned our work with **TASKPAD**

Let's hear the TPU thoughts on this simple, straightforward, yet powerful

Written By: Baetrice Lawrence

“**Work smart, play hard**”, it's a common quote used by Pasti Nyala-ian whenever they go out for their team building sessions. Even when they face difficulties while doing their daily work, they reminded each other by using this expression. The quote is very straightforward; we are here to enjoy our life and all it has to offer to the fullest, be it at our best or worst time. However, in order to experience life in the best way possible, one need to work smart in whatever it is they do. It doesn't matter what you are doing, there's one thing for sure, the smarter you deal in those position and situations, the best play time that you will have. People are considered to practice a work smart habit when they manage to figure out a way to do their task in a more efficient and effective manner. By doing so, they could optimize their effort in such a way that less effort could produce more results.

Questions for TPU

1. Personally, how do you apply this quote in your daily work and as a team lead, how to you ensure your team members are working smart instead of working hard?
2. Traditionally, working hard is considered to be the cornerstone of achievements and it has been well known, said a hundred thousand times and drilled into our heads- “if you want to succeed, work hard”. What are your thoughts around this statement? Do you think working smart is more important than working smart, the other way round or both? Why do you say so?
3. What do you think of Pasti Nyala's approach on work smart, play hard? How does this approach affect the environment inside the work place, worker's overall performance and also their wellbeing?
4. As a conclusion, what is your overall comment about the quote?



◀ **Christina Yii Leh Yan**
Business Analyst
Team Lead (Kaiyaa)

1. Having self-awareness for my team members to prioritize his or her works smart, ask for help and build upon strengths surrounding to achieve individual team members goal in the quickest and most efficient way as possible. Plan your time and prepare a to do list. Furthermore don't start from a scratch always finding and modifying templates you've utilized in the past or finding someone who has already done what you need to do and take a cue from them on how to proceed.
2. Working hard with blood, sweat, and tears don't solve all problems. Real thinkers are the ones who succeed most, or do it with less stress. Why do you think that so many people can sit and relax can make millions? It's because they worked smarter than their much harder working peers. Working smart is just a way to save work, thus making you more productive, thus making innovations in the society. Your constant ability to

choose most valuable task to complete, and to complete it in an efficient and effective manner, is far more important than simply working hard blindly, either following what your boss wants or what you feel like doing it. Nevertheless, successful people work both hard and smart. So neither work hard or work smart is more important than each other, I believe both are important.

3. Work smart means we are getting the job done efficiently and we might even enjoy the process, we want to create a better, faster or smoother way of doing it. However we do need to consider taking a break after working for a period. Play hard, it is part of what unites the teams and what spurs them to excel, both when working and when playing. These “play” activities allow employees a chance to see what goes on in other departments of the workplace and enable them to feel more comfortable speaking to people whom they might not normally approach example such as top management or supervisor. Not only do these events foster improved communication; they also can contribute to greater productivity, satisfaction, and loyalty and employee retention.

4. I believe working smart and play hard is overall to build a team work, unity and continuous improvement in our working ethic.



Sim Yu Hock
Business Analyst
Team Lead (Zodiac)

1) Yes, as Zodiac Team, we implement that, as I always told the team to concentrate on their work, and follows up with them on the status, don't just work hard and no results achieved. I also encourage them to go relax during weekend or off day.

2) "If you want to succeed, work hard"- I agreed with the statement; however, Work hard not enough, but we need to work smart instead.

Work Smart

As Work Smart need to has the combination of the following elements:

- a) Brainstorm** - Think and Proper Planning for the task given, and draw up the high level mission, and target to achieve. (Don't just jump into the work without thinking).
- b) Team Work** - Discuss with Team members, and plan for the detail, and assign the task to individual and set the due date of each task. (Delegate the task to the team members who has competent to the task, and trust him/her to deliver).
- c) Dedicated** - To dedicate on the task assigned, and concentrate to fix it.
- d) Follows SOP** - Following the SOP to reduce the mistake made. (If need to improve the SOP, will do so).

e) Follows up Discussion - To check on the status, and solving the doubt for the project, to make sure the deadline is still possible. If Work Hard, without the above elements, you may end up spend more time to do the task, and less result to be achieve.

Play Hard

- a) Rest** - Release the tension, and free from work (To rest the mind for a while, so that you may come back with the fresh mind for your work).
- b) Family Value** - To get to know each other, and sharing some more other than work related task, and build the family value in the team.
- c) Better Relationship** - Through Team Building, the staff will learn to communicate, discuss, sharing among the team, and that will have to build a better relationship among the staff.
- d) New idea** - With the clear mind, you may come out with some new idea eventhough you are playing.

3) Definitely it helps. We want the staff to enjoy their working life in PNSB, which is not only work in and out, but we entertain our ourselves most of the time. We are serious in delivery, we are also serious in relaxing, to build the family value in PNSB environment. At the moment, the overall performance may not in the stage of satisfactory yet, but I believe, we can improve it by keeping the competent staffs, and we all work together as a team.

4) Work Smart and Play Hard- Let's we all follows the approach to make our PNSB more enlighten and happy life.



Hiedayah Hamzah
Business Analyst
Team Lead (Moon)

1. I honestly can't ensure that the team members are working smart, not working hard. But what I can do is keep the team members in a safe environment and positive attitude. I believe people with good attitude take initiative whenever they can. They are more willing to help colleagues who are in need, they pick up the slack when someone is off, and they make sure that their work is done to the highest standards. Furthermore, a good attitude at work will help you set standards for your work, ensure that you're taking responsibility for yourself, and make decisions easier since they're based on your intuition. This admirable trait is hard to find in many organizations.

2. You've just been assigned a major project. Naturally your mind is racing with a million different thoughts on where to start and what you'll need to get the job done on time. As a result, you start creating a to-do-list that is massively bulky. The problem with these out-of-control to-do-lists is that they're overwhelming, and prevent you from being productive. That's because you're working hard, multitasking and directing your energy to unimportant tasks and activities. At the end of the day, you are mentally exhausted, with very little things done. Instead, keep your to-to-lists lean and mean by only focusing on your 3 to 5 most urgent, important, and challenging tasks for the day, aka your Most Important Task (MIT). Focus on one task at a time before moving on to less critical tasks. If you put them off to later, you will get busy and run out of time to do them. Get them out of the way, when you do, you'll feel more productive and less anxious. So, yes work smart gets my vote.

3. Since stress can cause physical, emotional, and behavioral problems – which can impact our health, energy, well-being, and mental alertness – it's no surprise that stress hinders our work performance. Team Building is one of the best approach to relieve that workplace stress. Not only that it's a stress reliever – it helps strengthen our communication and collaboration skills. When our communication and collaboration skills are strong, we'll eliminate unnecessary rework and wasted time from straightening out any misunderstandings and miscommunications. These activities can enhance our active listening skills and staying on one topic when communicating.

4. When we work smart, we have more time to focus on important things like important decision making, brainstorming fresh ideas, collaborating, reflecting and innovating. Our people are the most valuable assets, for me personally. I make it my responsibility to make sure everyone feels safe, positive so they can be self-enablers – which is really important to any organization. I play hard, so I can connect to them on a personal level.

Nurul Izzah
Business Analyst
Team Lead (Tech-Up)



1. I often remind myself and my team mates to look at the big picture. It is not just about that one task you are doing, it is about how it fits in the whole system and how it affects user's experience. So try to understand why the task is assigned and set a clear goal because once our direction is clear, we can be on the same page and focus on that goal. Remember to pause and check if you're on the right track every now and then. Take breaks in between tasks by using 50/10 rules (i.e. 50 minutes work, 10 minutes break). Work can consume our thoughts, so talking or reading about other things in between can reset your pressure level and allow you to think smarter.

2. I don't see working hard and smart as separate elements when it comes to success. I think we should work hard but plan it smartly. Research is the key, so do online research, ask your colleagues and don't be scared to try new things. All of these can help you make informed decisions in planning and executing your tasks to achieve your goals. You have to be able to adapt to

changes and avoid making wasted effort. When you get stuck, take a step back. Accept that when one way is obviously not working, you need to move on and look for another way to solve it.

3. I think this approach proves how the company cares for employees' well-being. Though work is the priority, it shows that success does not stand on working term alone, but also how well you nurture your mental and physical health. Play is a fun term, it encourages employees to have a mindset that there should be space for relaxing and unwind. The team-buildings activities promote healthy lifestyles as well as bringing the employees closer together. This approach creates a positive environment and improves employees' relationship. This will in turn help produce better performance and end result.

4. This light and cheerful quote supports balance lifestyles. I appreciate that the company want us to work smart and also understand how taking break can affect our work quality. This quote is effective because I personally have so many fond memories with these lots be it work related or playing time!

1. I always give certain freedom to my team mate. They are encourage to voice their opinion, decorate their work desk, and even singing is not a problem as long as that can help them to concentrate on their work. Time to time we will have some 1 to 1 discussion or code review. Sometime they might feel shy to let other know what they don't understand, so review their program with them by 1 to 1 help them improve their efficiency. But any other time from work time, I will put myself to enjoy or attempt to entertain the whole team like talk some lame joke, watching movie at night/Sunday.

2. My option both is equally important. Work smart are always better in my opinion. It is more efficient, lesser resource used, and lesser time consumption. But i don't think we should negated work hard as well. Without working hard, you won't find the solution to working smart. To be exact, work smart for me is like a experience we gain. We were working hard, that's why we know how tired it were and how lost we felt. That is the time we come out some counter- measure to overcome our work. When that happen, we finally know the way to work smart.

3. Yes. This approach ensure all of us be in productive phase, while also ensure us to create an harmony environment between each other. It allowed better corporation between colleagues and able to be more creative. Example like our team building.

4. I think I totally agree to this quote. It help us to improve on our work efficiency and also release our stress time to time. Make sure the stress is not keep in self and never have time to have some fun. We should balance up work and entertainment.



Anthony Chan
Business Analyst
Team Lead (Avenger)

TRIBE WARS



7th- 8th July, 2018

On a fated weekend, everyone was headed to a secluded place called, Libiki Bamboo Resort. In order to make peace, they have to go on a TRIBES WAR!! On the arrival, they prepared their war cry as well as their flag in order to show who they are to their foes.



Written By: Nur Shareen



WIND TRIBE (Julias, Sim, Syed, Michael, & Jac), the tribe where they effortlessly making cyclones on a hot day. EARTH TRIBE (Zul, Watson, Kho, Dimple, & Carolyn), the tribe where trees are their most powerful ally and we are surrounded by them. WATER TRIBE (Richard, Anthony, Sulhi, Sherilyn, & Amy), the tribe serenely has control over 71% of the Earth surface, nuff said. FIRE TRIBE (Andika, Hisham, Christina, Miliza, & Shareen), the tribe where they are fearlessly making their way by burning everything that blocks their path.



The decisive war was all about eggs, chicken eggs. The art of preserving eggs from harm was not easy but not impossible for WIND TRIBE & AIR TRIBE! The tribes are at peace with this and cheerfully ending their day with some ATV ride. As the night comes, they masterfully hunt werewolves but not without sacrifices from their villagers. The tribe people celebrate this peace with a lot of drinking and singing all night long.

The first war was to find their beloved hidden flag all around the place and swiftly WIND TRIBE conquered the first place for this round. After a short rest, the tribes gathered and trying to win with their body and expression. Alas, the FIRE TRIBE snatches victory this time around but every tribes have lost their tribes people. To make sure they can win the war, WIND TRIBE teamed up with AIR TRIBE while FIRE TRIBE teamed up with WATER TRIBE.



The next morning, to make sure the peace is secured, the tribe people went jungle trekking and practiced their archery. All in all, it was decided that FIRE TRIBE won the war as they worked hard for achieving peace for everyone.

Thanks to the organizers (Izzah, Izam, Aff, Kelvin, Aliaa, & Bae) for making our weekend an amazing one! Tribes' War certainly was one of the most memorable team building organized as it is fun and have a lot to offer. Everyone, please look forward to our next team building! Have an awesome day!



HIGH PERFORMANCE TEAM (HPT) TRAINING

High performance team is what like it sound like. Tough, laborious, rigorous but it is not without any rewards. Team like McLaren Formula 1 racing team is one of the example of dream team. They worked hard to get where they are right now. As Sachin Prabhu once said, "Great Success requires Great Sacrifice". So, why would we want to be in HPT if it's hard?

29th- 30th June, 2018

Our training for HPT is for introduce to us about our current way of teamwork versus the new way which will benefit us more. HPT is a team where everyone with the same set of skills, vision, and goals can trust each other to do their job to get outstanding results.

To be in this dream team, one must identify the dysfunctions of a team and reduce the probabilities of the dysfunctionalities. Thus, the chances of achieving the outstanding result are greater. Good results attract amazing rewards like increase in income, satisfaction from both sides, and trusted by team mates. We too have learned that good communication is very important in every aspect through Farmers Solution game. It was hectic at the beginning but when people start to listening, everything was sorted properly. Moreover, to build a strongest suspension bridge as team takes two times to get it right for PNSBians.



The first time, everyone was clueless and disorganized. The second time, everyone was prepared with knowledge and determination to do it right and made it! The failure didn't stop us but make us stronger and better. Congratulations to team Izzah, Hisham, Zul, Syed, & Watson for winning the best suspension bridge 2018. Not forgetting Kelvin & Dimple for getting prizes as well for the best individual answer for Mr. Richard questions. We maybe a small IT company but it doesn't stop us from dream big. We Work Smart, Play Hard!

Written By: Nur Shareen

Reasons to invest in a cloud-based

DATAPURI HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

Written By: HH

“Human Resource Information System (HRIS) is an indispensable instrument for achieving competitive advantages in organizations. It saves time and resources by accomplishing Human Resource (HR) tasks more quickly and more accurately.”
(AK Masum et al.,2018)



BENEFITS

Eliminate Paper Clutter

You can save time and money with easier access to important and employee information. When all of your important company data is stored in a secure cloud at your fingertips, you can avoid spending excess time hunting down paperwork and paying unnecessary non-compliance fines.

Enhanced User Accessibility

Cloud-based HR solutions provide flexibility and control of user accessibility. Easily create the appropriate user settings to ensure only the essential people have access to sensitive employee and company data.

Increased Employee Productivity

When your workforce management is cloud based, that means access any time, anywhere, from any device. Managers become more productive and efficient when they can handle employee tasks on the go. Employees become happier and more efficient when they can view information and complete tasks without having to ask HR for assistance. HR Managers become more strategic and efficient when they can delegate tasks while maintaining accountability.

Cloud HR Cost Advantages

There are cost advantages to a cloud-based HR solution that are realized up front, and others that become apparent once your company starts using the system. These benefits can include:

- No expensive upgrades and maintenance
- No installation costs



WHY IS IT IMPORTANT

- 1 Simplify & speed up day to day administration tasks
- 2 Make data accessible on the move & keep employees informed
- 3 Manage accessibility, visibility and edit rights for all the stakeholder
- 4 Get instant reports and improve decision making
- 5 Ensure data security