



PRPC Digital

EAI PROGRAMME

Engineering Management (P-EDMS)

DC Guide

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GROUND RULES



Mobile phones should be in silent mode.



Ask questions at any time –this session is intended to be interactive.



Try not to get distracted by your phone or email, do check your emails during break time only.

AGENDA

CONTEXT SETTING

1



Safety Moment

2



Opening Remarks

3



Learning Journey & Objectives

4



New Ways of Working

APPLICATION & PROCESS OVERVIEW

5



Engineering Management Process Overview

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Introduction to Engineering Management Applications

APPLICATION DEEP DIVE

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Application Deep Dive

- Navigation
- Demo
- Hands On Practice

COURSE RECAP & ASSESSMENT

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Course Recap

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Knowledge Assessment

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Reflection

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Training Evaluation

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SAFETY MOMENT



- Avoid jaywalking and use pedestrian crossing or bridge
- Obey traffic signals
- Use the sidewalk
- Beware of turning vehicles
- Don't use mobile devices while walking and crossing



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OPENING REMARKS

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COURSE RECAP & ASSESSMENT

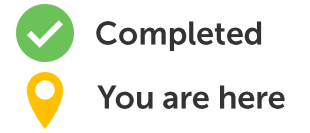
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ENGINEERING MANAGEMENT LEARNING JOURNEY



	2018			2018		
	Sep	Sep	Oct	Oct - Nov	Nov - Dec	
	<p>Engineering Overview for Testers</p>	<p>Interim Solution Kick-off</p>	<p>Peer Review Workshop</p>	<p>Engineering Management Training</p>	<p>Administration & Configuration Training</p>	<p>Application Go-Live</p>
TARGET GROUP	Testing Team	Super Users	Super Users and ICT Ops	Super Users and ICT Ops	ICT Ops	
DURATION	3 days	1 day	1 day	4 days	1 day	
OBJECTIVE(S)	Project team experienced overview of PEDMS (PETRONAS Engineering Data Management System) in preparation for Factory Acceptance Testing	Users obtained an understanding of PEDMS Interim Solution with Basic MOC capability	Users worked with functional team to validate the functionalities of the developed solution against approved requirements	Users will be provided with a training course on Engineering Management applications that includes Engineering Design Tools	Users will be trained on Administration & Configuration know-how as well as for handover to Ops	

LEARNING OBJECTIVES

Upon completion of this course, you will be able to:

1

Navigate the Engineering Management application (P-EDMS)

2

Perform Document Management capabilities such as transmittal, mark-ups, and workflow

3

Raise request for Management of Change from initiation to close-out

4

Pull out Engineering data such as 3D model and drawings

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NEW WAYS OF WORKING (NWOW) IN EAI



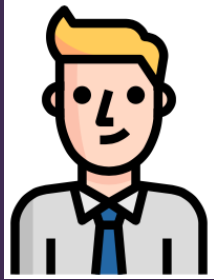
<https://myexplorer.petronas.com/UserPortal/post/eai-programme-new-ways-of-working-edition-1-1>

NEW WAYS OF WORKING (NWOW) IN EAI



<https://myexplorer.petronas.com/UserPortal/post/eai-programme-new-ways-of-working-nwow-edition-2>

NWOW ROLES



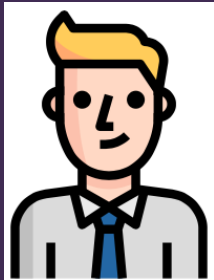
Adam | Document Controller

- Adam is one of the Document Controller in PRPC
- He is responsible for performing validation and completeness check on documents and data received from vendor or EPCC as well as handover



Suria | Data Modeler

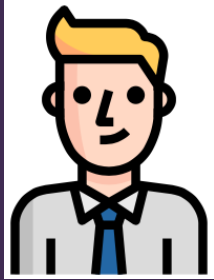
- Suria is a data modeler from GTS team
- She is responsible for handling the schema component, data model, data configuration and data management



Ryan | Administrator

- Ryan is an administrator for P-EDMS
- He is responsible for handling administration, configuration, license and seats, user role and access management

NWOW ROLES



Chin | O&M Engineer

- Chin is an Operations & Maintenance Engineer in Refinery
- He is responsible for searching and reviewing documents, updating the transmittal, and completing document sign-off.



Siti | Catalogue Admin

- Siti is a Catalogue Administrator from ICT Ops
- She is responsible for maintaining the specifications, contents, and templates for documents



Nona | Process Safety Engineer

- Nona is a Process Safety Engineer in UF
- She is responsible for searching and reviewing documents, updating the transmittal, and completing document sign-off particularly on Process Safety documents

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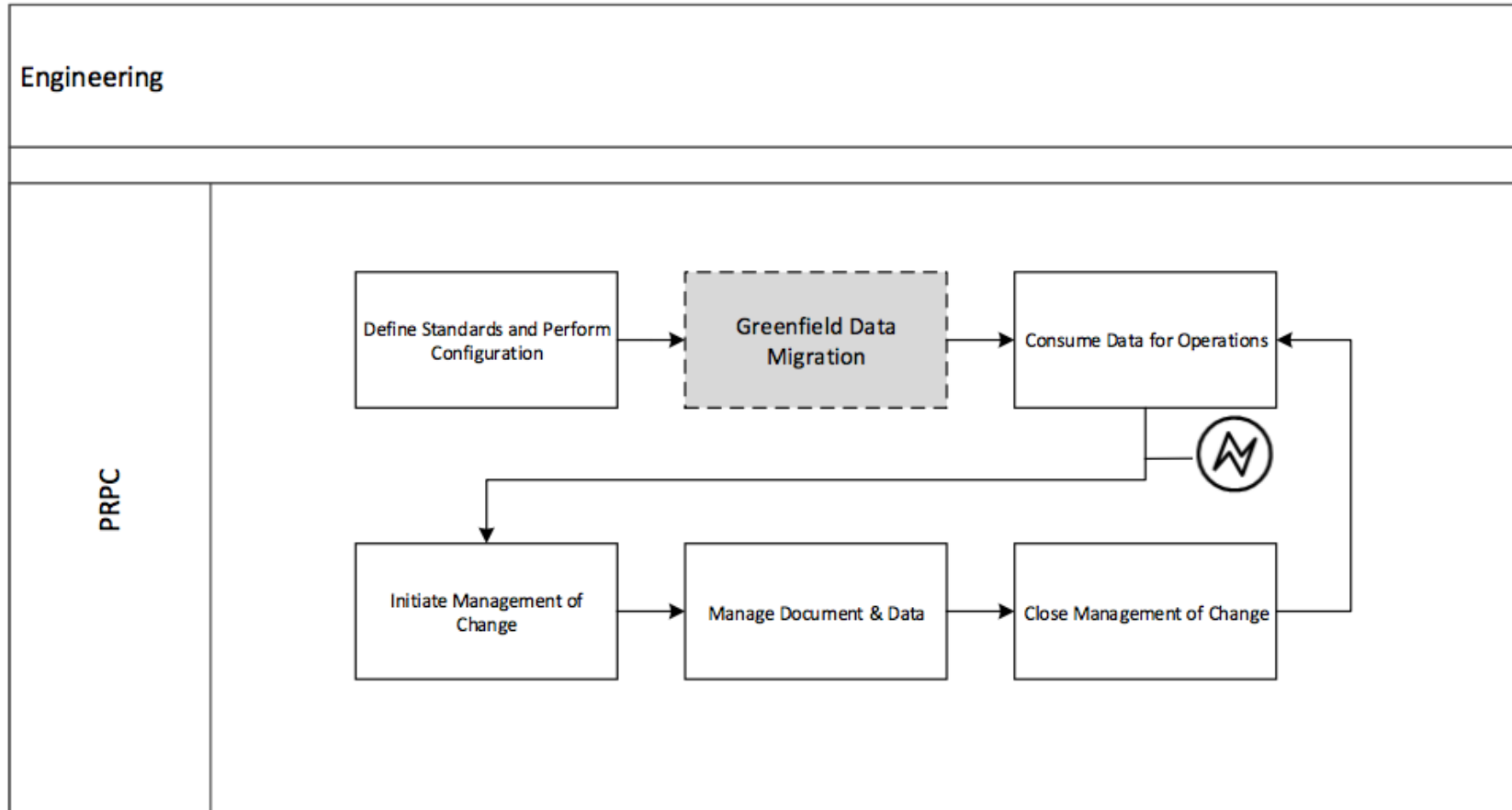
8 Course Recap

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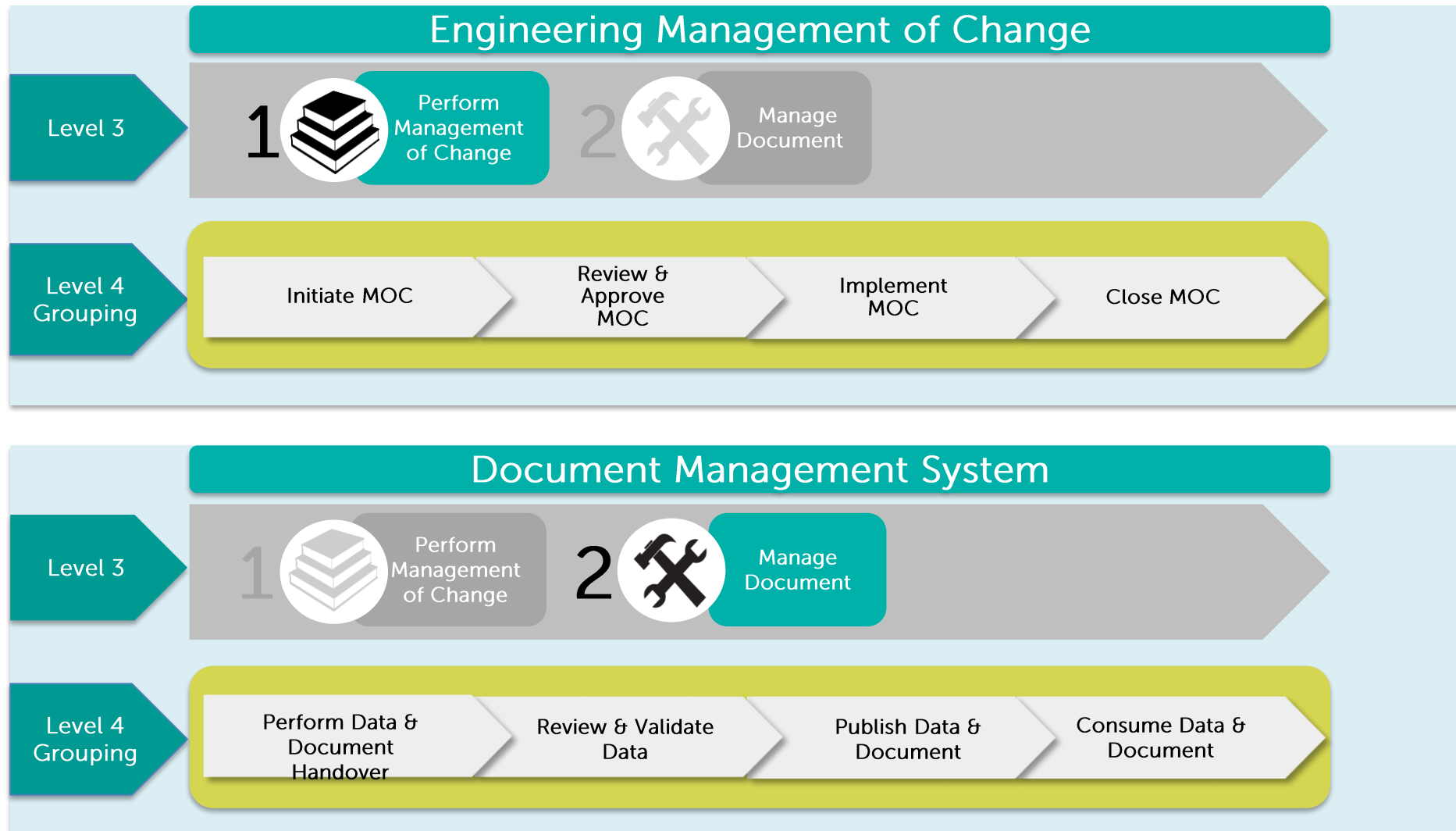
10 Reflection

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ENGINEERING MANAGEMENT PROCESS OVERVIEW



ENGINEERING MANAGEMENT PROCESS OVERVIEW



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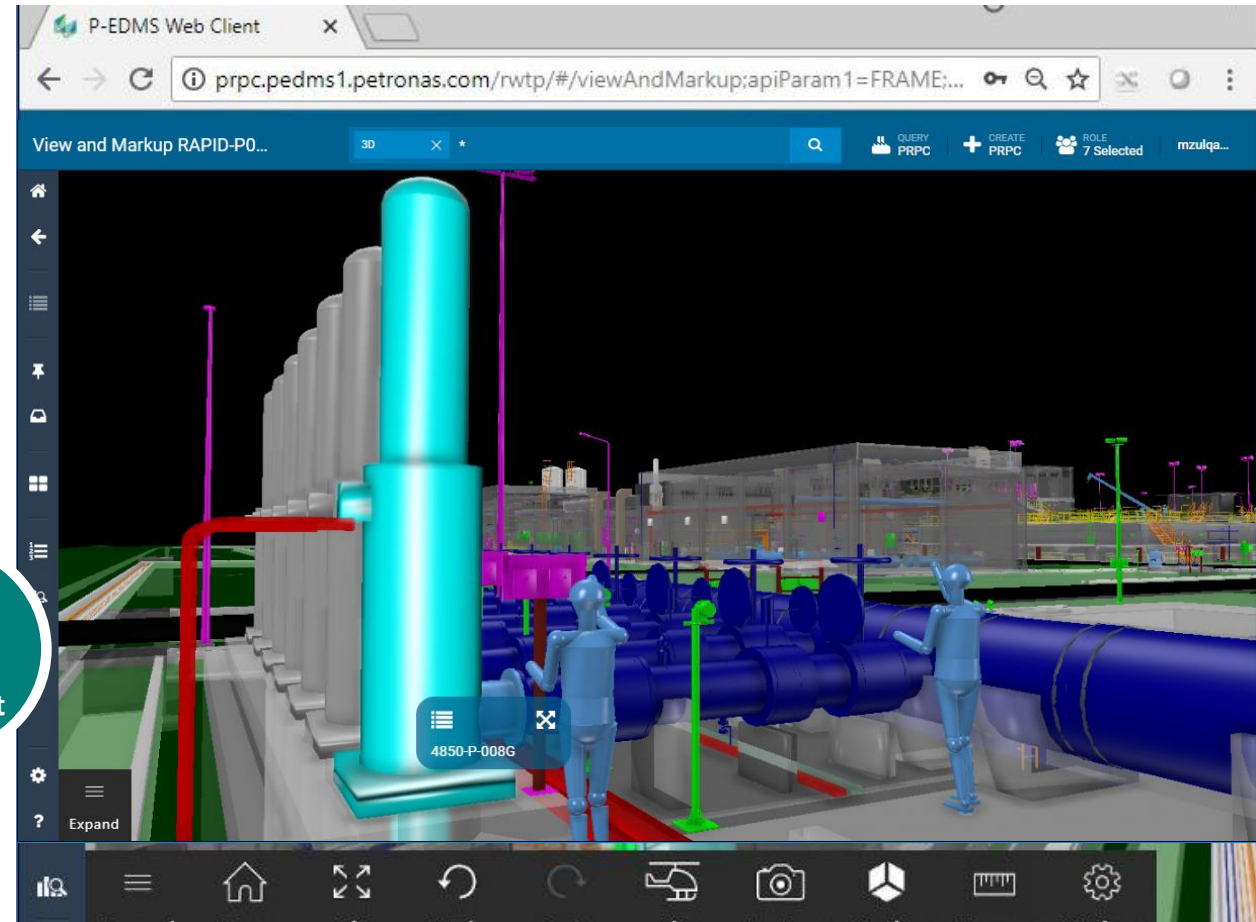
INTRODUCTION TO ENGINEERING APPLICATION

PETRONAS Engineering Data Management System (P-EDMS)

P-EDMS manage Engineering Data throughout its lifecycle. It supports:

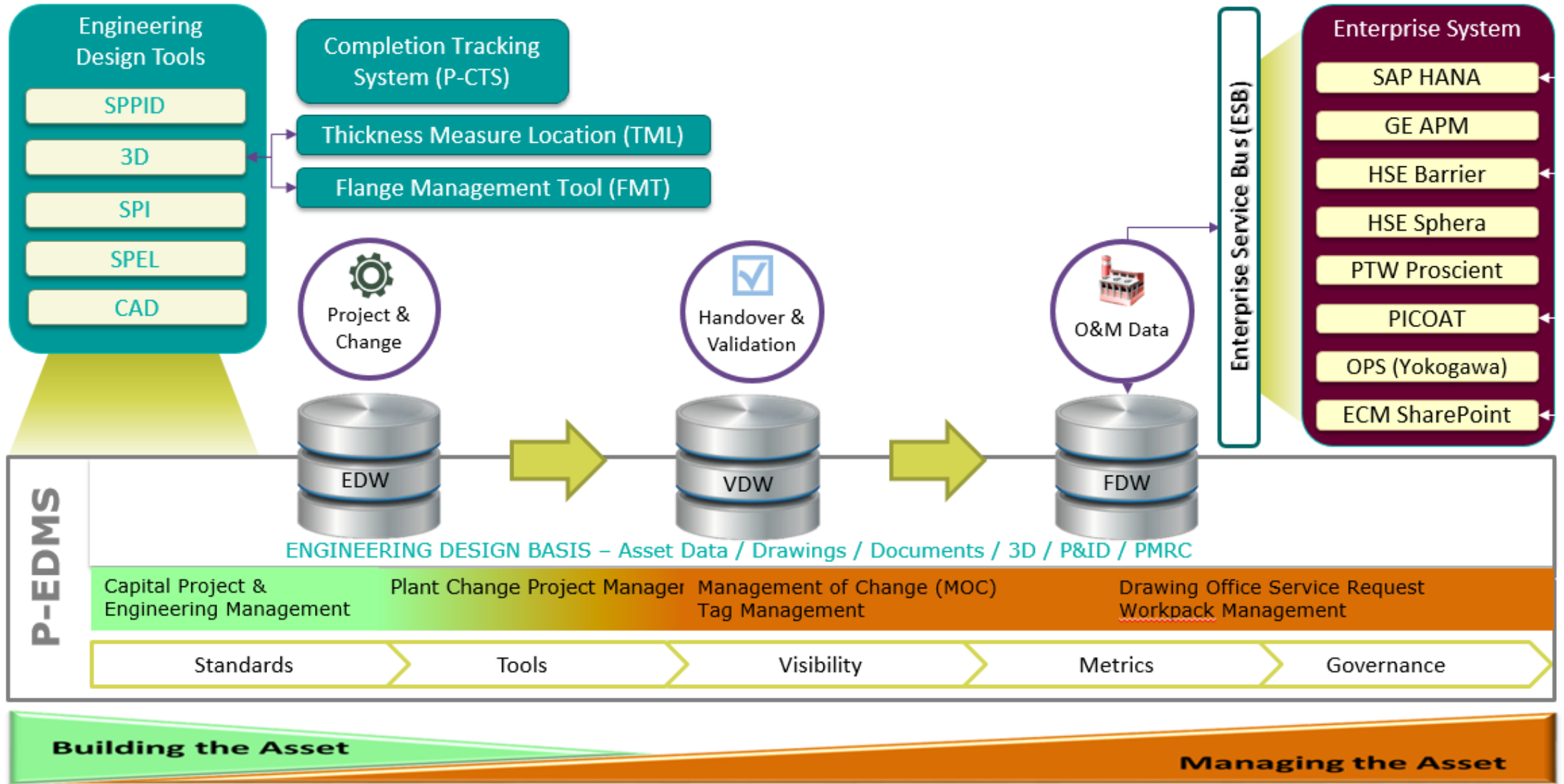
- Engineering Data & Document Management
- Engineering Changes (MOC)
- Engineering 3D/2D View
- Integration with other systems
- Mobility Access

User can login to P-EDMS via web-portal from anywhere with internet connection. Easy to search, navigate, view 3D model without installation

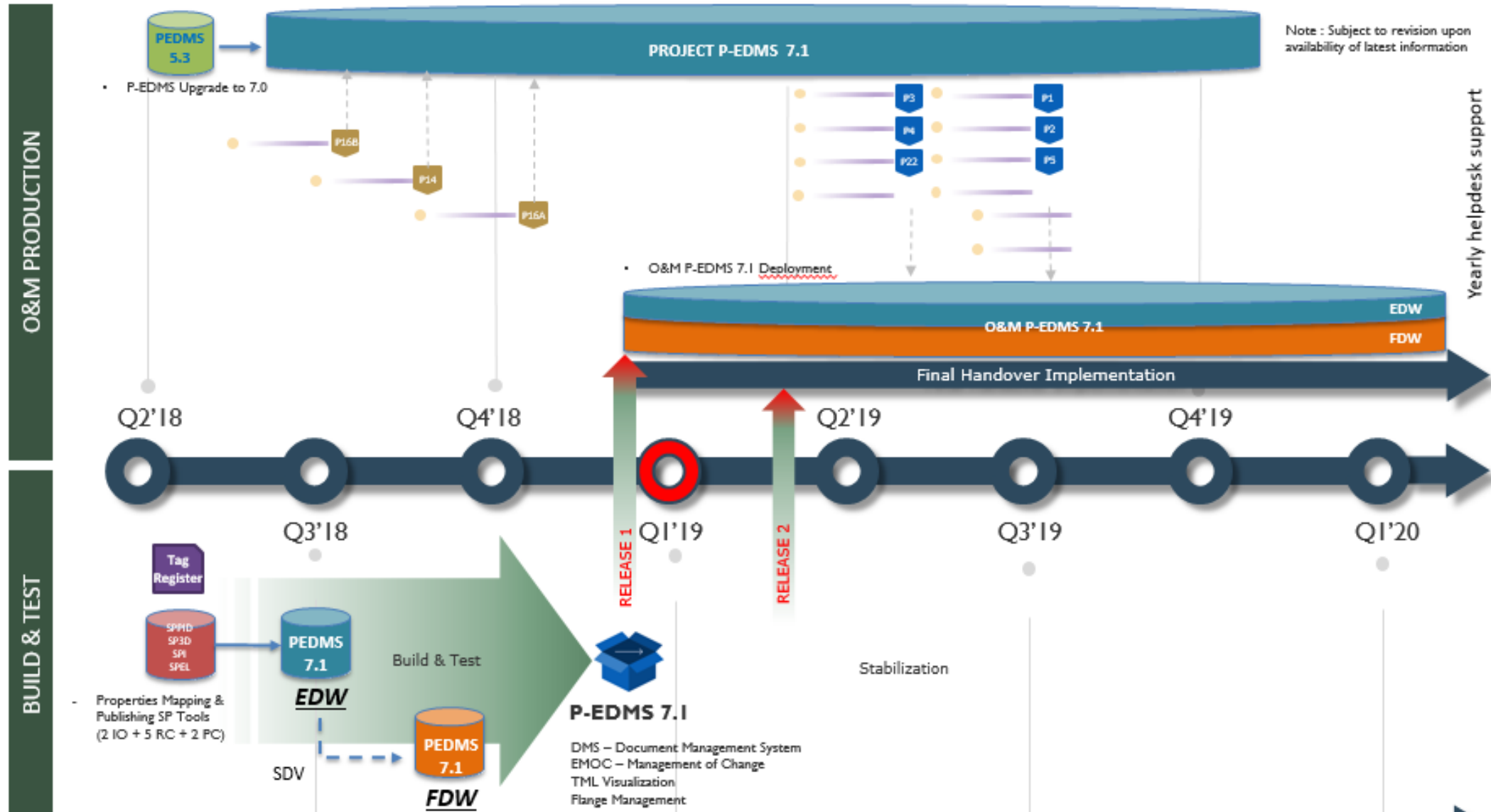


INTRODUCTION TO ENGINEERING APPLICATION

PETRONAS Refinery and Petrochemical Corporation (PRPC)



INTRODUCTION TO ENGINEERING APPLICATION



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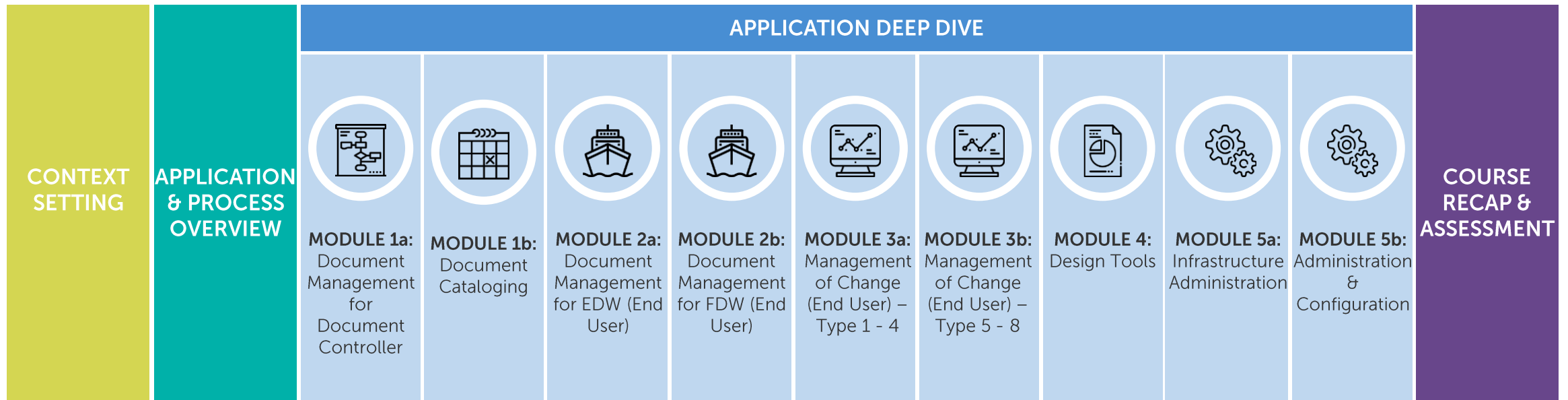
Reflection

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Training Evaluation

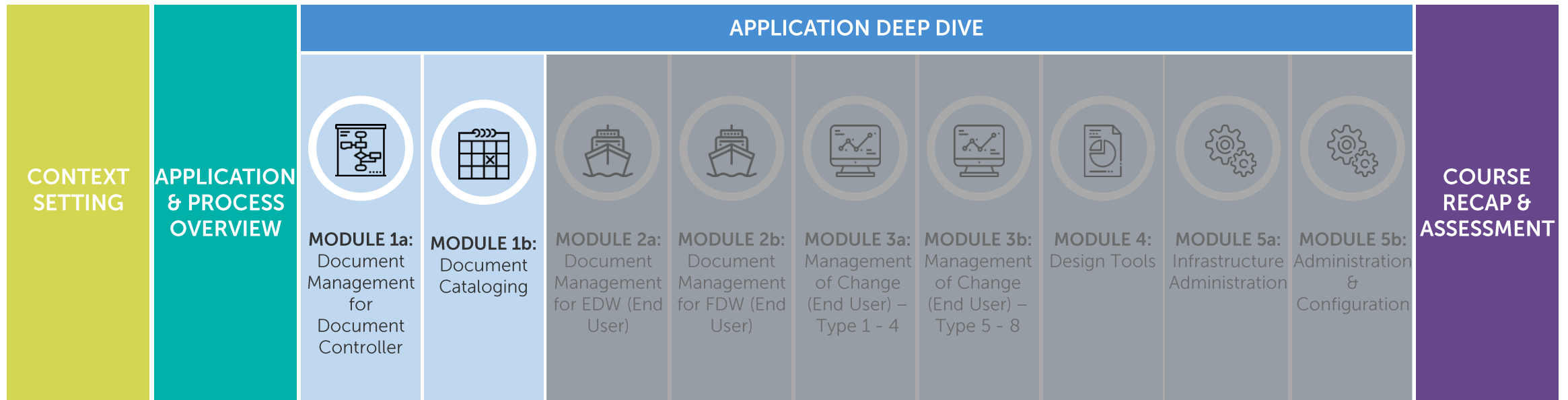
COURSE OVERVIEW

← Day 1 → ← Day 2 → ← Day 3 → ← Day 4 → ← Day 5 →



COURSE OVERVIEW

← Day 1 → ← Day 2 → ← Day 3 → ← Day 4 → ← Day 5 →



COURSE OUTLINE

1. P-EDMS Installation

2. Log In & Log Out

3. User Interface

4. Document Management

- Create Document
- Update Document
- Revise Document
- Check Out & Check In Document

5. Workflow

6. Document Review

- To Review
- To Consolidate
- To Approve
- Prepare Outgoing Transmittal Report



DTC User
Guide

Introduction

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Guide

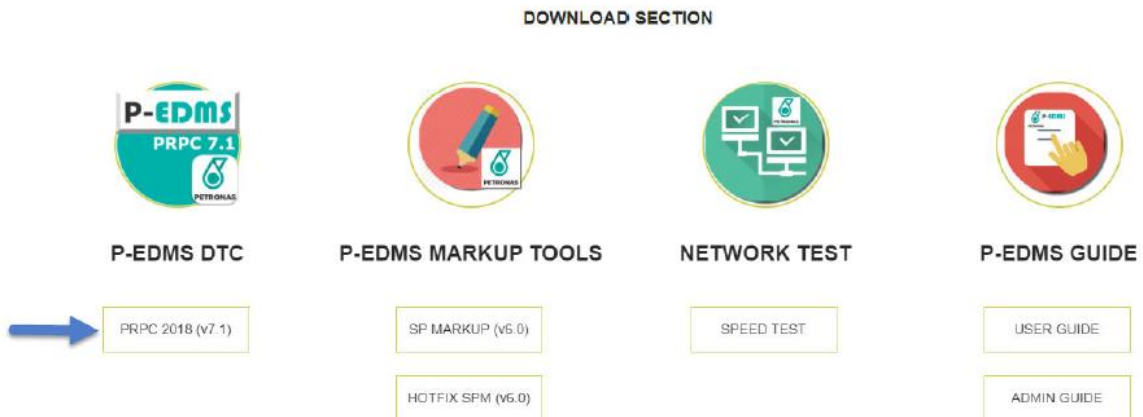
P-EDMS
Installation

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

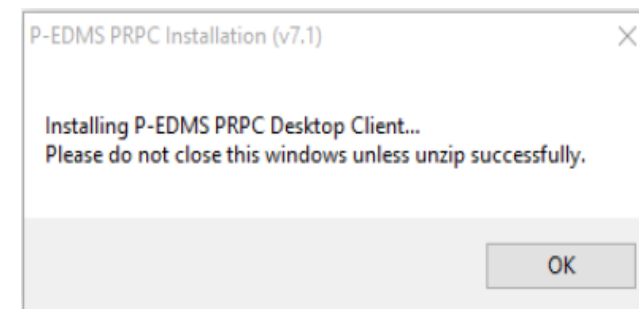
Download the installer from below link:

- <http://pedms10.petronas.com/>
- Select PRPC 2018 (v7.1)

- Double click on the installer PEDMS DTC-710_PRPC.exe



- Click OK to continue with the installation until complete.



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Installation

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Log In & Log
Out

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Find the P-EDMS Icon in the Desktop.
- To Open the P-EDMS DTC, double click on the icon.



- P-EDMS desktop client – DTC.

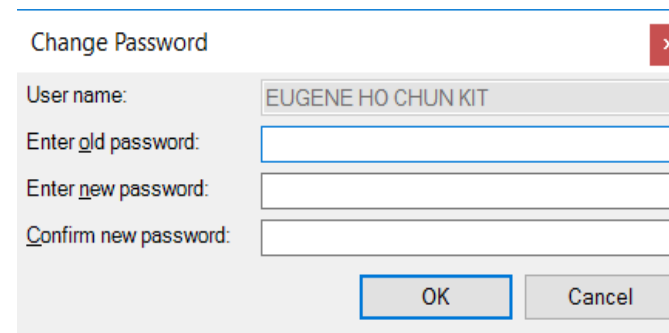
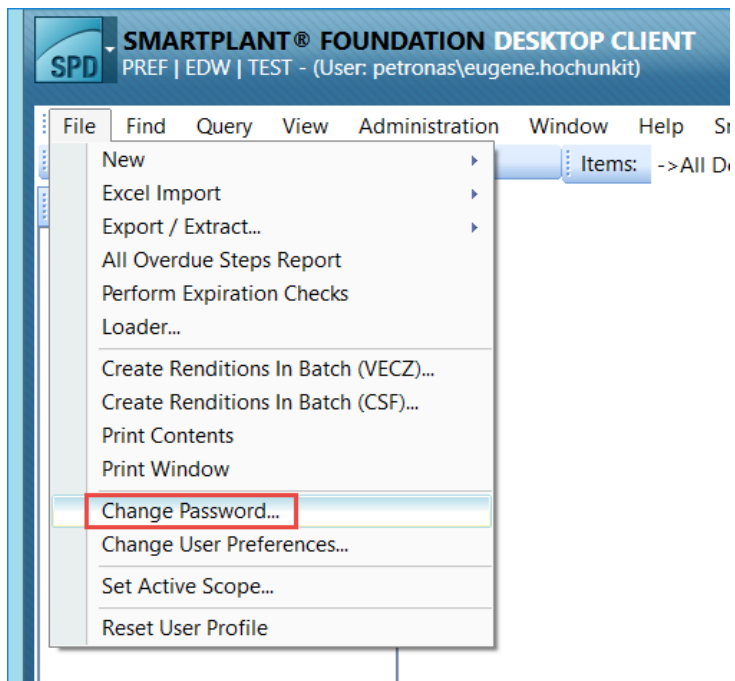
Item	Description
Project / Site	Select a site to login – PRPCUF – T3 (For Training)
User Name	Enter Username
Password	Enter Password

- NOTE: If user do not have a credential yet, please contact PEDMS administrator.
- Email to: ict_servicedesk@petronas.com for Petronas Staff
- and p.edmssupport@petronas.com.my for non-petronas staff.

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- The Change User Password command allows user to change the password used to log in to P-EDMS. To access this menu and change your password, click File > Change Password from DTC.

- Change password form will be displayed. User need to enter **old password** and the **new password twice** then click OK button.



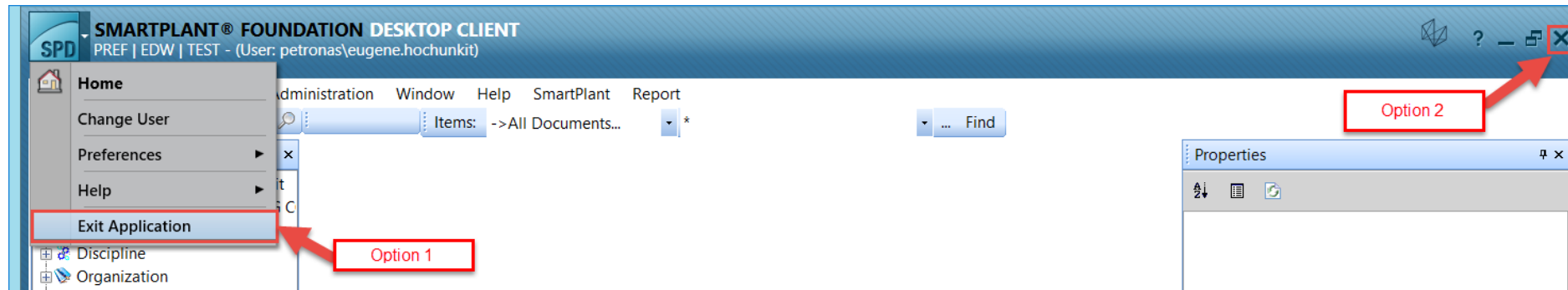
2

DTC User
Guide

Change
Password

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Click on the SPD button at the top left corner of P-EDMS. Select **Exit Application**.
- Or, exit by clicking on 'x' button on the top right corner.



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Guide

Sign Out &
Exit

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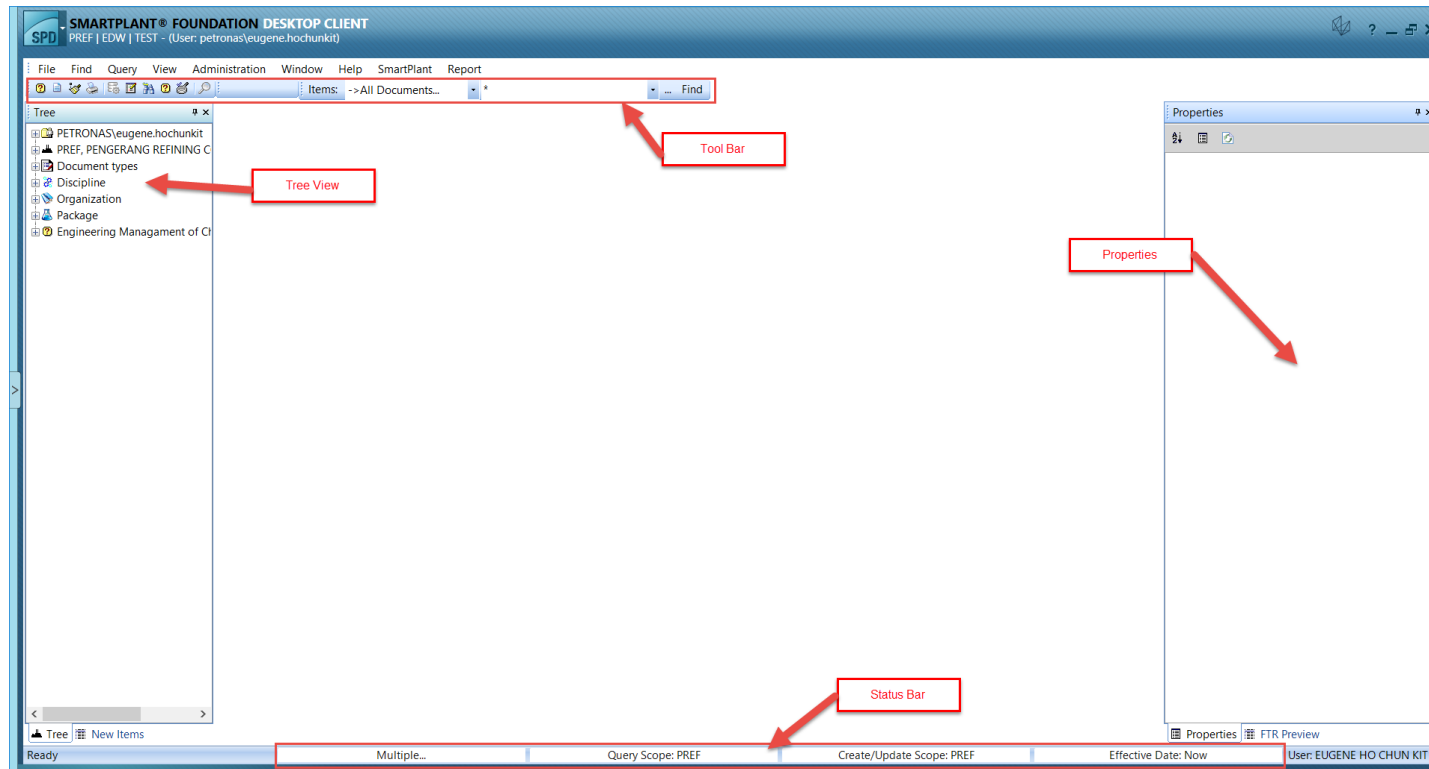
- To Review
- To Consolidate
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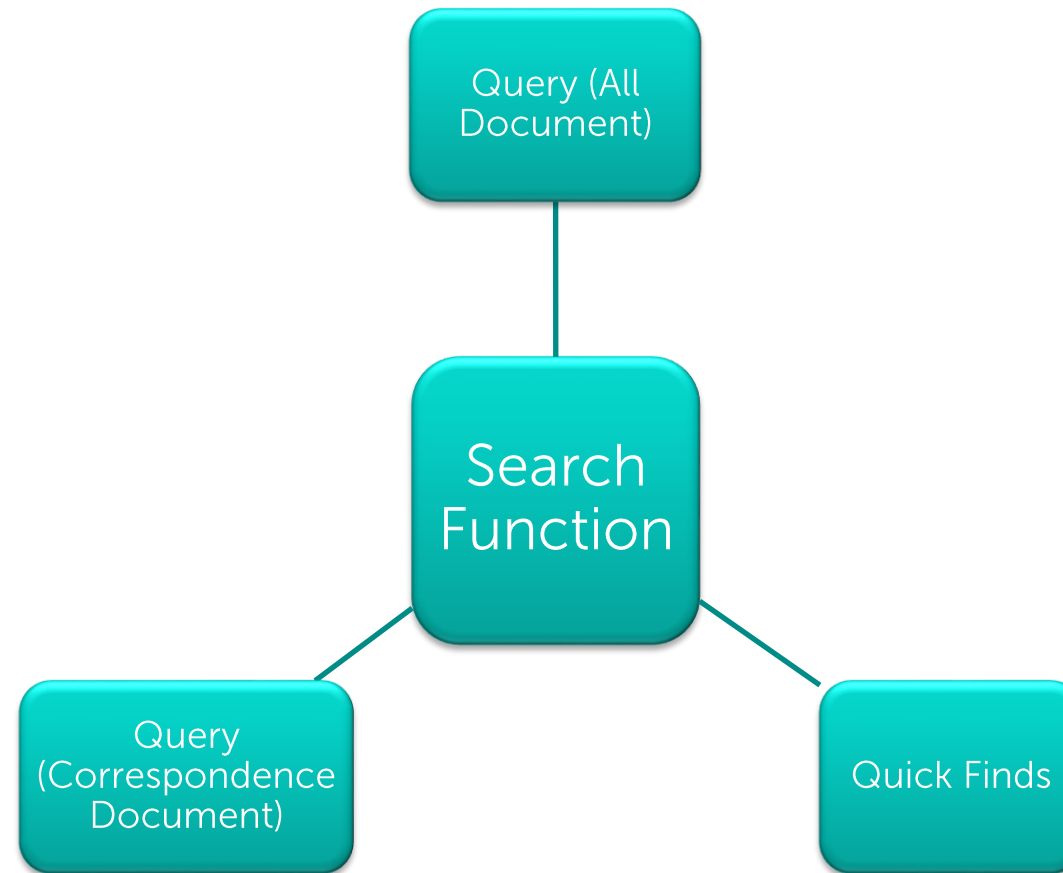
User
Interface

DOCUMENT MANAGEMENT FOR DOC CONTROLLER



- **Tool Bar** displays icons for commonly used commands, so that you can click the icons instead of using the commands on the menus. The P-EDMS toolbar includes a Quick Find tool that lists all the Quick Find methods that you have access to.
- **Status Bar** displays the current settings for the role, query configuration, create configuration, effective date and user.
- **Tree view** contains the hierarchy used to navigate data. This tree view is based on your role and configuration settings defined in System Administration.
- **Properties:** When user select an object in a List View, properties window will display the names and values of the properties associated with the object.

DOCUMENT MANAGEMENT FOR DOC CONTROLLER



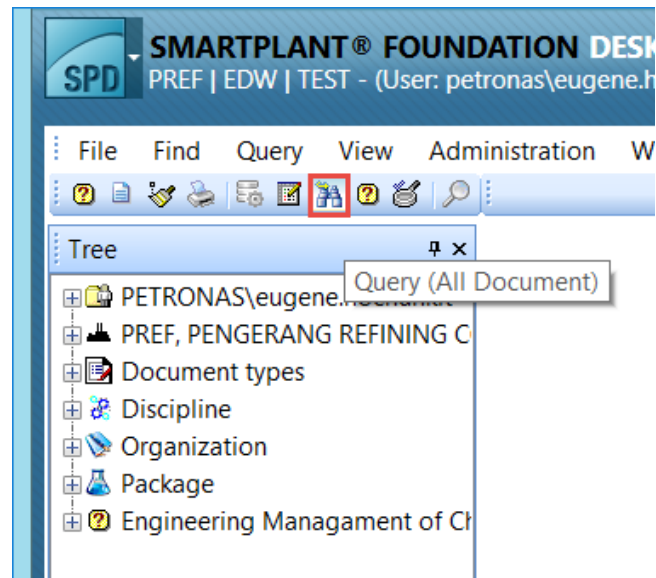
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DTC User
Guide

Search
Function

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Use query to narrow down search results. To access this menu, click the 'Query' icon from tool bar. Then Query form will be displayed.



DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Use query (Correspondence Document) to further filter the query, for example base on description as per below. Then click Finish.

Query Engineering Document

A. General | B. PBS | C. Revision | D. Reference Number | E. PSI

01 - Identification

Document Number: *

Title / Description: *layout*

02 - Confidentiality

Confidentiality:

03 - Numbering & WBS

ENS Code:

Package:

Originator:

Discipline:

Sheet Number (###):

Collapse sections automatically

Collapse All Expand All Print < Back Next > Apply Finish Cancel

Key-in Information and click finish

- Result will display as per below.

SMARTPLANT® FOUNDATION DESKTOP CLIENT

PREF | EDW | TEST - (User: petronas\eugene.hochunkit)

File Find Query View Administration Window Help SmartPlant Report

Items: -> All Documents... Find

Tree

Query Engineering Document

Displaying page 1 of 18 346 items found Show All

Name	Description	Major	Minor	Rev Status	Doc Class	Doc T
RAPID-P0004-PEPI-CVS-DWG-00...	Interface layout and details	1		IFC	X	DWG
RAPID-P0004-PEPI-CVS-DWG-10...	1000 - Refinery waste storage shelter - Foundati...	0		IFC	X	DWG
RAPID-P0004-PEPI-CVS-DWG-10...	1000 - Refinery waste storage shelter - Foundati...	0		IFC	X	DWG
RAPID-P0004-PEPI-CVS-DWG-16...	ARU - PILING LAYOUT	0			X	DWG
RAPID-P0004-PEPI-CVS-DWG-16...	1610-ARU-COMMON FACILITIES PILING LAYOUT...	2			X	DWG
RAPID-P0004-PEPI-CVS-DWG-16...	Layout and details of sleepers 1610-SLP-1100/12...	3		IFC	X	DWG
RAPID-P0004-PEPI-CVS-DWG-16...	1610 SPUR RACK SR-02 FOUNDATION LAYOUT...	1			X	DWG

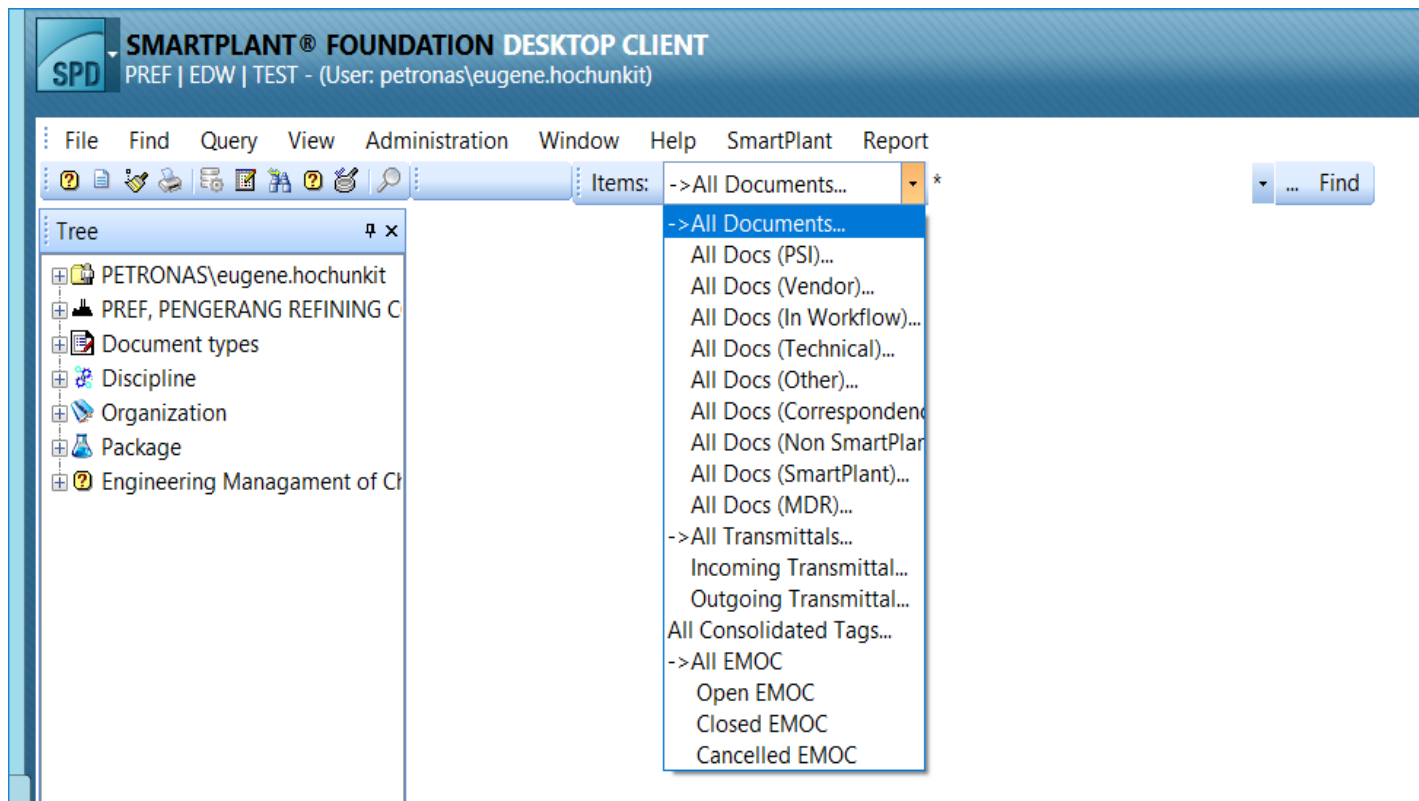
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Query (Correspondence Document)

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Use quick find action, to specify the document name, part of the name, or a combination of the name and the valid wildcard characters (for example, DD*).
- Quick find menu can be access from toolbar and it consist of many search item:



The following wildcards can be applied to searches:

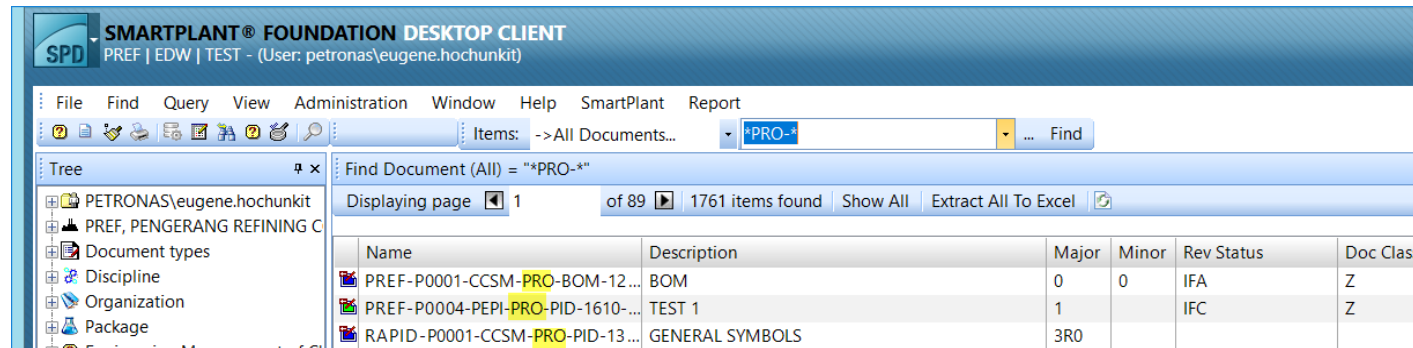
? - Finds any single character

* - Finds any string of characters

% - Performs the same function as *

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

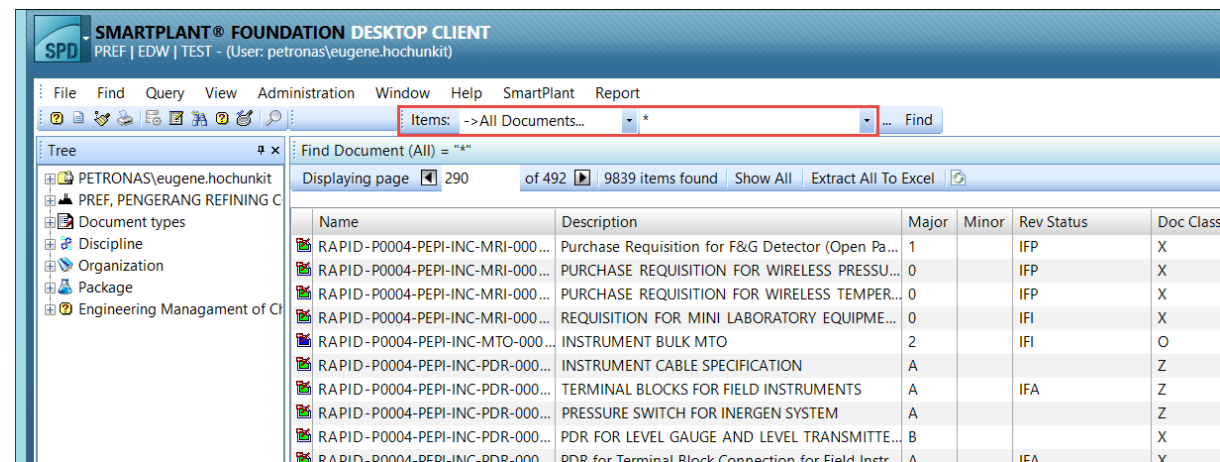
- Letters and numbers can be used with the wildcards to narrow your search. To search for all document contains the letters "PRO-", use *PRO-*.



The screenshot shows the SMARTPLANT FOUNDATION DESKTOP CLIENT interface. The search bar contains '*PRO-*' and the results table is as follows:

Name	Description	Major	Minor	Rev Status	Doc Class
PREF-P0001-CCSM-PRO-BOM-12...	BOM	0	0	IFA	Z
PREF-P0004-PEPI-PRO-PID-1610...	TEST 1	1		IFC	Z
RAPID-P0001-CCSM-PRO-PID-13...	GENERAL SYMBOLS	3R0			

- To search for all documents, just use * and click Find.

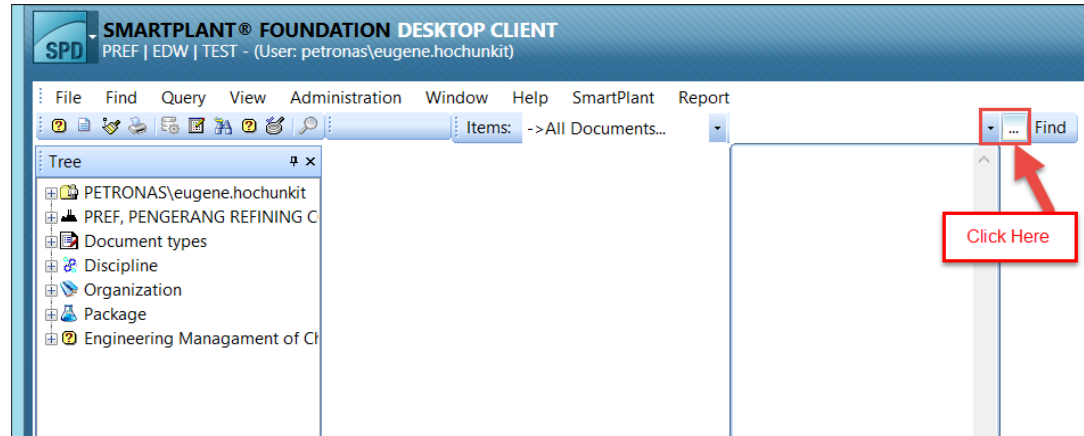


The screenshot shows the SMARTPLANT FOUNDATION DESKTOP CLIENT interface with the search bar containing '*' and the results table as follows:

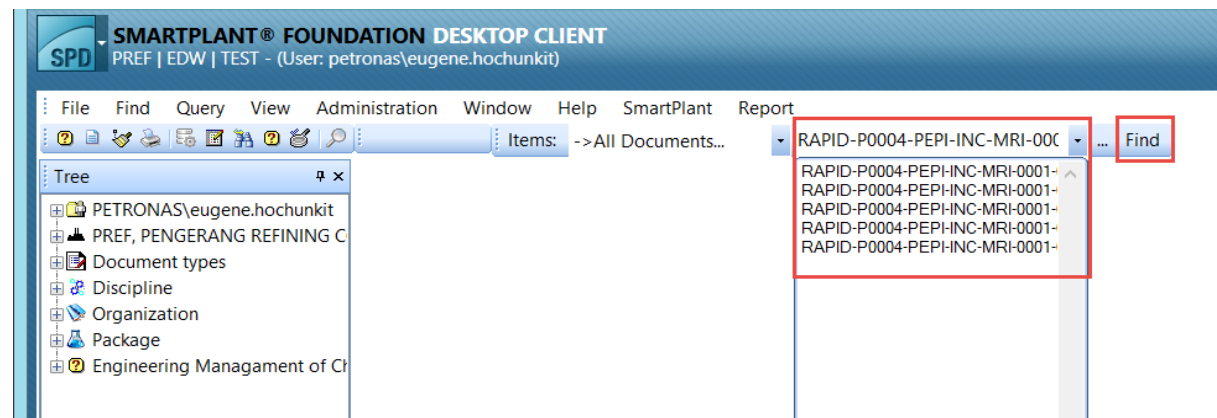
Name	Description	Major	Minor	Rev Status	Doc Class
RAPID-P0004-PEPI-INC-MRI-000...	Purchase Requisition for F&G Detector (Open Pa...	1		IFP	X
RAPID-P0004-PEPI-INC-MRI-000...	PURCHASE REQUISITION FOR WIRELESS PRESSU...	0		IFP	X
RAPID-P0004-PEPI-INC-MRI-000...	PURCHASE REQUISITION FOR WIRELESS TEMPER...	0		IFP	X
RAPID-P0004-PEPI-INC-MRI-000...	REQUISITION FOR MINI LABORATORY EQUIPME...	0		IFI	X
RAPID-P0004-PEPI-INC-MTO-000...	INSTRUMENT BULK MTO	2		IFI	O
RAPID-P0004-PEPI-INC-PDR-000...	INSTRUMENT CABLE SPECIFICATION	A			Z
RAPID-P0004-PEPI-INC-PDR-000...	TERMINAL BLOCKS FOR FIELD INSTRUMENTS	A		IFA	Z
RAPID-P0004-PEPI-INC-PDR-000...	PRESSURE SWITCH FOR INERGEN SYSTEM	A			Z
RAPID-P0004-PEPI-INC-PDR-000...	PDR FOR LEVEL GAUGE AND LEVEL TRANSMITTE...	B			X
RAPID-P0004-PEPI-INC-PDR-000...	PDR for Terminal Block Connection for Field Instr	A		IFA	X

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- To search more than one (1) document by utilizing Quick find functionalities at one time.



- Fill in required documents user want to search in the **drop box** appear. e.g. RAPID-P0004-PEPI-MRI-0001-0001 to RAPID-P0004-PEPI-MRI-0001-0005. Click Find.



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DTC User
Guide

Multiple
Document by
Using Quick
Find Function

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Result will appear as per below.

The screenshot shows the SMARTPLANT® FOUNDATION DESKTOP CLIENT interface. The title bar indicates the user is 'petronas\eugene.hochunkit'. The menu bar includes File, Find, Query, View, Administration, Window, Help, SmartPlant, and Report. The toolbar shows various icons and a search bar with 'Items: ->All Documents...' and a dropdown menu set to 'RAPID-P0004-PEPI-INC-MRI-0001-0001'. The main window displays a search results table titled 'Find Document (All) = "Multiple Criteria"'. The table has columns for Name, Description, Major, Minor, and Rev Status. The search results are as follows:

Name	Description	Major	Minor	Rev Status
RAPID-P0004-PEPI-INC-MRI-0001-0001	Material Requisition for Analyser (H2S:SO2,O2, p...	1		IFP
RAPID-P0004-PEPI-INC-MRI-0001-0002	INQUIRY PURCHASE REQUISITION FOR INTERGR...	0		
RAPID-P0004-PEPI-INC-MRI-0001-0003	MATERIAL REQUISITION FOR VARIABLE AREA FL...	1		
RAPID-P0004-PEPI-INC-MRI-0001-0004	MATERIAL REQUISITION FOR MAGNETIC AND C...	1		
RAPID-P0004-PEPI-INC-MRI-0001-0005	MATERIAL REQUISITION FOR ULTRASONIC FLO...	1		

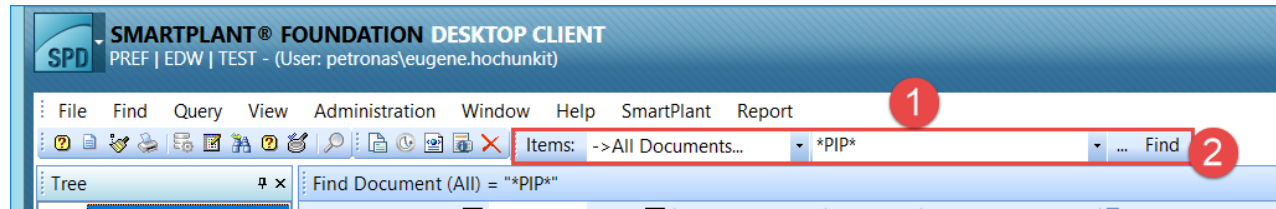
3

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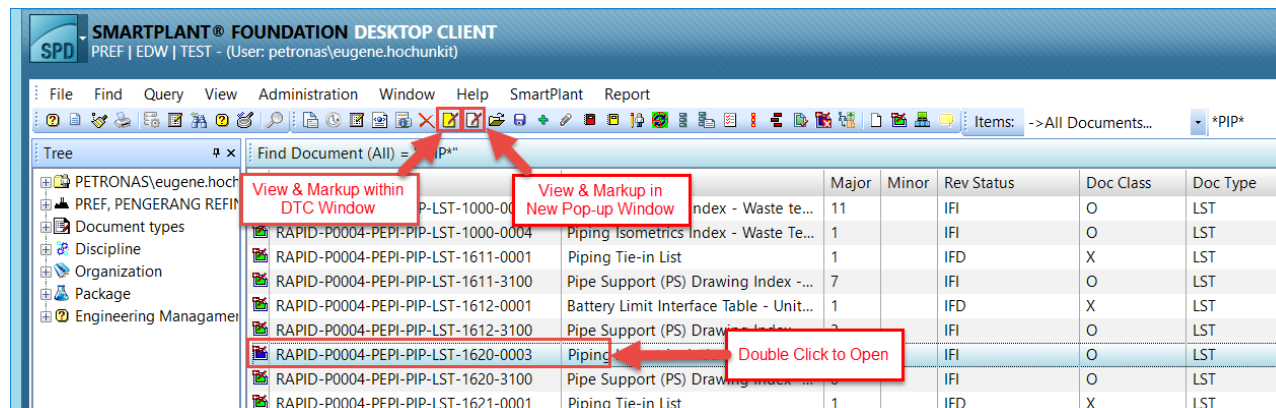
Multiple Document by Using Quick Find Function

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Find the documents using Quick Find or Query Example: by using Quick Find, find *PIP* for Piping documents.



- Search result as below, then select one of the documents.
- Note: In the top left, the toolbar to control the document will be appear after user select the document.
- Double click to open the document or click yellow open icon in the top bar. White open icon is to open the document in new window.



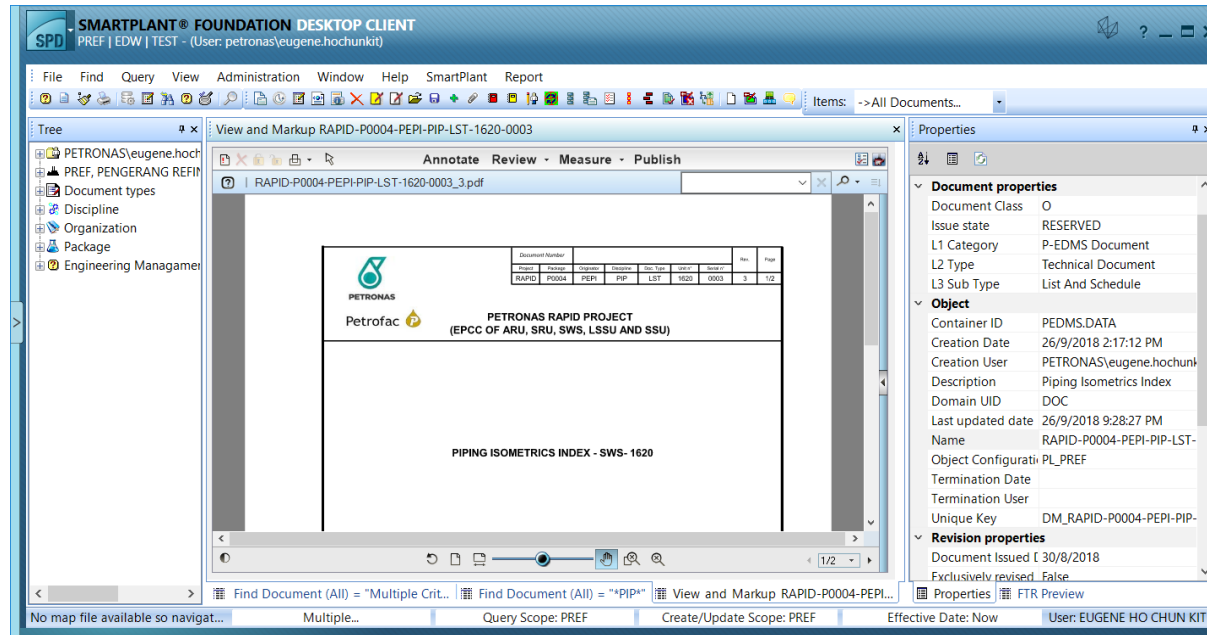
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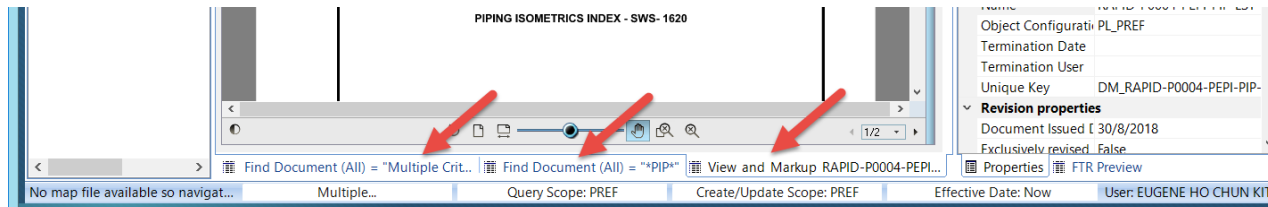
View Document

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- The opened document will be appeared.



- Note: the tabs below is to navigate to previous search result or opened documents.

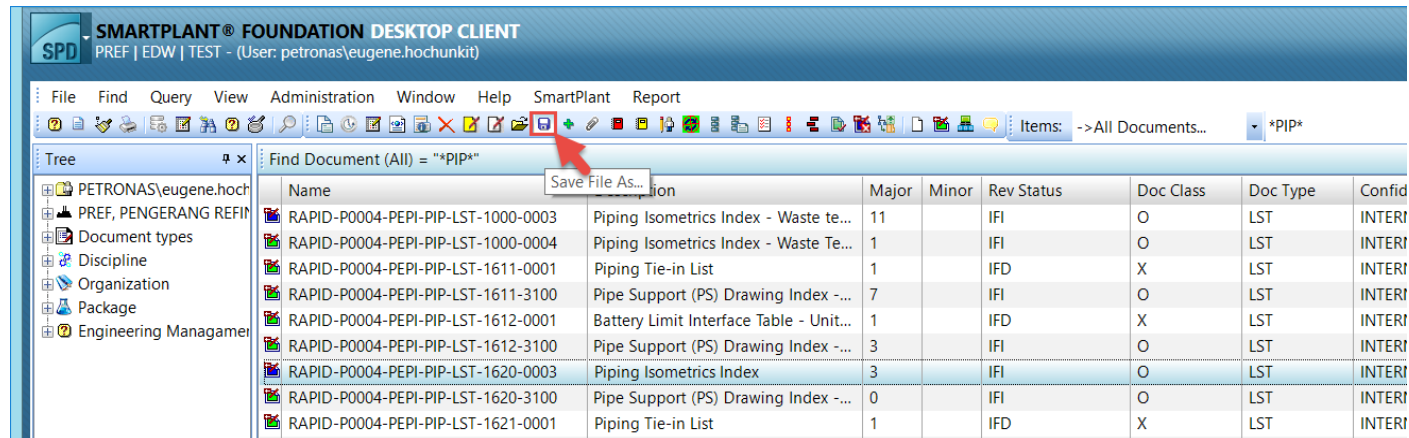


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DTC User Guide
View Document

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Find the documents.
- As search result appear, select the document.
- Click **Save Target As** icon to save the document into local drive.



The screenshot shows the SMARTPLANT FOUNDATION DESKTOP CLIENT interface. The title bar indicates the user is 'petronas\eugene.hochunkit'. The menu bar includes File, Find, Query, View, Administration, Window, Help, SmartPlant, and Report. The toolbar contains various icons, with a red arrow pointing to the 'Save File As...' icon. The main window displays a search results table for 'Find Document (All) = **PIP**'. The table has columns for Name, Major, Minor, Rev Status, Doc Class, Doc Type, and Confid. The following table represents the data shown in the screenshot:

Name	Major	Minor	Rev Status	Doc Class	Doc Type	Confid
RAPID-P0004-PEPI-PIP-LST-1000-0003	11		IFI	O	LST	INTERI
RAPID-P0004-PEPI-PIP-LST-1000-0004	1		IFI	O	LST	INTERI
RAPID-P0004-PEPI-PIP-LST-1611-0001	1		IFD	X	LST	INTERI
RAPID-P0004-PEPI-PIP-LST-1611-3100	7		IFI	O	LST	INTERI
RAPID-P0004-PEPI-PIP-LST-1612-0001	1		IFD	X	LST	INTERI
RAPID-P0004-PEPI-PIP-LST-1612-3100	3		IFI	O	LST	INTERI
RAPID-P0004-PEPI-PIP-LST-1620-0003	3		IFI	O	LST	INTERI
RAPID-P0004-PEPI-PIP-LST-1620-3100	0		IFI	O	LST	INTERI
RAPID-P0004-PEPI-PIP-LST-1621-0001	1		IFD	X	LST	INTERI

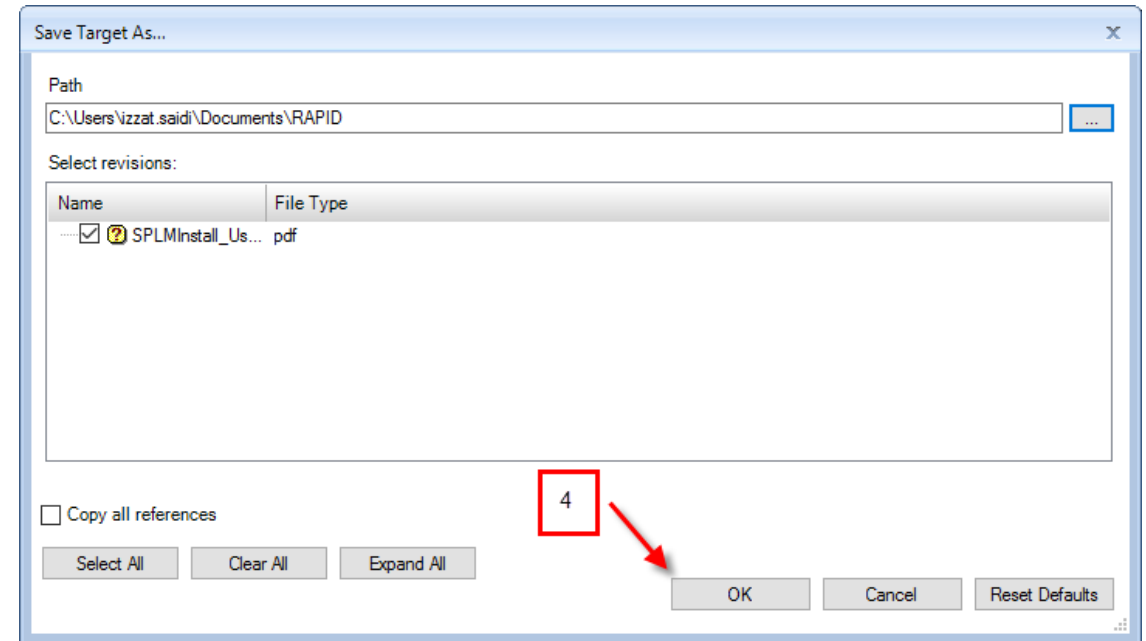
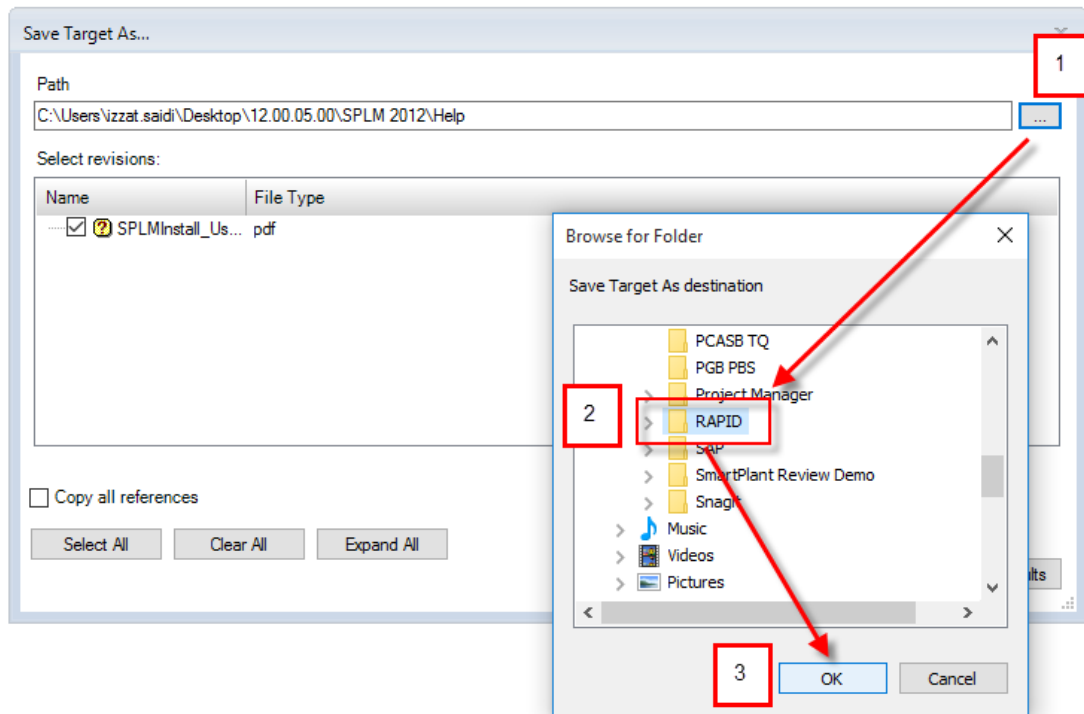
3

DTC User
Guide

Save
Document

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- The Save Target As box will appear to confirm where to save.
- Click the '...' Icon to choose where to save.
- Select which revision to save (if the documents have multiple revision).
- Select **OK** to confirm.
- Note: To confirm the Document is saved, check the availability of the document in the selected folder.



DOCUMENT MANAGEMENT FOR DOC CONTROLLER

3


DTC User
Guide


Document
Revision
State


Note:



- Click on the **green** icon to review the current revision state.
- Click on the **green** icon to review the current revision state.
- Click on the **blue** icon to review the working revision state.

Retrieved PRPCUF-P0014-GTS-PRO-TOM-0010-0001		
Name	Description	Cl
 PRPCUF-P0014-GTS-PRO-TOM-0010-0001	TEST DOCUMENT	S

Retrieved PRPCUF-P0014-GTS-PRO-TOM-0010-0001		
Name	Description	Cl
 PRPCUF-P0014-GTS-PRO-TOM-0010-0001	TEST DOCUMENT	SP

Retrieved PRPCUF-P0014-GTS-PRO-TOM-0010-0001		
Name	Description	
 PRPCUF-P0014-GTS-PRO-TOM-0010-0001	TEST DOCUMENT	

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Open one sample Drawing or Document.
- Click **Annotate** to show Tools Bar to start markup.

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DTC User Guide

Markup Drawing Document

View and Markup RAPID-P0004-PEPI-PIP-LST-1620-0003

RAPID-P0004-PEPI-PIP-LST-1620-0003_3.pdf

Annotate Review Measure Publish

ISSUE STATUS FOR ISOMETRIC DRAWING														
CLIENT NAME: PETRONAS PROJECT NAME: PETRONAS RAPID PROJECT, PINGIRANG JOB NO.: 16-2003										NC : NON CRITICAL STRESS LINE C : CRITICAL STRESS LINE				
NO.	SPLIT MARK	DRAWING NO.	LINE ID	LINE NO.	NO. OF WEL.	REVISION NO.				INCH DIA	INCH METER	ISO INDEX NEW	REMARKS	
						A	B	1	2					
1		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-001	1620A1-EG-1620-0001-01	02-EG-1620-0001-05272-N	1					17-Nov-16	14.75	5.4032	0	NC
2		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-002	1620A1-EG-1620-0001-02	02-EG-1620-0001-05272-N	1					18-Nov-16	15.5	16.0116	0	NC
3		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-003	1620A1-EG-1620-0001-03	02-EG-1620-0001-05272-N	1					18-Nov-16	14.75	12.2002	0	NC
4		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-004	1620A1-EG-1620-0001-04	02-EG-1620-0001-05272-N	1					20-Nov-16	16	16.4676	0	NC
5		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-005	1620A1-EG-1620-0001-05	02-EG-1620-0001-05272-N	1					20-Nov-16	14.75	20.3464	0	NC
6		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-006	1620A1-EG-1620-0001-06	02-EG-1620-0001-05272-N	1					23-Nov-16	14.75	22.7664	0	NC
7		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-007	1620A1-EG-1620-0001-07	02-EG-1620-0001-05272-N	1					23-Nov-16	12.75	7.6352	0	NC
8		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-008	1620A1-EG-1620-0001-08	02-EG-1620-0001-05272-N	1					25-Nov-16	12.75	23.895	0	NC
9		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-009	1620A1-EG-1620-0001-09	02-EG-1620-0001-05272-N	1					26-Nov-16	2	15.498	0	NC
10		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-010	1620A1-EG-1620-0001-10	02-EG-1620-0001-05272-N	1					29-Nov-16	14	37.5158	1	NC
11		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-002	1620A1-EG-1620-0001-02	02-EG-1620-0001-05272-N	1					29-Nov-16	14.75	22.2964	0	NC

- On the left screen, Tool Bar will appear.

View and Markup RAPID-P0004-PEPI-PIP-LST-1620-0003

RAPID-P0004-PEPI-PIP-LST-1620-0003_3.pdf

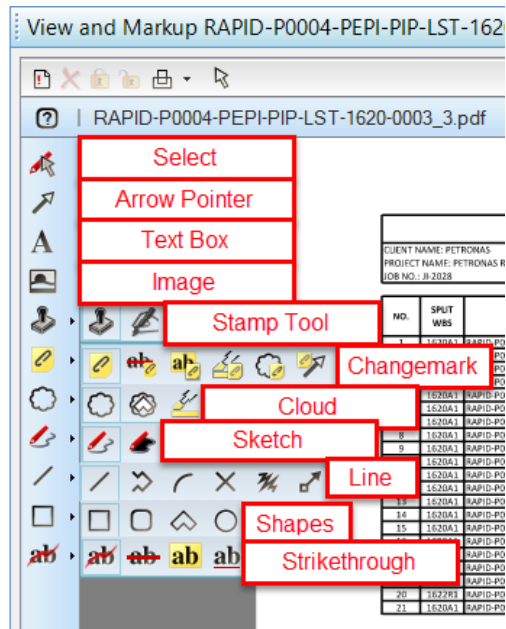
Annotate Review Measure Publish

Tool Bar

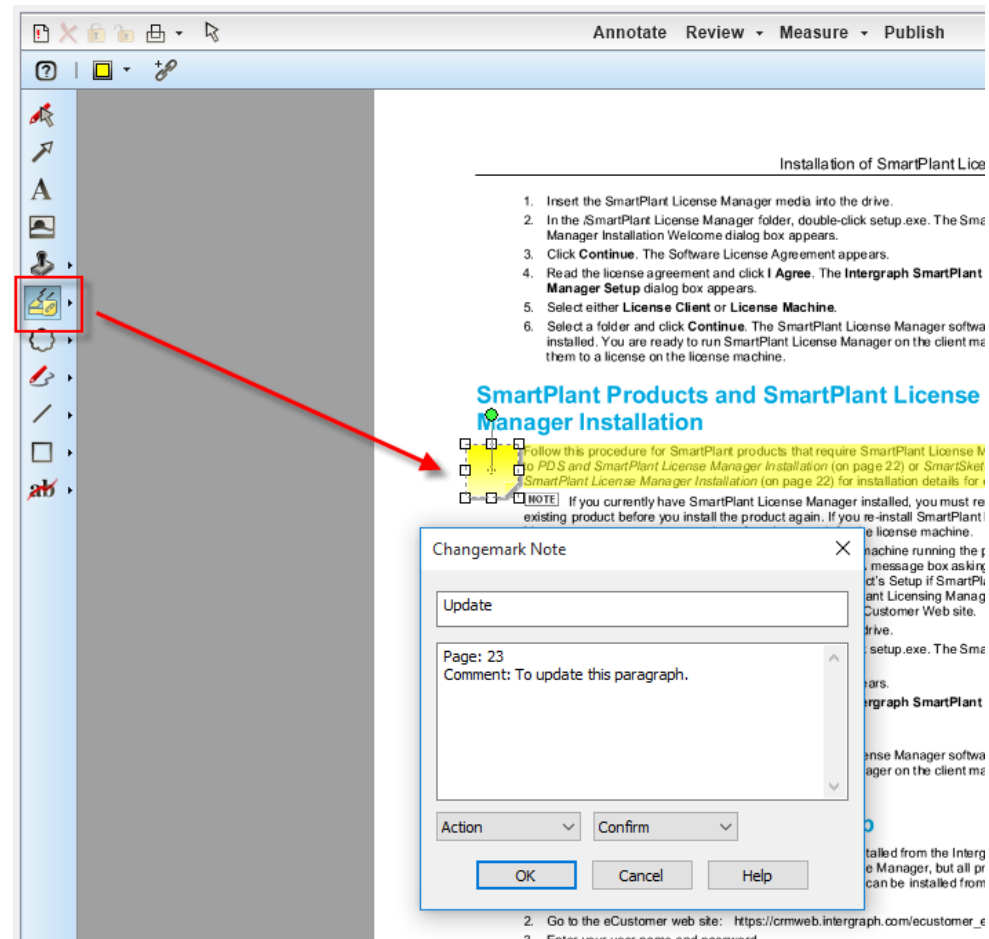
ISSUE STATUS FOR ISOMETRIC DRAWING														
CLIENT NAME: PETRONAS PROJECT NAME: PETRONAS RAPID PROJECT, PINGIRANG JOB NO.: 16-2003										NC : NON CRITICAL STRESS LINE C : CRITICAL STRESS LINE				
NO.	SPLIT MARK	DRAWING NO.	LINE ID	LINE NO.	NO. OF WEL.	REVISION NO.				INCH DIA	INCH METER	ISO INDEX NEW	REMARKS	
						A	B	1	2					
1		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-001	1620A1-EG-1620-0001-01	02-EG-1620-0001-05272-N	1					17-Nov-16	14.75	5.4032	0	NC
2		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-002	1620A1-EG-1620-0001-02	02-EG-1620-0001-05272-N	1					18-Nov-16	15.5	16.0116	0	NC
3		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-003	1620A1-EG-1620-0001-03	02-EG-1620-0001-05272-N	1					18-Nov-16	14.75	12.2002	0	NC
4		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-004	1620A1-EG-1620-0001-04	02-EG-1620-0001-05272-N	1					20-Nov-16	16	16.4676	0	NC
5		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-005	1620A1-EG-1620-0001-05	02-EG-1620-0001-05272-N	1					20-Nov-16	14.75	20.3464	0	NC
6		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-006	1620A1-EG-1620-0001-06	02-EG-1620-0001-05272-N	1					23-Nov-16	14.75	22.7664	0	NC
7		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-007	1620A1-EG-1620-0001-07	02-EG-1620-0001-05272-N	1					23-Nov-16	12.75	7.6352	0	NC
8		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-008	1620A1-EG-1620-0001-08	02-EG-1620-0001-05272-N	1					25-Nov-16	12.75	23.895	0	NC
9		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-009	1620A1-EG-1620-0001-09	02-EG-1620-0001-05272-N	1					26-Nov-16	2	15.498	0	NC
10		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-010	1620A1-EG-1620-0001-10	02-EG-1620-0001-05272-N	1					29-Nov-16	14	37.5158	1	NC
11		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-002	1620A1-EG-1620-0001-02	02-EG-1620-0001-05272-N	1					29-Nov-16	14.75	22.2964	0	NC
12		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-003	1620A1-EG-1620-0001-03	02-EG-1620-0001-05272-N	1					29-Nov-16	14.75	16.3464	0	NC
13		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-004	1620A1-EG-1620-0001-04	02-EG-1620-0001-05272-N	1					29-Nov-16	16.75	43.4816	0	NC
14		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-005	1620A1-EG-1620-0001-05	02-EG-1620-0001-05272-N	1					29-Nov-16	14.75	6.816	0	NC
15		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-006	1620A1-EG-1620-0001-06	02-EG-1620-0001-05272-N	1					29-Nov-16	12.75	25.876	0	NC
16		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-007	1620A1-EG-1620-0001-07	02-EG-1620-0001-05272-N	1					2-Dec-16	1	6.314	0	NC
17		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-008	1620A1-EG-1620-0001-08	02-EG-1620-0001-05272-N	1					4-Dec-16	16	32.8144	0	NC
18		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-009	1620A1-EG-1620-0001-09	02-EG-1620-0001-05272-N	1					4-Dec-16	14.75	13.4952	0	NC
19		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-010	1620A1-EG-1620-0001-10	02-EG-1620-0001-05272-N	1					5-Dec-16	6	36.4768	0	NC
20		RAPID-P0004-PEPI-PIP-SO-1620A1-EG-1620-0001-001	1620A1-EG-1620-0001-01	02-EG-1620-0001-05272-N	1					6-Dec-16	2	6.314	0	NC

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- These are the functionalities it has when creating a markup.

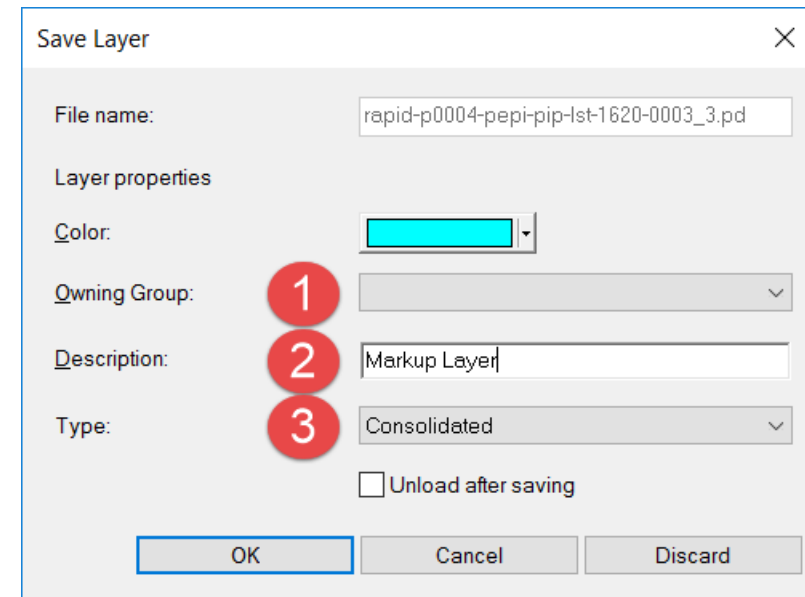
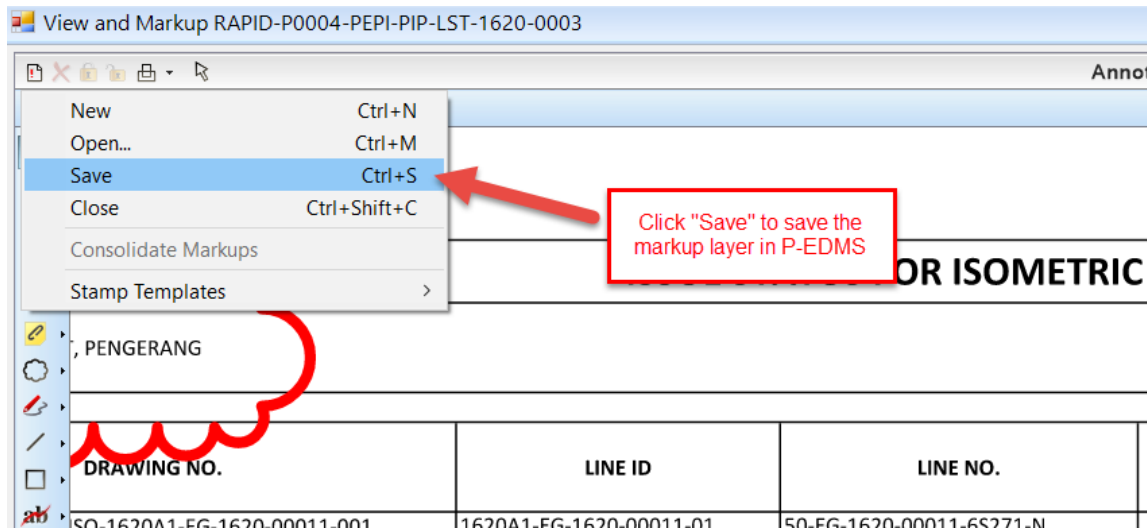


- Select icon “Cloud” to markup as cloud in drawing. Cloud examples are as shown.



DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Select **Save** to save the markup as layer into PEDMS.
- Close the Document.



- ❑ Owning Group: Accessibility viewing of the markup layer.
- ❑ Description: Description of markup layer.
- ❑ Type: purpose of the markup layer.
- Click **Ok** to save markup layer.
- Click on **To-Do-List icon/button**.
- Select **To-Do-List Item** and click on completed icon.

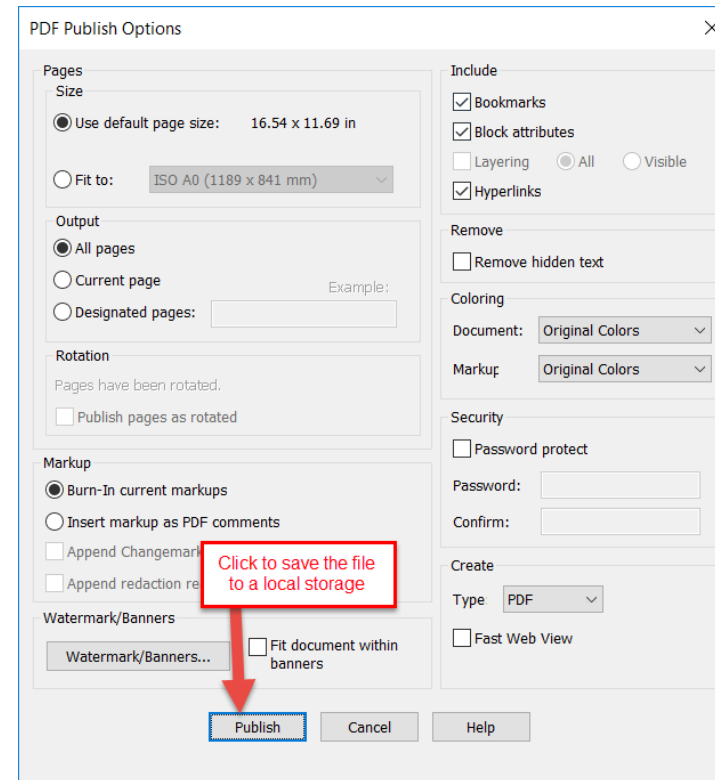
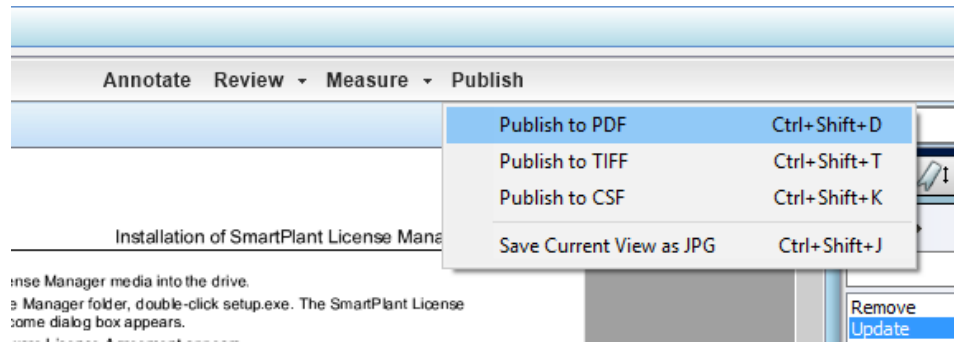
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DTC User
Guide

Save Markup

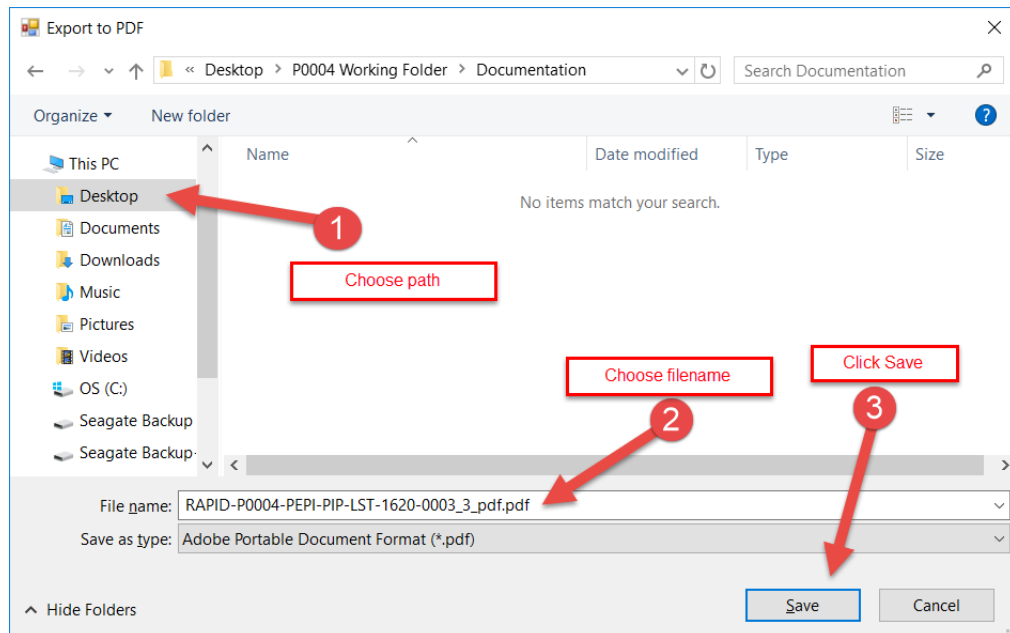
DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Click Publish to save Markup Document to Local Storage.
- Click Publish to PDF to save as PDF format.
- Click **Publish**.

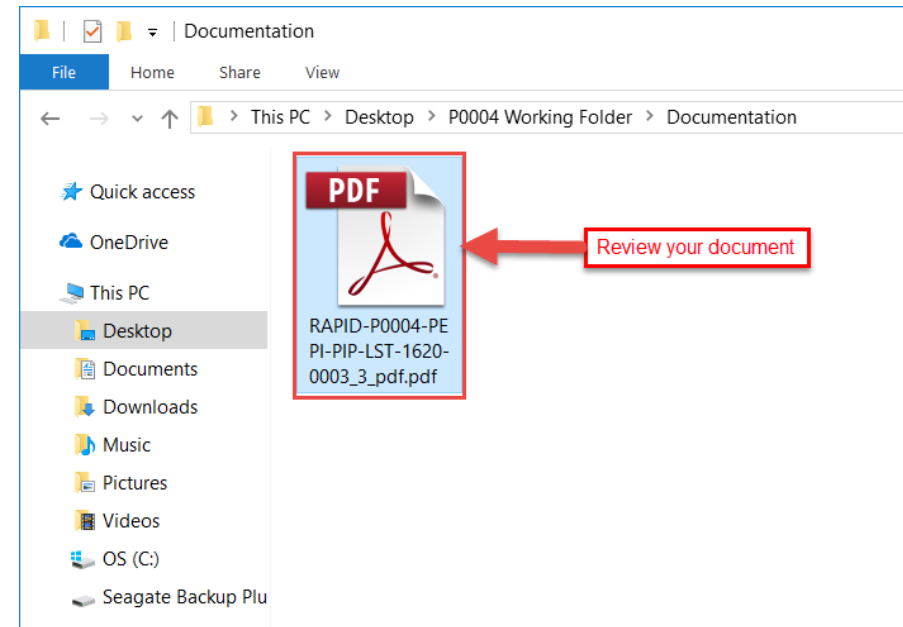


DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Choose path where to save the Publish PDF.
- Choose filename.
- Click **Save** to save.



- Check and review the saved item.



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DTC User
Guide

Publish
Markup

COURSE OUTLINE

1. P-EDMS Installation

2. Log In & Log Out

3. User Interface

4. Document Management

- Create Document
- Update Document
- Revise Document
- Check Out & Check In Document

5. Workflow

6. Document Review

- To Review
- To Consolidate
- To Approve
- Prepare Outgoing Transmittal Report

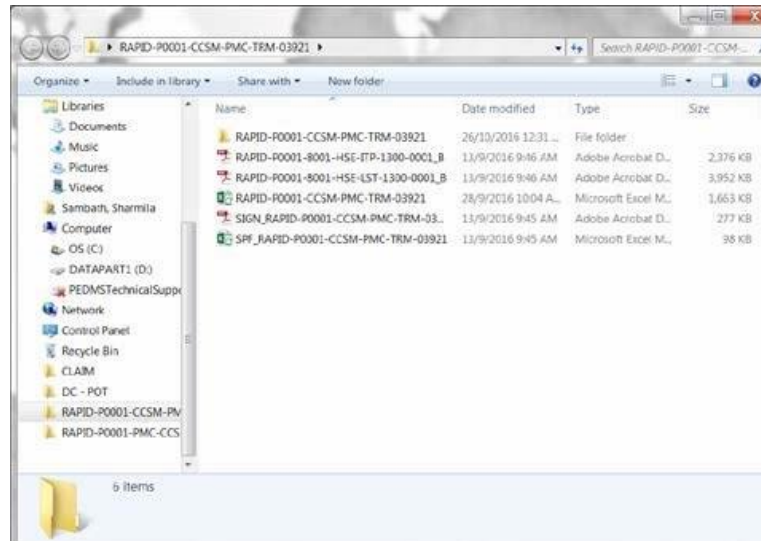
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DTC User
Guide

Document
Management

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Copy the provided P-EDMS eTRM & vTRM template into a folder containing the documents to be transmitted.
- Rename the folder with the corresponding eTRM & vTRM transmittal number. For example, **RAPID-P0001-CCSM-PMC-TRM-03921**.



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DC Guide

Use P-EDMS
Macro
Enabled
eTRM & vTRM
Template

Prepare eTRM
& vTRM
Template

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Complete the transmittal form and document list by filling up all the compulsory fields.
- P-EDMS document numbering fields will be updated automatically.
- Contractor DC will need to manage P-EDMS document sequence and revision to ensure consistency.

PROJECT	PROPOSED	PROCESSED	APPROVED	REVISION	DATE	NO.	TYPE	STATUS	FO NUMBER	DOCUMENT DESCRIPTION/TITLE	ACQUISITION	APPROVAL	TRANSMITTAL DOCUMENT NUMBER	ISSUES	RESPONSE	DOCUMENT CLASS	CONFIDENTIALITY	REMARKS

- Once the document list is complete, proceed to fill in the File List.

4



DC Guide

Use P-EDMS
Macro
Enabled
eTRM & vTRM
Template

Prepare eTRM
& vTRM
Template

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Once all transmittal details are complete, click **Validate** to complete the process.

		RAPID PACKAGE 1				<input type="button" value="Validate"/>	
DOCUMENT VENDOR TRANSMITTAL		<input type="button" value="Print"/>		<input type="button" value="Clear"/>		<input type="button" value="Import eTRM"/>	
To:	PHM Rapid Site, Lot 11, PHM (CCSM) Office Pengerang, 81600 Mukim of Pengerang, Johar, Malaysia	Date: (dd-mm- yyyy)	26-Sep-2016				
From:	CCSM Rapid Site, Lot 11, CCSM Office Pengerang, 81600 Mukim of Pengerang, Johar, Malaysia	Transmittal No:	RAPID-P0001-CCSM-PHC-VTRM-03921				
cc:	OYD, OV, P1-TDC	Transmittal Ref No:	RAPID-P0001-CCSM-PHC-VTRM-03921				
Project Name:	PETRONAS RAPID PROJECT						
Project No.:	RAPID						
Package:	P0001						
Confidentiality:	INTERNAL_USE						
Subject:	Page 1						
REMARKS							
TRANSMITTED BY							
Signature	:						
Name	:	EDWARD LABITORIA					
Designation	:	DC					
ACKNOWLEDGEMENT							
I have received the documents listed above. Return this signed transmittal to originator.							
Signature	:						
Name	:						
Designation	:						

- Click **OK** on the **Validation Complete** message box. Proceed to upload the generated XML file to PEDMS system.

Validation Complete

i Transmittal content are validated successfully.

NOTE:
The load file for PEDMS is also generated. Kindly close this Excel before when you need upload the generated load file to PEDMS.

Name	Date modified	Type	Size
RAPID-P0001-CCSM-PMC-TRM-03921	26/10/2016 12:31 ...	File folder	
RAPID-P0001-8001-HSE-ITP-1300-0001_B	13/9/2016 9:45 AM	Adobe Acrobat D...	2,376 KB
RAPID-P0001-8001-HSE-LST-1300-0001_B	13/9/2016 9:45 AM	Adobe Acrobat D...	3,952 KB
RAPID-P0001-CCSM-PMC-TRM-03921	26/10/2016 12:31 ...	File folder	1,642 KB
SIGN_RAPID-P0001-CCSM-PMC-TRM-03...	13/9/2016 9:45 AM	Adobe Acrobat D...	277 KB
SPF_RAPID-P0001-CCSM-PMC-TRM-03921	13/9/2016 9:45 AM	M	

XML load file is generated after validation success

Name	Date modified	Type	Size
LOAD_ALLxmldr	28/9/2016 10:04 A...	XMLLDR File	1 KB
Transmittal Load Files	28/9/2016 10:04 A...	XML File	19 KB

XML file

4

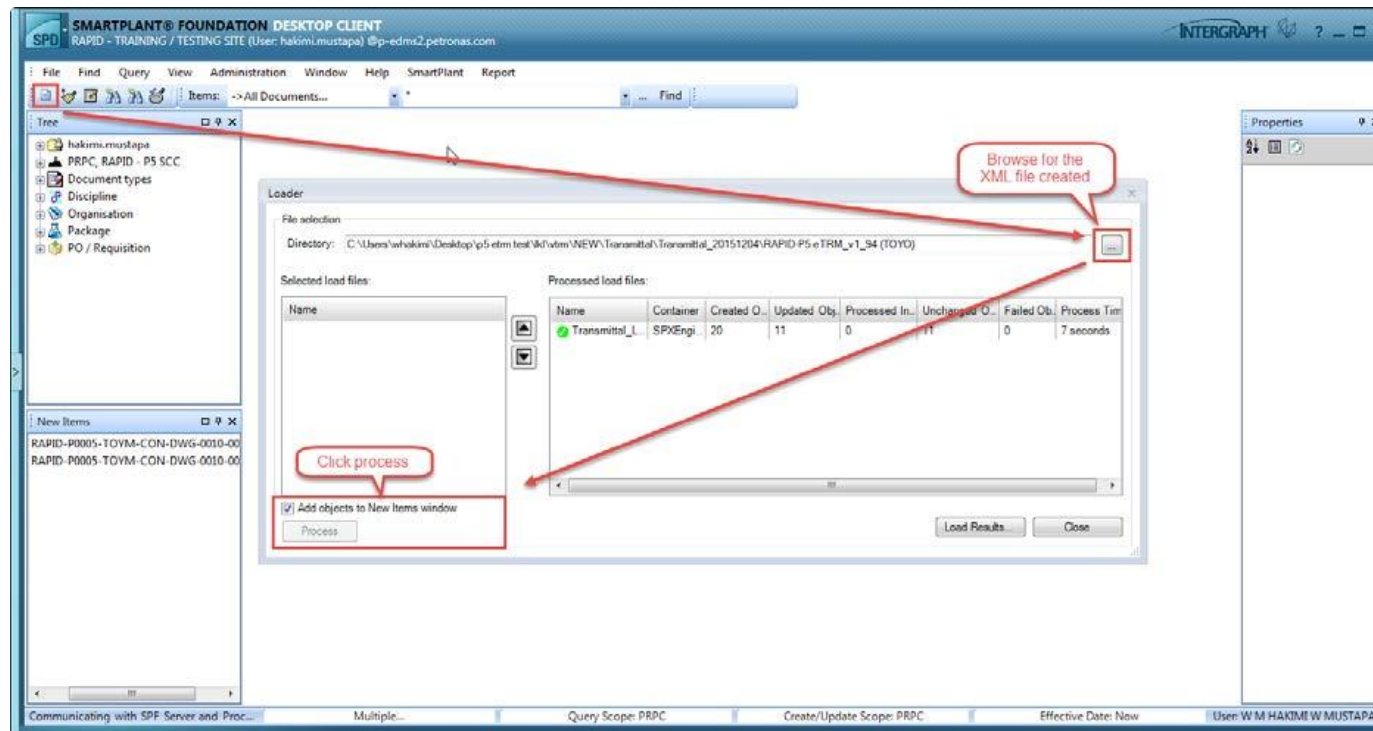
DC Guide

Use P-EDMS Macro Enabled eTRM& vTRM Template

Validate eTRM Transmittal

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Log in to PEDMS site.
- Click the Load icon to load the file.
- Click the ellipses (...) button to browse the XML file created.
- Click Process.



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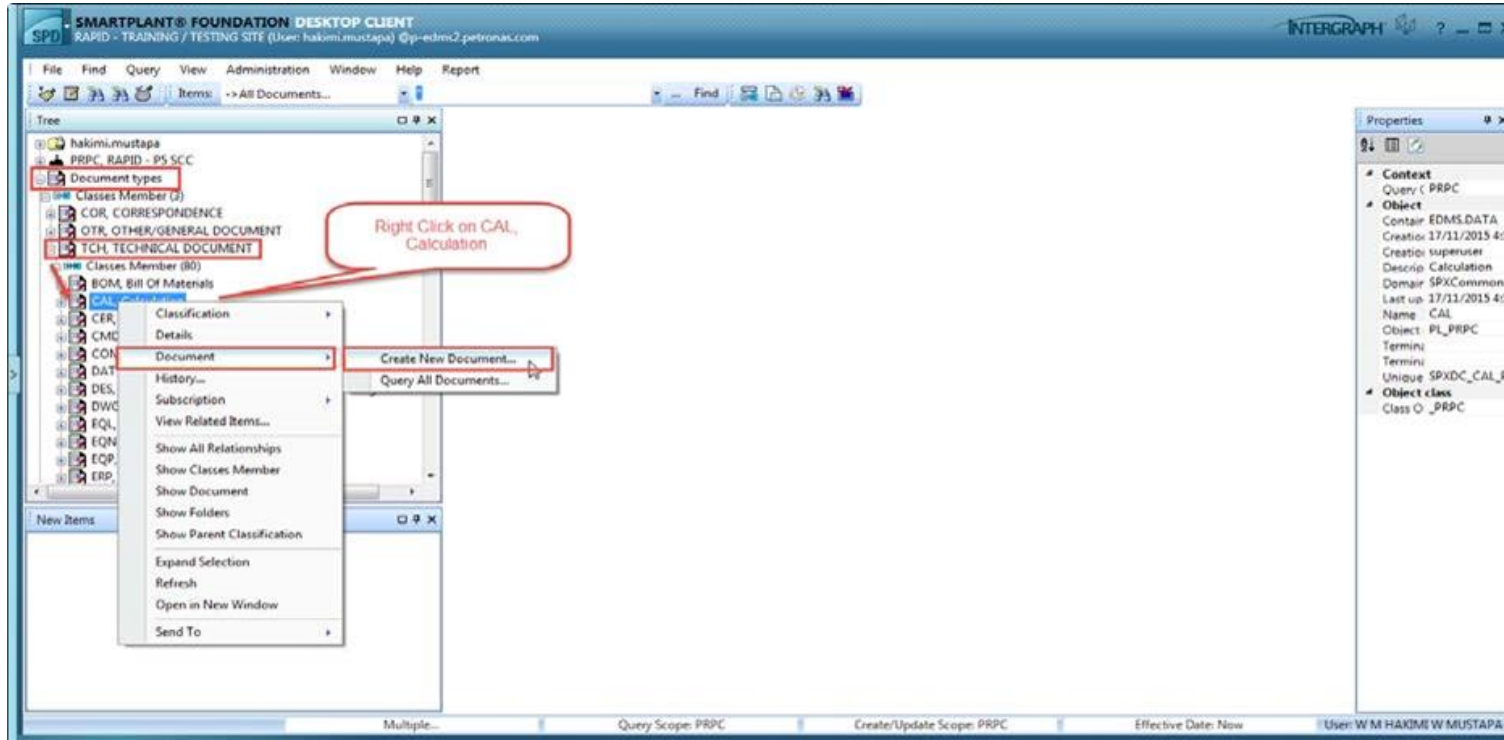
DC Guide

Use P-EDMS
Macro
Enabled
eTRM& vTRM
Template

Load XML File

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- In the Tree view, expand Document Type > Technical Document, and select the desired document type.
- Right-click the document type, and click Document > Create New Document. The following diagram is an example on how to create Calculation (CAL) Document.



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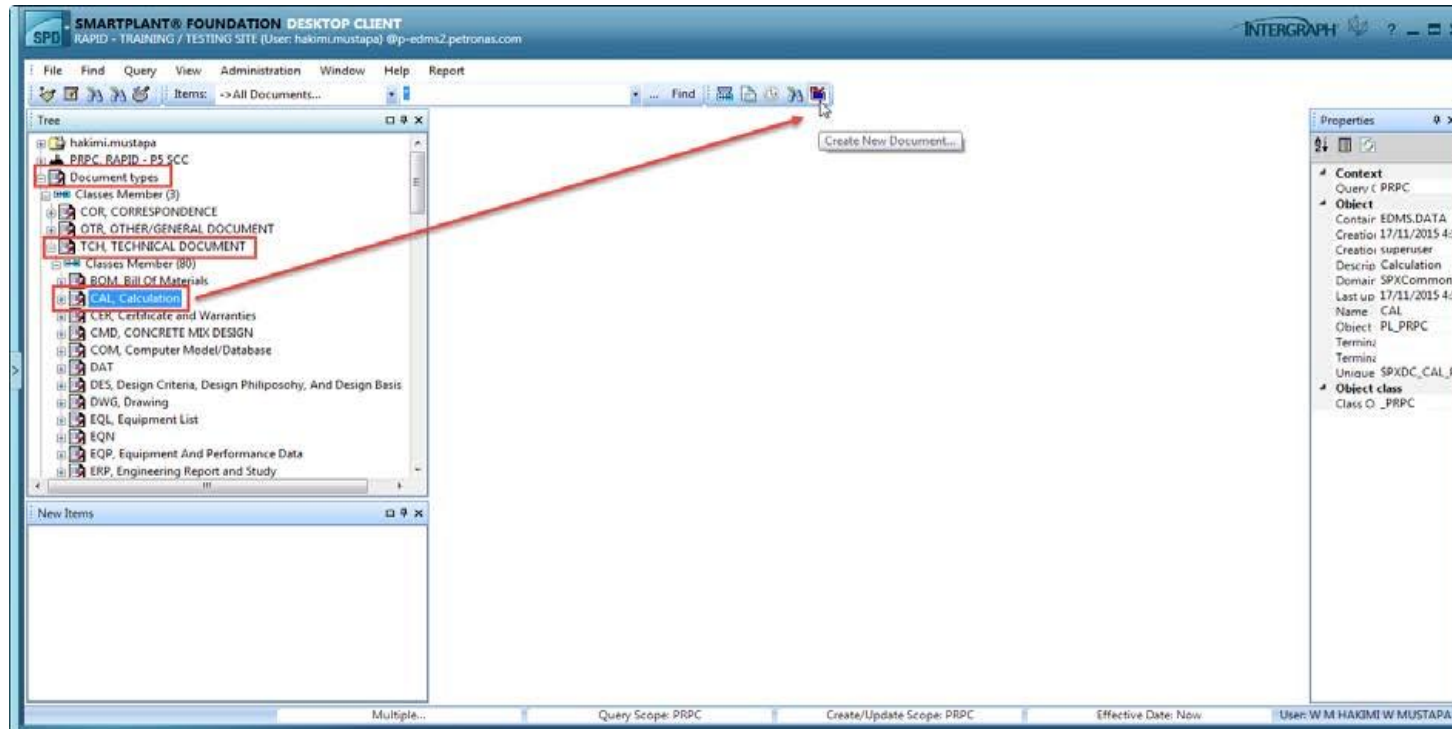
DC Guide

Create Document Manually (Optional)

Create a Document

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Optionally, right-click the document type, and click the **Create New Document** icon in the toolbar as shown in the picture below.



- Note: The **Create New Document** window consists of four tabs which are **General**, **Numbering & Structure**, **PBS**, and **Revision**. In the **General** tab, there are three sub-sections which are **Main Details**, **Confidentiality** and **Document Master Details**.

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DC Guide

Create Document Manually (Optional)

Create a Document

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Fill in the blank boxes with asterisk (*) with the document general details.

The screenshot shows the 'Create New Document' dialog box. The 'General' tab is selected. Under 'Main Details', the 'Title / Description' field contains 'TEST DOCUMENT'. Under 'Confidentiality', the 'Confidentiality' dropdown is set to '*' and the 'INTERNAL_USE' option is selected. Under 'Document Master Details', the 'System Status' is 'RESERVED'. At the bottom, the 'Number to create' is set to 1. The dialog includes buttons for 'Collapse All', 'Expand All', 'Print', '< Back', 'Next >', 'Apply', 'Finish', and 'Cancel'. Two red callout boxes highlight the 'Title / Description' and 'Confidentiality' fields, with labels 'Description of the Document' and 'Confidentiality of the Document' respectively.

- Note: Confidentiality is how a document can be controlled its visibility to the users. For example, when a document is tagged as 'CONFIDENTIAL', only users that has been given the 'CONFIDENTIAL' rights will be able to find the document.

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DC Guide

Create Document Manually (Optional)

Create a Document

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- In the Numbering & Structure tab, fill in the necessary details.

The screenshot shows the 'Create New Document' dialog box with the 'Numbering & Structure' tab selected. The form contains the following fields and values:

Field	Value
Project/Plant/Facility: *	RAPID, RAPID TRAINING / TESTING
Package: *	P0005
Originating Organisation: *	TYM, Toyo Engineering & Construction Sdn. Bhd.
Receiving Organisation:	
Discipline: *	ENG, Engineering (multiple discipline)
Sheet Number (###):	
Other Document Number:	
Contractor Document Number:	
Owner/As-Built Document:	
Vendor Document Number:	

Below the form, there is a 'Document Types (Enumerated)' section with fields for Category, Type, and Sub type. At the bottom, there are buttons for 'Collapse All', 'Expand All', 'Print', 'Back', 'Next', 'Apply', 'Finish', and 'Cancel'. The 'Number to create' field is set to 1, and the 'Start at number' field is empty.

- Note: Project Package might not be applicable to all projects. This depends on the requirement of the project when the site is created.

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DC Guide

Create Document Manually (Optional)

Create a Document

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- In the Plant Breakdown Structures (PBS) tab, define the unit of the document.

The screenshot shows the 'Create New Document' dialog box with the 'Plant Breakdown Structures (PBS)' tab selected. The 'Plant' dropdown is set to 'PRPC, RAPID - P5 SCC', 'Group' to '3, PETROCHEMICAL COMPLEX', 'Area' to '3000, PETROCHEM. COMMON', and 'Unit' to '3010, PETCHEM CENTRALIZED UNIT'. At the bottom, there are fields for 'Number to create: 1' and 'Start at number:'. Buttons for 'Collapse All', 'Expand All', 'Print', '< Back', 'Next >', 'Apply', 'Finish', and 'Cancel' are visible.

- In the **Revision** tab, fill in the details of the document revision.

The screenshot shows the 'Create New Document' dialog box with the 'Revision' tab selected. The 'Revision details' section is filled out: 'Rev Scheme' is 'Rev012, Revision Scheme - MAJOR: 0-10, I', 'Major Revision' is '0', 'Minor Revision' is '0', 'Rev Status' is 'Issued for Review', and 'Transmittal Status' is a dropdown menu. Other fields like 'Focal Person', 'Sub Focal Person', 'Transmittal Issued Date', 'Submission Plan Date', 'Discipline Review Plan Date', and 'Due Date' are empty. 'Revision Remarks' is a large text area. 'Rev State' is 'WORKING'. At the bottom, there are fields for 'Number to create: 1' and 'Start at number:'. Buttons for 'Collapse All', 'Expand All', 'Print', '< Back', 'Next >', 'Apply', 'Finish', and 'Cancel' are visible.

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DC Guide

Create Document Manually (Optional)

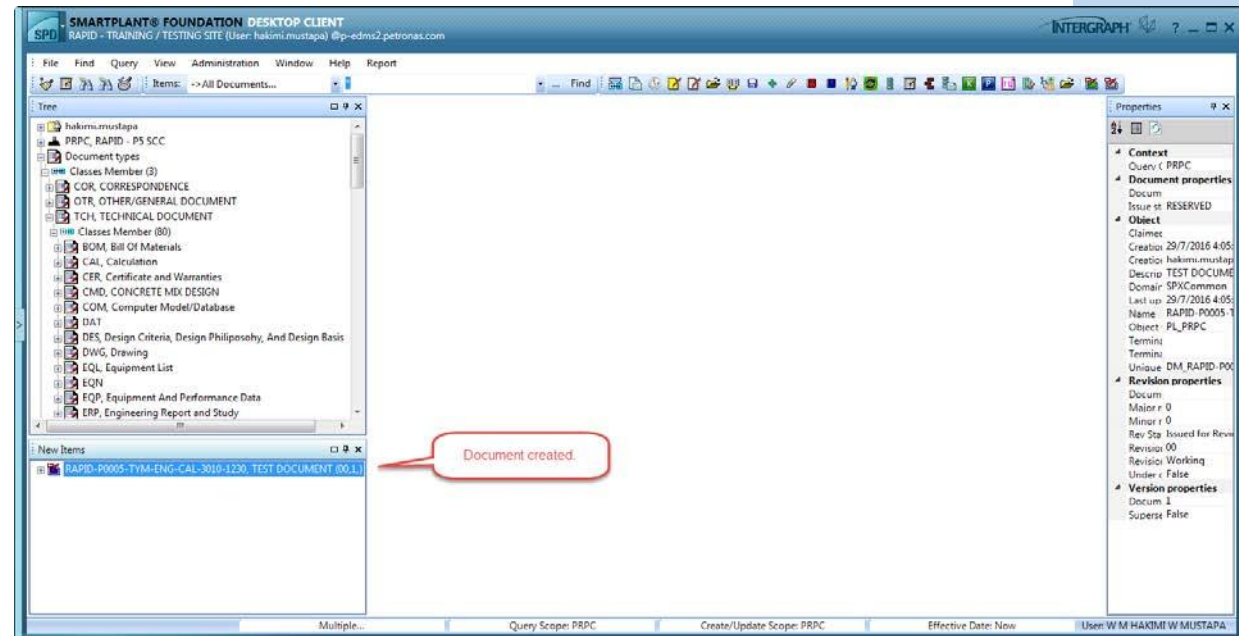
Create a Document

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Once all the details have been filled, assign the document number, and click **Finish**.

The screenshot shows the 'Create New Document' dialog box with the 'Revision' tab selected. The 'Revision details' section is expanded, showing fields for 'Rev Scheme' (Rev012, Revision Scheme - MAJOR: 0-10, I), 'Major Revision' (0), 'Minor Revision' (0), 'Rev Status' (Issued for Review), and 'Transmittal Status'. The 'Rev State' is set to 'WORKING'. At the bottom, the 'Number to create' is 1 and 'Start at number' is 1230. A red callout box points to the 'Finish' button with the text 'Assign Document Number'.

- Once the **Finish** button is clicked, there will be a new document created on the new item toolbar.



4

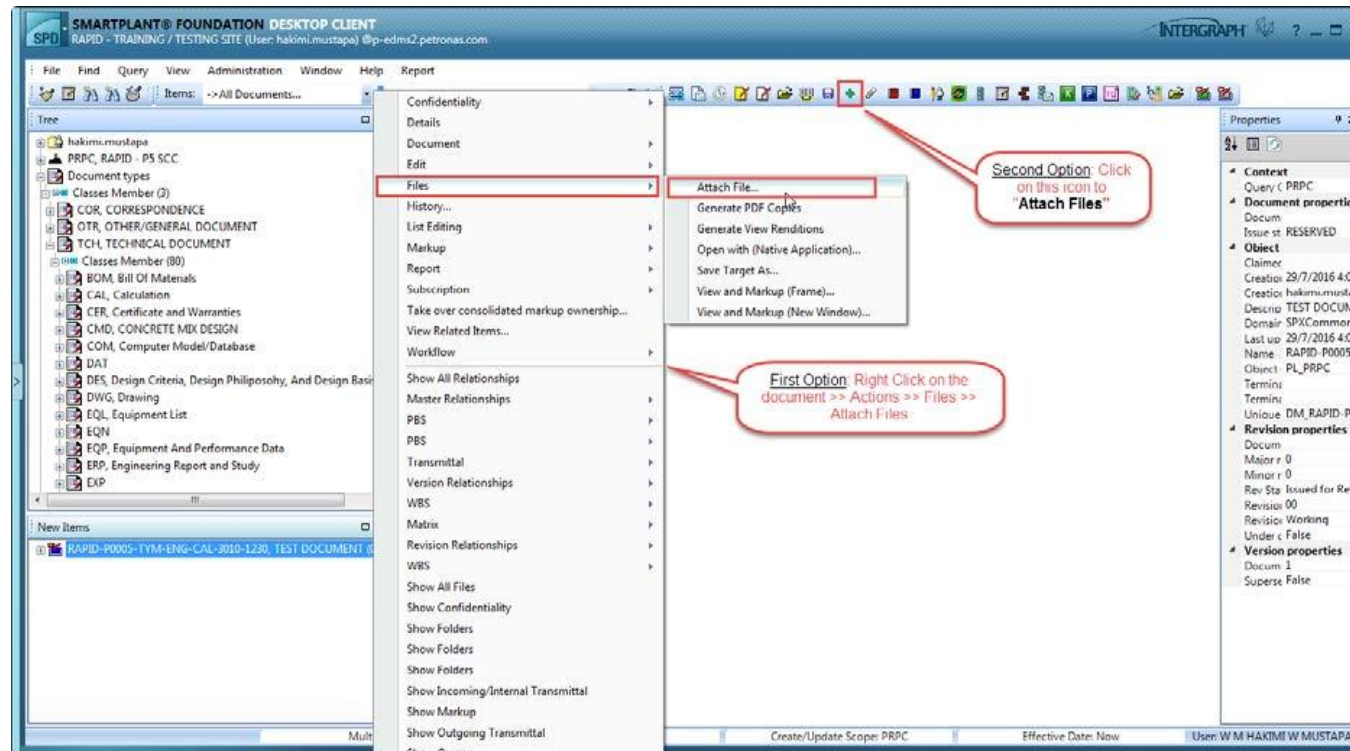
DC Guide

Create Document Manually (Optional)

Create a Document

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- To attach a file, right-click the document in the Tree view, and click Files > Attach File. Optionally, select the document in the Tree view, and click the Attach Files icon.



4

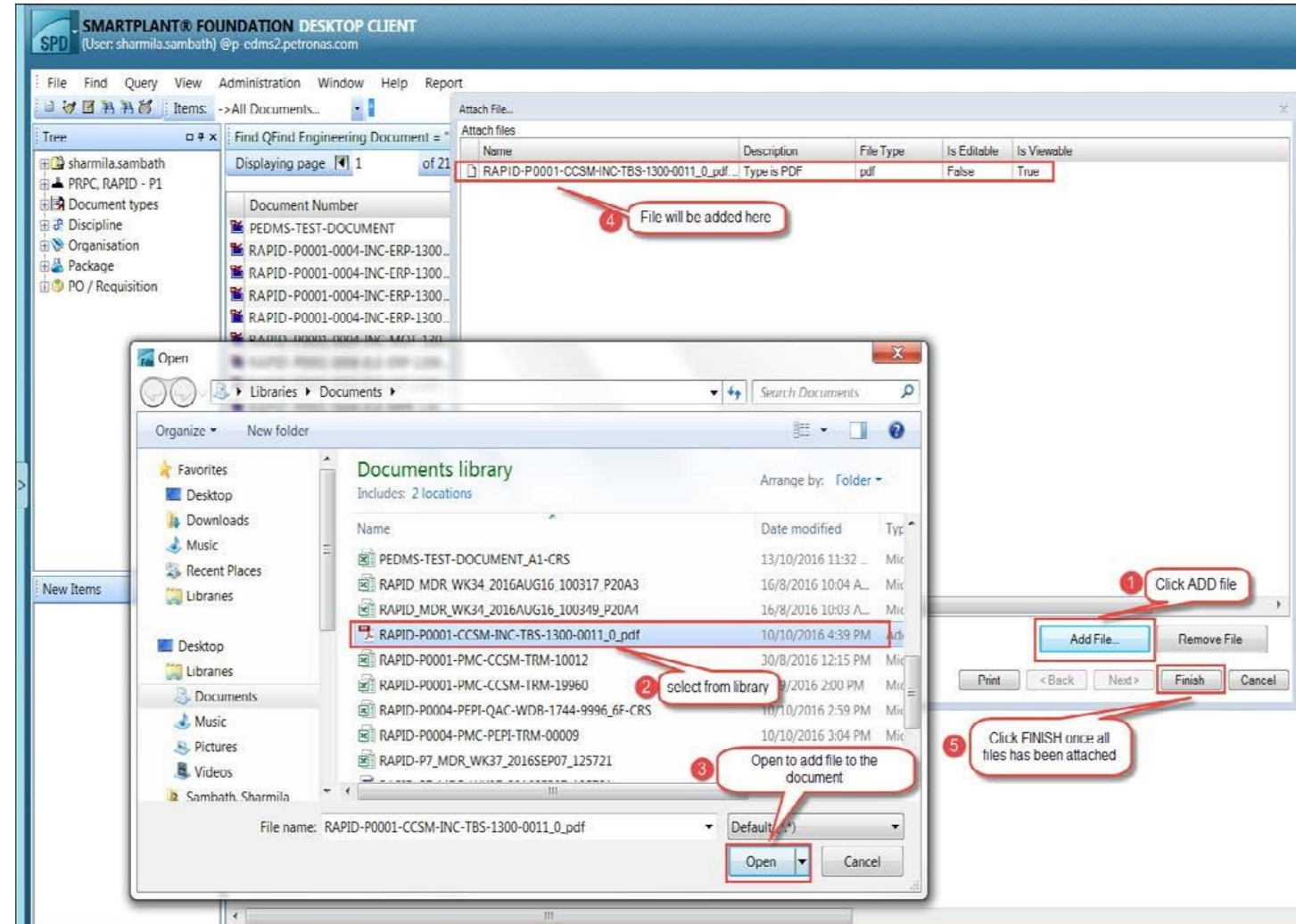
DC Guide

Create Document Manually (Optional)

Attach a File

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- A prompt appears as below. Click **Add File**, and select the attachment file from the respective location.
- Click **Open** to add the attachment file to the document.
- Unselect **Delete Local File**, and click **Finish**.



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DC Guide

Create Document Manually (Optional)

Attach a File

COURSE OUTLINE

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3. User Interface

4. Document Management

- Create Document
- Update Document
- Revise Document
- Check Out & Check In Document

5. Workflow

6. Document Review

- To Review
- To Consolidate
- To Approve
- Prepare Outgoing Transmittal Report

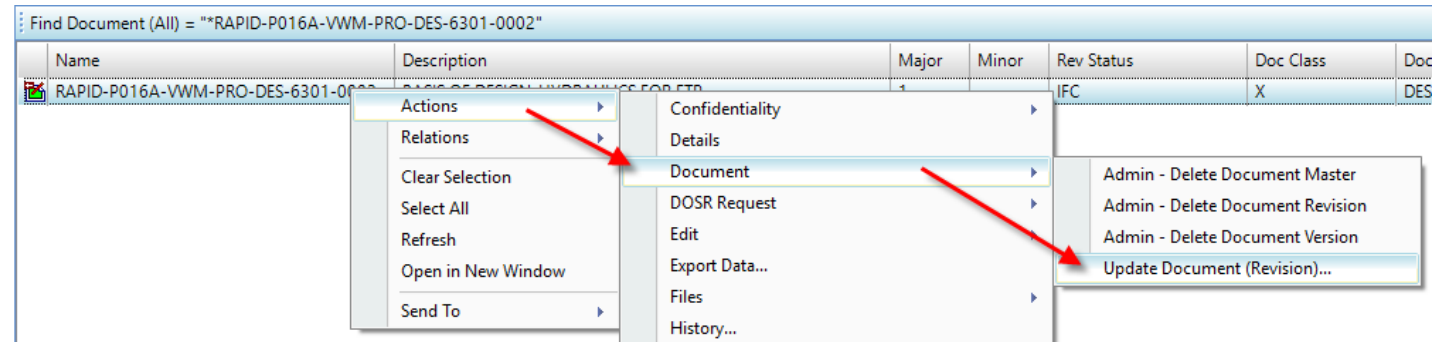
4

DTC User
Guide

Document
Management

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Right click on selected document
- Select on Action > Document > Update Document (Revision)...
- Click Finish to complete the update process.



Update Latest Revision - BASIS OF DESIGN-HYDRAULICS FOR ETP

A. General | B. PBS | C. Revision | D. Reference Number | E. PSI | F. Record Management

01 - Revision

Rev Status: * IFC, Issued for Construction

Rev Issued Date:

Rev Scheme: * Rev0R1 : For IFC & Redline Markup

Major Revision: * 0

Minor Revision: R1

Submission Plan Date:

Submission Actual Date:

System Status: * Working

CRS Replied?:

Response Status:

Revision Remarks: Basis of Design Hydraulics for ETP

Collapse sections automatically

Collapse All Expand All Print < Back Next > Finish Cancel

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DC Guide

Update Document

COURSE OUTLINE

1. P-EDMS Installation

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- Create Document
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DTC User
Guide

Document
Management

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- To be done on a signed-off () document. Revising a document will create a new revision of the document and then supersede the revised document.
- Right click on the document, hover the mouse over "Actions", then "Edit" and click on "Revise".

Name	Description	Major	Minor	Rev Status
 RAPID-P016A-ACE-APC-ALT-7B1...	ALERT TEST REVISING DOCUMENT	0		INF

Name	Description	Major	Minor	Rev Status	Doc Class	Doc Type	Confident
 RAPID-P016A-ACE-APC-ALT-7B1...	ALERT TEST REVISING DOCUMENT	0		INF	I	ALT	SECRET

- Actions
- Relations
- Clear Selection
- Select All
- Refresh
- Open in New Window
- Send To

- Confidentiality
- Details
- Document
- DOSR Request
- Edit
- Export Data...
- Files
- History...
- List Edit
- Markup
- Object...
- Report
- Subscription
- Take over consolidated markup ownership...
- Terminate Relationships...
- Transmittals
- Update CRS Response Status
- View Related Items...
- Workflow

- Revise...
- Undo Check Out (for Admin)...
- Undo Sign Off

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DC Guide

Revising a Document

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- The document revision form will be displayed. Note that “Major Revision” under the “Revision” tab has increased by 1 (0 → 1). Click “Next” to manage the files attached to the document that is being revised, with the option to copy the file(s) or to further attach more files.

Revise RAPID-P016A-ACE-APC-ALT-7B10-0001

A. General | B. PBS | **C. Revision** | D. Reference Number | E. PSI

01 - Revision

Rev Status: * INF, Issued for Information

Rev Issued Date:

Rev Scheme: * Rev0 : For INF, IFD, IFE, IFI or IFP

Major Revision: * **1** **Next Major**

Minor Revision: 0 **Next Minor**

Submission Plan Date:

Submission Actual Date:

System Status: * Current

CRS Replied?:

Response Status:

Revision Remarks:

Collapse sections automatically

Next >

Revise RAPID-P016A-ACE-APC-ALT-7B10-0001

Files to be copied

Name	Description	File Type	Is Editable	Is Viewable
<input checked="" type="checkbox"/> TEST CHECK-IN.txt	Type is TXT		True	True

Copy markups




Attach files



Name	Description	File Type	Is Editable	Is Viewable
------	-------------	-----------	-------------	-------------



Delete local files

Finish

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- The icon for the revised document is now () and a new document is created in the working state (). Searching for the document number will now show the new document with the up-numbered revision. The previous document will only be superseded () when the new working document is signed off.

Find Document (All) = "*ACE-APC-ALT*"			
	Name	Description	Major
	RAPID-P016A-ACE-APC-ALT-7B10-0001	ALERT TEST REVISING DOCUMENT	0
	RAPID-P016A-ACE-APC-ALT-7B10-0001	ALERT TEST REVISING DOCUMENT	1

Find Document (All) = "*ACE-APC-ALT*"					
	Name	Description	Major	Minor	Rev S
	RAPID-P016A-ACE-APC-ALT-7B1...	ALERT TEST REVISING DOCUMENT	0		INF
	RAPID-P016A-ACE-APC-ALT-7B1...	ALERT TEST REVISING DOCUMENT	1	0	INF

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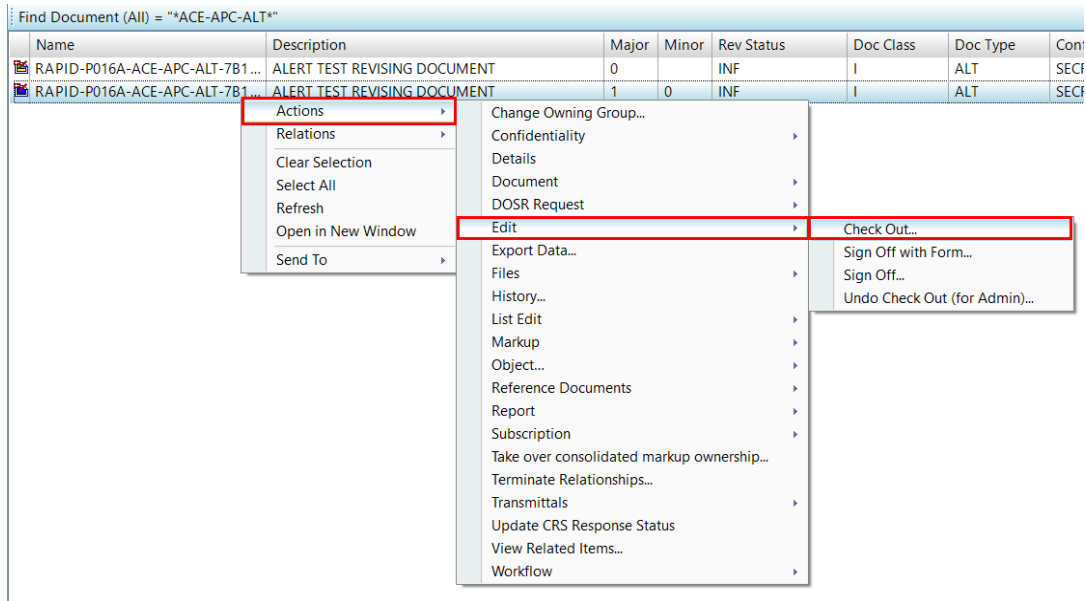
4

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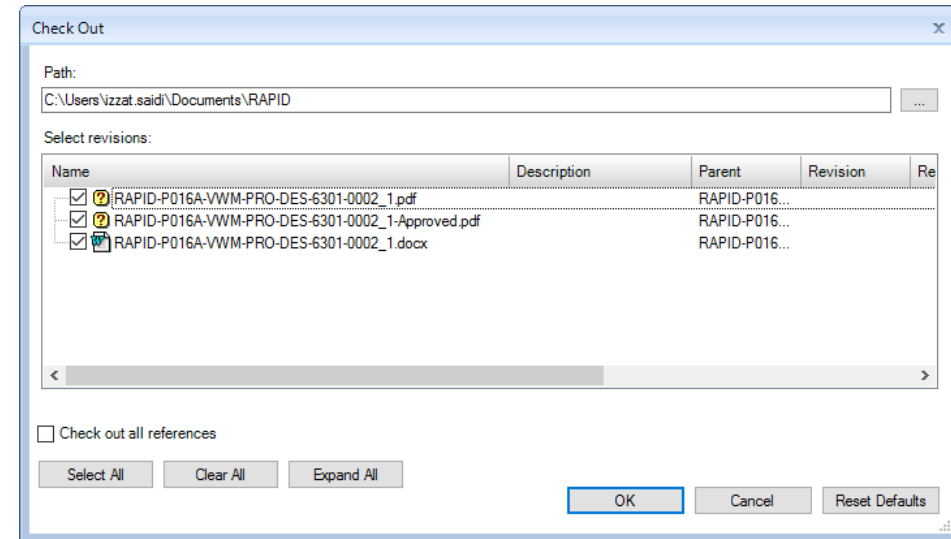
DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Right click on the working document, hover the mouse over "Actions", then "Edit" and click on "Check-Out".



Note: Ensure the document revision state is in working status (blue colour) to check out the document.

- A pop-up window will enable users to choose which file to check out and make changes.






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DC Guide

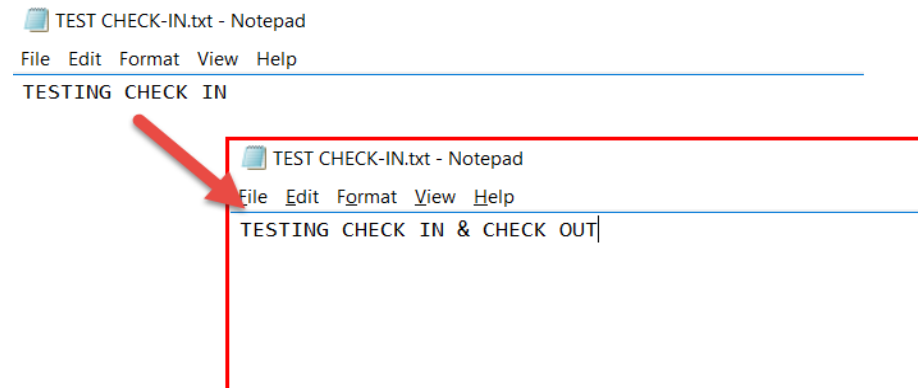
Check-out &
Check-in for
Documents

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- The icon for the document in which the file is checked out will change to () and will exclusively be for the user who checked it out. No other users will be able to make changes to the document.

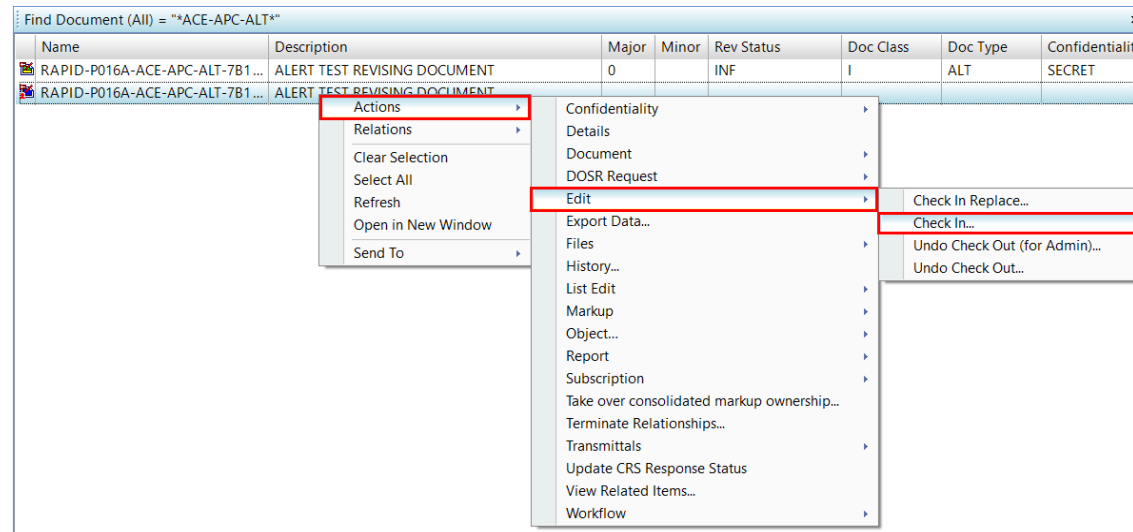
Find Document (All) = "*ACE-APC-ALT*"				
Name	Description	Major	Minor	Rev Status
 RAPID-P016A-ACE-APC-ALT-7B1 ...	ALERT TEST REVISING DOCUMENT	0		INF
 RAPID-P016A-ACE-APC-ALT-7B1 ...	ALERT TEST REVISING DOCUMENT			

- Make changes to the document that was checked out and save the changes.

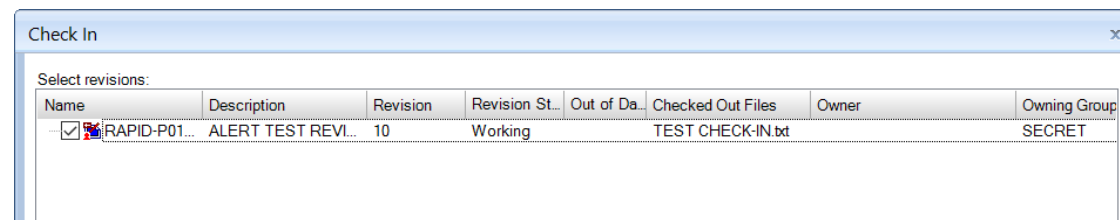


DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Right click on the working document, hover the mouse over "Actions", then "Edit" and click on "Check-in". A window will appear to enable users to select the document to check-in.



- The icon will revert to the working state () and users may proceed to sign off on the document.



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Document
Review

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

Update Workflow Template WF03

Name: Reassign to participant: Find

Description: Condition: Find

Transmittal Workflow
 No e-mail

Name	Description	Step Definition	Duration	Recipients	Checklist	Completed	Accept Step	Accept Status	Accept Percentage	Reject Step	Reject Status	Reject Percentage
(1/7) - FOR INFOR.	Information	InfoAssign	1	I - Submitter			(2/7) - TO REVIEW	WF-I				
(2/7) - TO REVIEW	Review	Review	5	C - Submitter			(3/7) - TO CONSOL	WF				
(3/7) - TO CONSOLIDATE COMMENT	Consolidate Comment	ReviewWithUpdate	2	C - Submitter			(4/7) - TO APPROV	WF-CONSOL				
(4/7) - TO APPROVE	Approval	ApproveWithUpdate	2	C - Submitter			(5/7) - APPROVAL	WF-A				
(5/7) - APPROVAL VOTING		ApprovalVoting	0				(6/7) - AUTO-SIGNK	WF-V		(3/7) - TO CONSOL		
(6/7) - AUTO-SIGNOFF		SignOffDocRev	0				(7/7) - PREPARE O	WF-C				
(7/7) - PREPARE OUTGOING TRANSMITTAL	Prepare Outgoing Transmittal	Review	1	C - Submitter								

Auto Order Insert Before Insert After Remove View...

OK Cancel

- **Name** - Displays the workflow name.
- **Description** - Displays a description of the workflow.
- **Condition** - Determines when you can attach an object to the workflow. For example, a document would have to be working to be submitted to an approval/signoff workflow. In this case, the condition for the workflow would be IsWorking.

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

Update Workflow Template WF03

Name: Reassign to participant:

Description: Condition:

Transmittal Workflow
 No e-mail

Name	Description	Step Definition	Duration	Recipients	Checklist	Completed	Accept Step	Accept Status	Accept Percentage	Reject Step	Reject Status	Reject Percentage
(1/7) - FOR INFOR.	Information	InfoAssign	1	I - Submitter			(2/7) - TO REVIEW	WF-I				
(2/7) - TO REVIEW	Review	Review	5	C - Submitter			(3/7) - TO CONSOL	WF				
(3/7) - TO CONSOLIDATE COMMENT	Consolidate Comment	ReviewWithUpdate	2	C - Submitter			(4/7) - TO APPROV	WF-CONSOL				
(4/7) - TO APPROVE	Approval	ApproveWithUpdate	2	C - Submitter			(5/7) - APPROVAL	WF-A				
(5/7) - APPROVAL VOTING		ApprovalVoting	0				(6/7) - AUTO-SIGNK	WF-V		(3/7) - TO CONSOL		
(6/7) - AUTO-SIGNOFF		SignOffDocRev	0				(7/7) - PREPARE O	WF-C				
(7/7) - PREPARE OUTGOING TRANSMITTAL	Prepare Outgoing Transmittal	Review	1	C - Submitter								

Auto Order Insert Before Insert After Remove View...

OK Cancel

- **No Email Indicator** - Indicates if this workflow was configured to suppress e-mail messages from the workflow.
- **Attach** - Attaches the selected workflow to the document.
- **Edit** - Displays the Edit Workflow Template dialog box so that you can revise the workflow before you attach it to the document.
- **View** - Displays the View Workflow dialog box, which displays a graphical representation of the steps of the workflow.

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

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DTC User
Guide

Workflow

Accept / Reject Status	Description
!WF-C	Workflows that are in progress
WF	In workflow
WF-A	Approved in workflow
WF-C	Workflow completed
WF-I	Issued in workflow
WF-R	Rejected in workflow
WF-V	Validated in workflow

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

Attach a workflow

1. Right-click one or more objects, and click **Workflow > Attach Workflow**.
2. In the Attach and Edit Workflow dialog box, select the workflow. If you selected multiple objects, only workflows they have in common are listed.
3. Click **Attach**.

Note: The workflow starts, with the first step appearing in the To Do List of each of its recipients. When you attach multiple objects to a workflow, a notification object is created. While you work on other things, you can monitor the progress of the attach process using this object.

Delete an attached workflow

- Right-click an object, and click **Workflow > Delete Workflow**.

Note: After you delete an attached workflow, the following changes are made:

- The object is removed from the workflow and its workflow status is cleared.
- All the workflow history for the object is removed from the workflow.
- Remaining steps are removed from each user's To Do List.

Update a workflow

- Right-click an object, and click **Workflow > Update Workflow**.

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- To Approve
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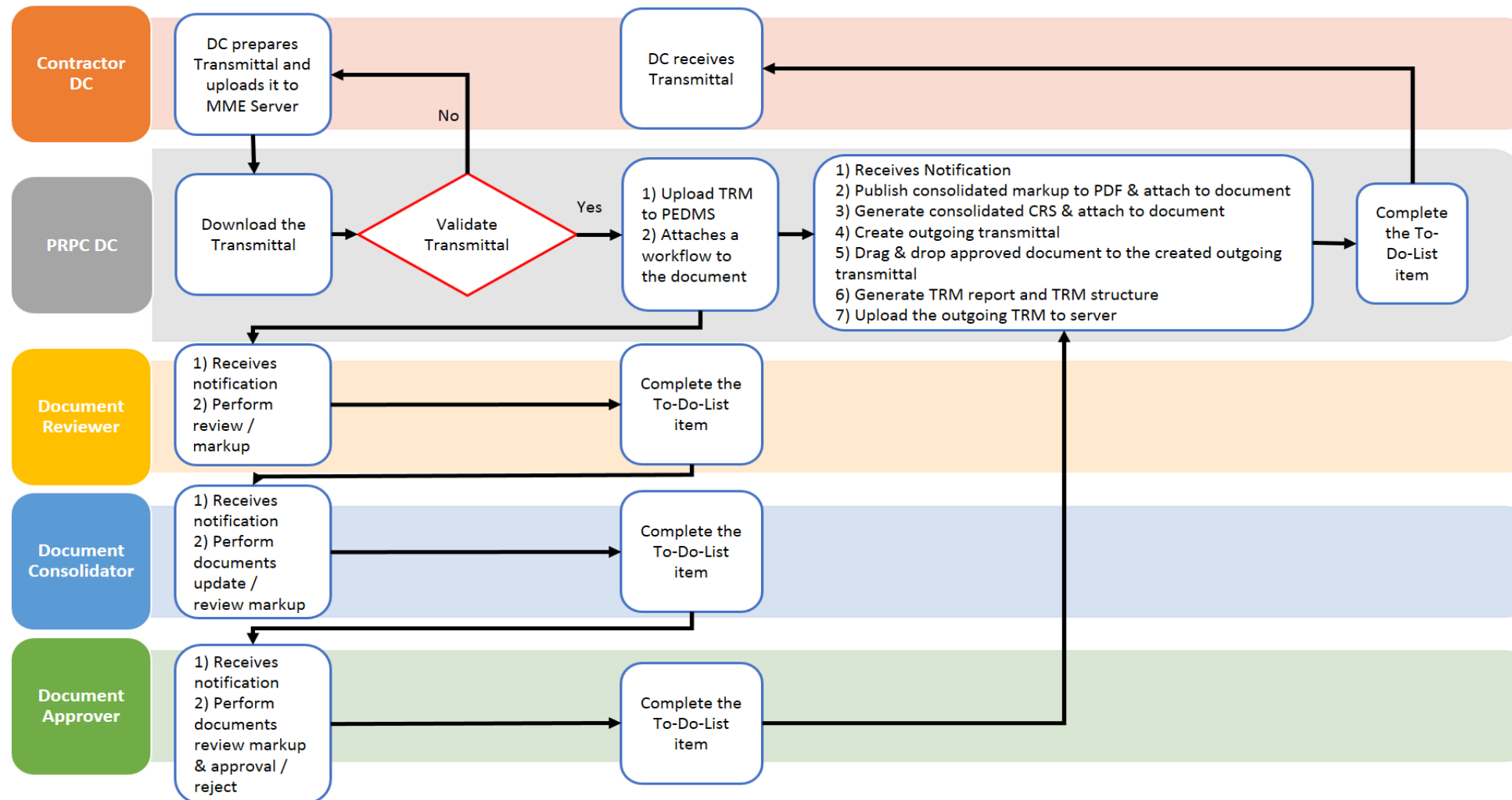
6

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Document
Review

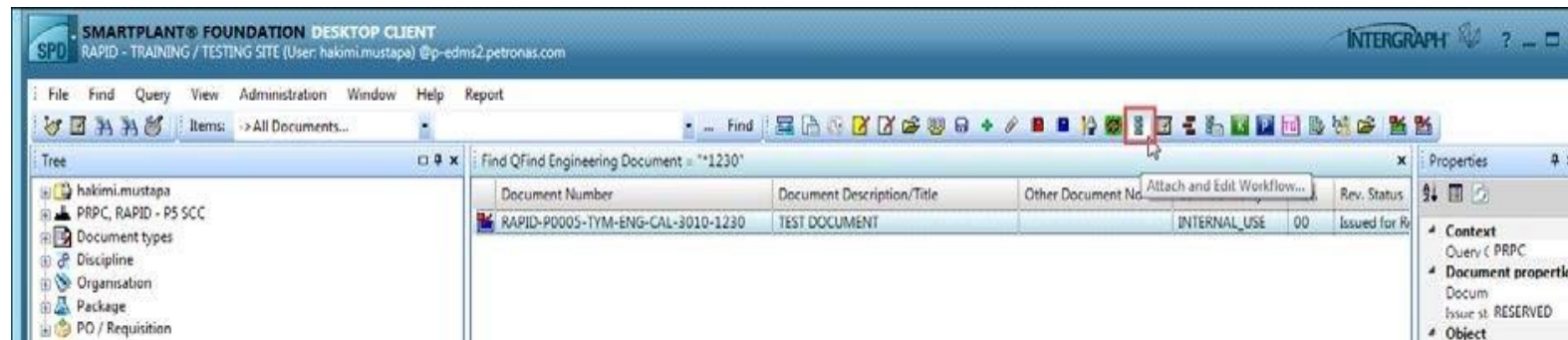
DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Document Review Work Process

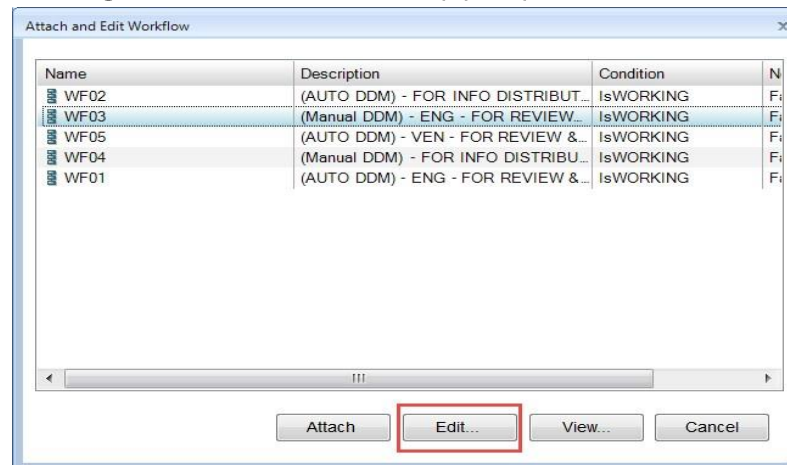


DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Once DC create the document via manually or load by eTRM.
- Select the created document, and click the **Attach and Edit Workflow** () icon.



- In the **Attach and Edit Workflow** dialog box, select the appropriate workflow according to Issue Status. Then, click **Attach**.



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DC Guide

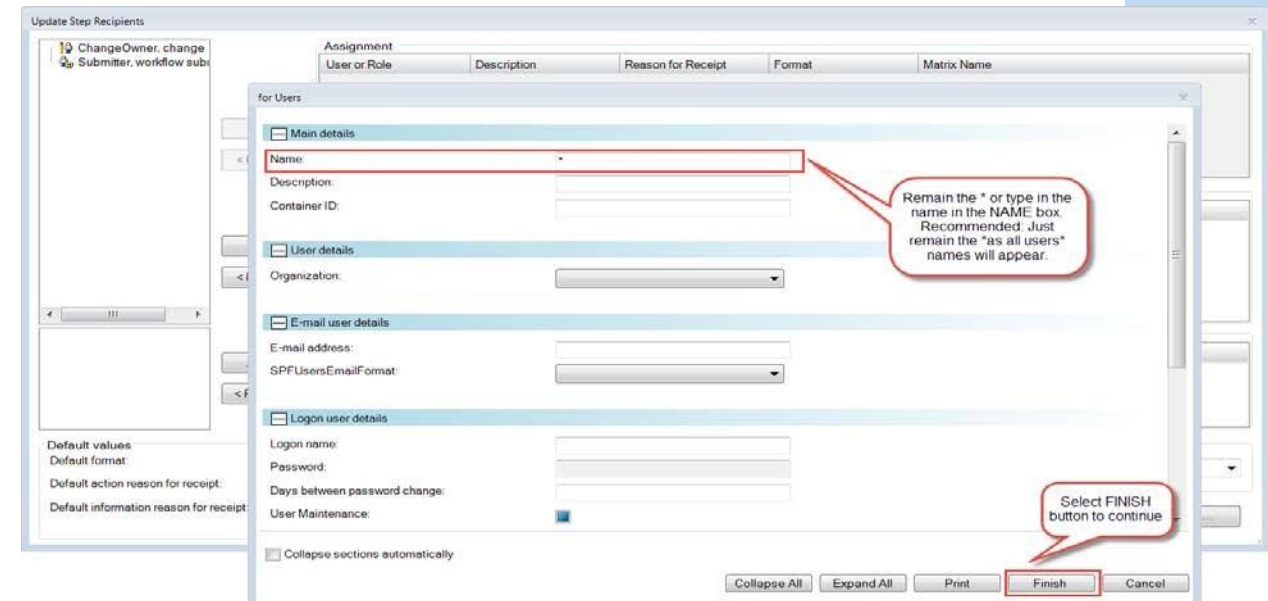
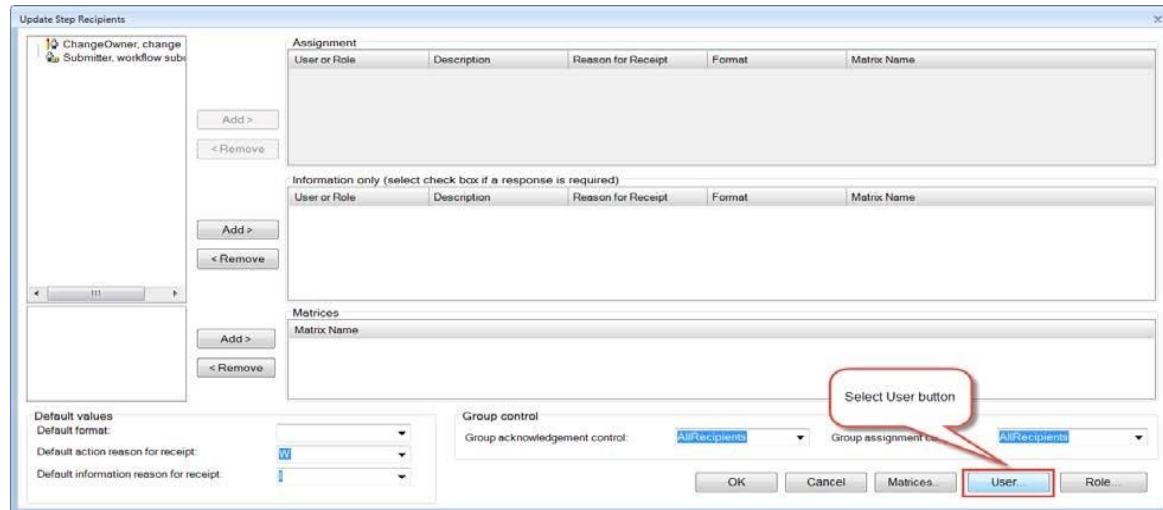
Attach
Workflow to
Document for
Distribution

Attach
Workflow to
Document

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- To edit the recipient, click on the **Edit** button. A prompt appears as below.
- Click on the box to add/remove/change user in each step.

Note: To add user into the selected role, search the user first by clicking the **User** button as shown below.



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DC Guide

Attach Workflow to Document for Distribution

Attach Workflow to Document

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Proceed as shown. It is recommended to remain the asterisk (*) in the **Name** box as all user names appear under the **Query for Users** tree.

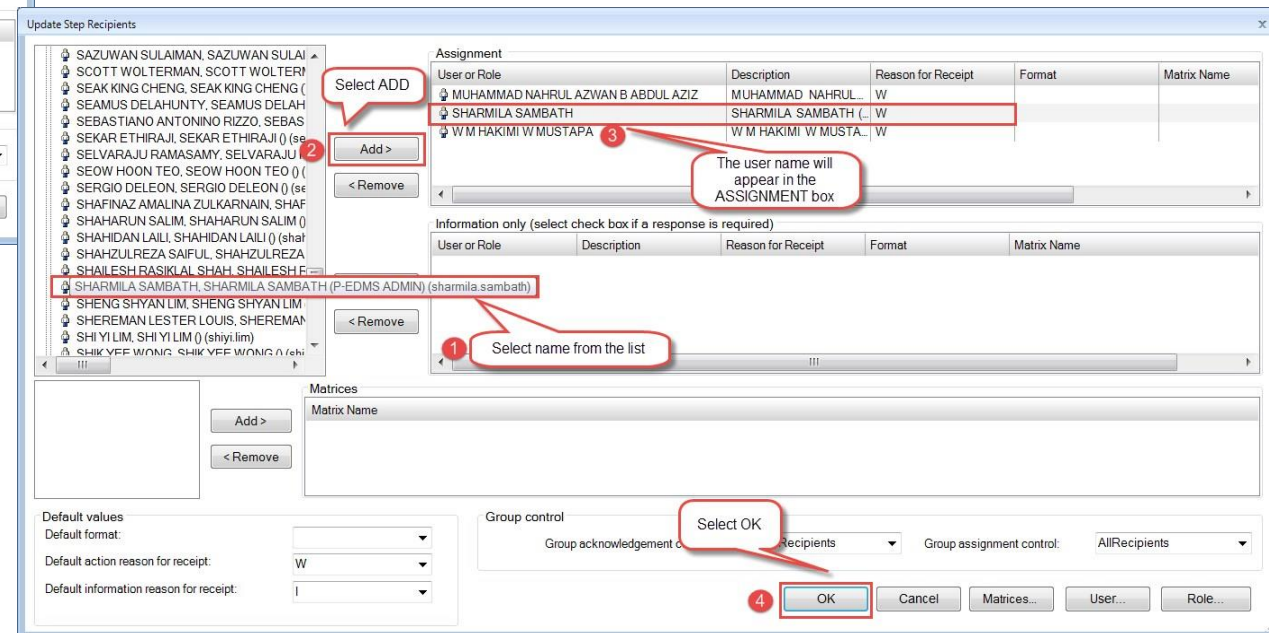
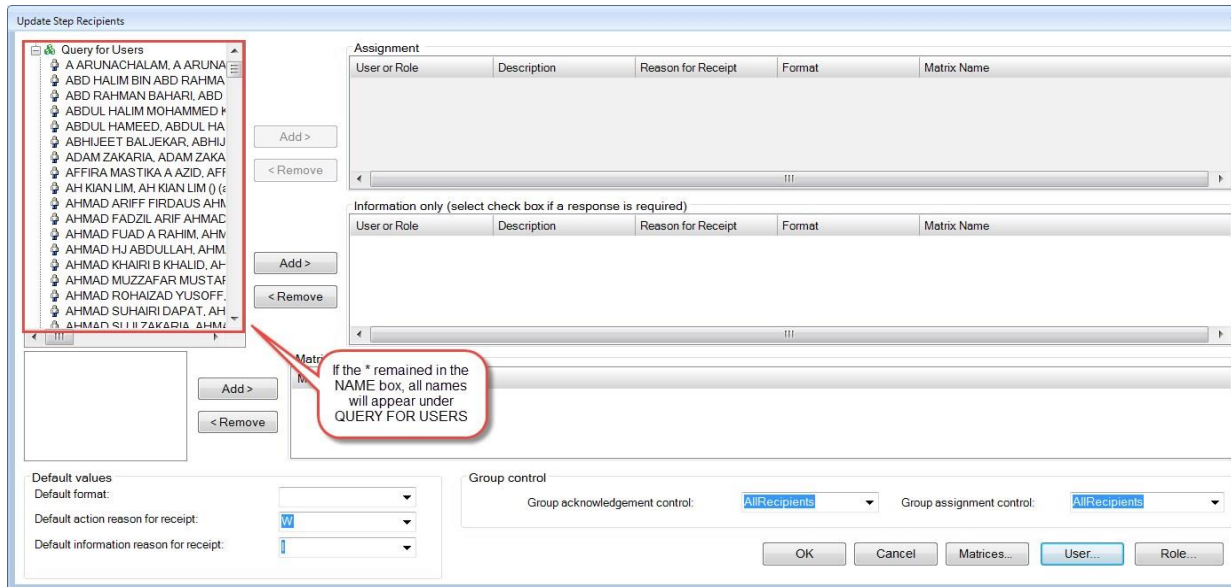
- Select the user from the **Query for Users** tree.
- Click **Add**. The user names will appear in the **Assignment** box. If the user required for information only, please proceed to add the user in the **Information only** box.
- Click **OK** when finish.

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DC Guide

Attach Workflow to Document for Distribution

Attach Workflow to Document



DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Click OK to proceed if no any changes is required for other roles.

The screenshot shows the 'Edit Workflow Template' dialog box. At the top, there are fields for 'Name' (WF03), 'Reassign to participant' (Submitter), and a 'Find' button. Below these are checkboxes for 'Transmittal Workflow' and 'No e-mail'. The main part of the dialog is a table with the following columns: Name, Description, Step Definition, Duration, Recipients, Checklist, Completed, Accept Step, Accept Status, and Reject Step. The table contains seven rows of workflow steps. At the bottom of the dialog, there are buttons for 'Auto Order', 'Insert Before', 'Insert After', 'Remove', and 'View...'. The 'OK' button is highlighted with a red box, and a callout bubble points to it with the text 'If there is no changes required,'.

Name	Description	Step Definition	Duration	Recipients	Checklist	Completed	Accept Step	Accept Status	Reject Step
(1/7) - FOR INFOR.		InfoAssign	1					WF-I	
(2/7) - TO REVIEW		Review	5					WF	
(3/7) - TO CONSOLIDATE C		ReviewWithUpdate	2					WF-CONSOL	
(4/7) - TO APPROVE		ApproveWithUpdate	2					WF-A	
(5/7) - APPROVAL VOTING		ApprovalVoting	0					WF-V	
(6/7) - AUTO-SIGNOFF		SignOffDocRev	0					WF-C	
(7/7) - PREPARE OUTGOING		Review	1						

- The workflow is attached automatically to the document.

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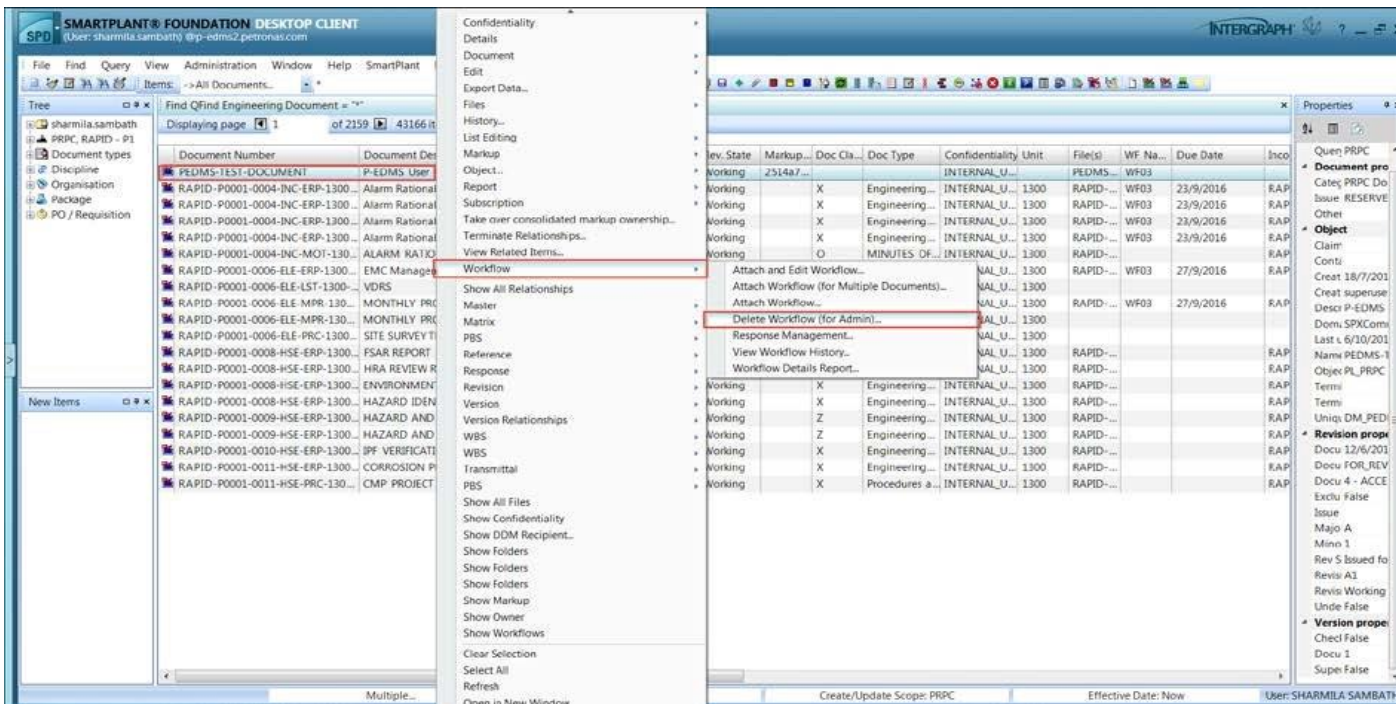
Attach
Workflow to
Document for
Distribution

Attach
Workflow to
Document

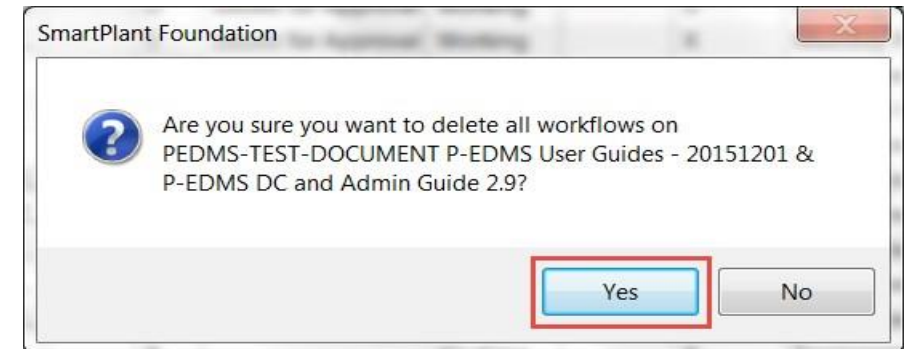
DOCUMENT MANAGEMENT FOR DOC CONTROLLER

There are instances when users accidentally attach the wrong workflow to the document. In order fix it, delete the wrong workflow and reattach the correct one.

- Right-click the document, and click **Workflow > Delete Workflow (for Admin)**.



- A prompt appears as below. Click Yes.



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DC Guide

Delete a Workflow

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- User will receive the email To-Do-List.
- After that, open PEDMS to process with To-Do-List Item.

- Click on To-Do-List icon/button.
- Select To-Do-List Item icon.

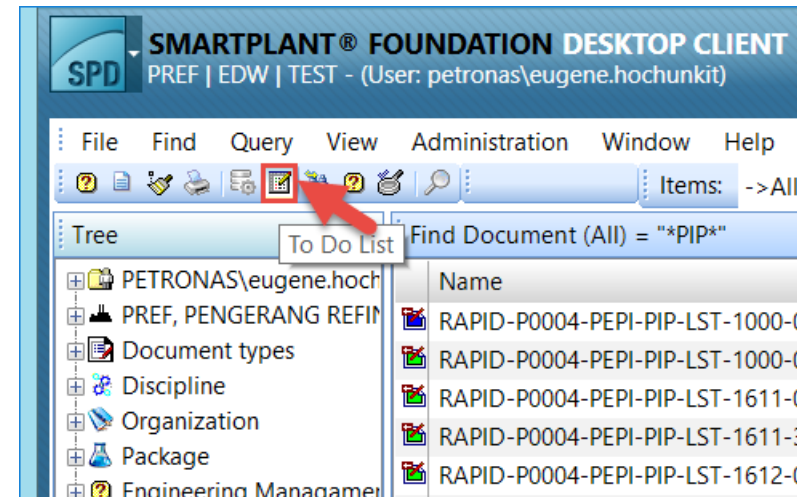
Workflow Notification

DIESEL EURO 5 IMPLEMENTATION PROJECT

Dear AHMAD SALIHIN C ABDULLAH,

Please be informed that the following workflow notification details from P-EDMS:

Workflow Step Details			
Notification Purpose	: For Your Action	Notification Description	: (2/8) - TO REVIEW
Started Date	: 10/17/2016	Target Date	: 10/23/2016 (5 Days Duration)
Message From Previous Step	:	Next Step	: (3/8) - TO CONSOLIDATE COMMENT
Parallel Recipient(s) of This Step	:		
Document Details			
Document Number	: EUROS-FEED-GTS-GEN-PID-00-0001	Title/Description	: PEDMS-TEST-DOCUMENT
Revision No	: 00	Revision Status	: IFR
Received/Issue Purpose	:	Responded/CRS Reply Status	:
Document Class	:	Confidentiality	: INTERNAL_USE



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DTC User Guide

Document Review Process

1) To Review

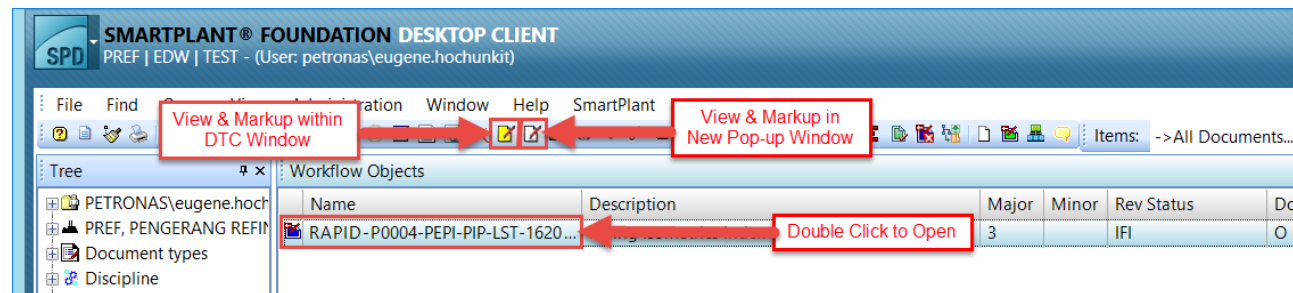
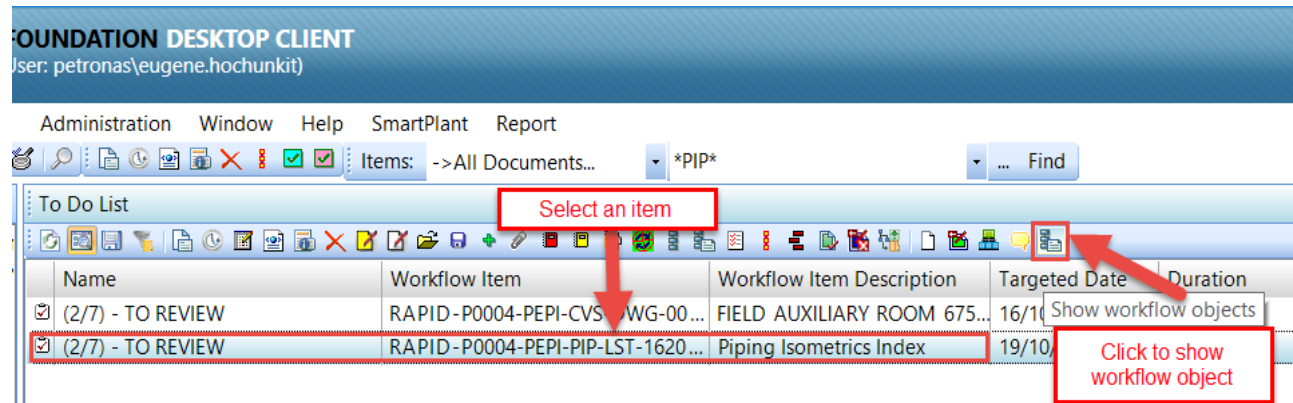
DOCUMENT MANAGEMENT FOR DOC CONTROLLER

To review the document attached to To-Do-List Item:

- Select To do List Item
- Click on icon **Show Work Flow Object**.

To Open the document.

- Double click the document to open.
- Or, Click on 'View & Markup within DTC Window' to open in same frame.
- Or, Click on 'View & Markup in New Pop-up Window' to open in new window.



- To perform Review and Markup.
- Note: For example, the purpose is to Review and Markup the document. (Go To Markup Page).

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Document Review Process

1) To Review

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DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- User will receive the email To-Do-List.
- After that, open PEDMS to proceed with To-Do-List Item.

- Click on To-Do-List icon/button.
- Select To-Do-List Item icon and click on 'Consolidate all markups'.

Consolidate And Stamp

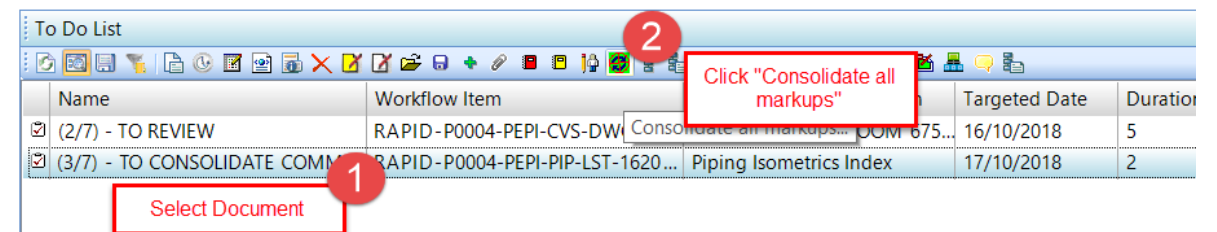
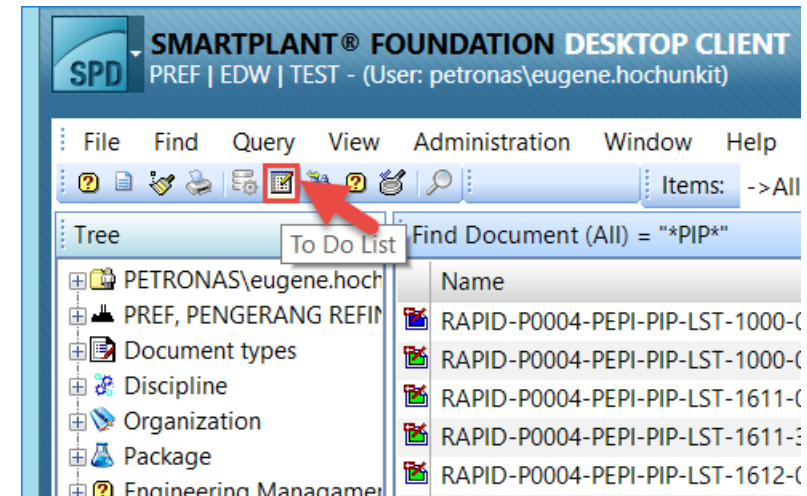
Workflow Notification

DIESEL EURO 5 IMPLEMENTATION PROJECT

Dear AHMAD SALIHIN C ABDULLAH,

Please be informed that the following workflow notification details from P-EDMS:

Workflow Step Details			
Notification Purpose	: For Your Action	Notification Description	: (3/8) - TO CONSOLIDATE COMMENT
Started Date	: 10/17/2016	Target Date	: 10/25/2016 (2 Days Duration)
Message From Previous Step	:	Next Step	: (4/8) - TO ENDORSE
Parallel Recipient(s) of This Step	:		
Document Details			
Document Number	: EUROS-FEED-GTS-GEN-PID-00-0001	Title/Description	: PEDMS-TEST-DOCUMENT
Revision No	: 00	Revision Status	: IFR
Received/Issue Purpose	:	Responded/CRS Reply Status	:
Document Class	:	Confidentiality	: INTERNAL_USE



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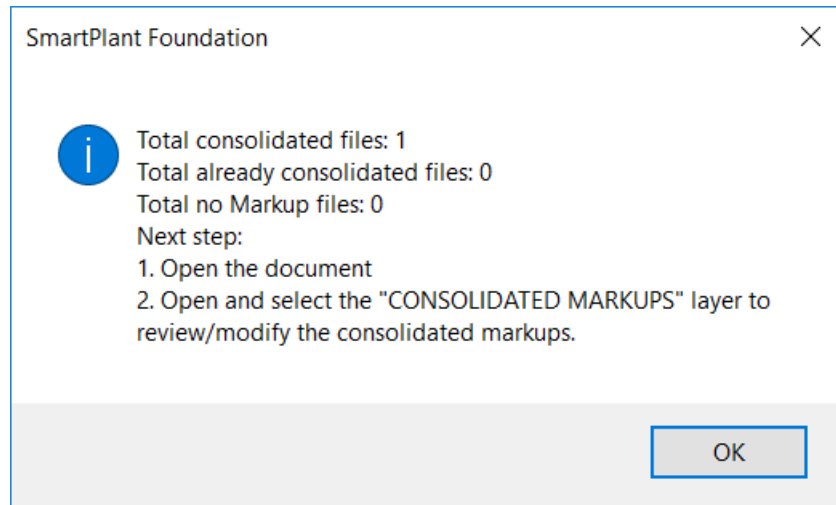
DTC User Guide

Document Review Process

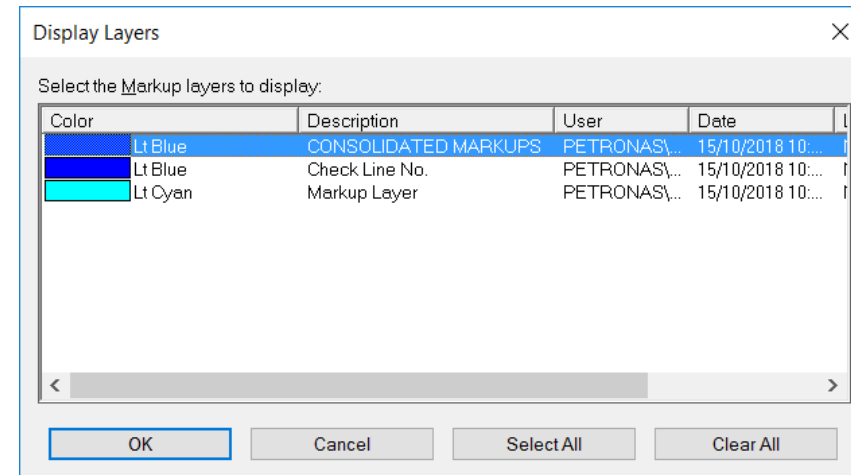
2) To Consolidate Comment

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Click on the 'Consolidate all markups' icon in order for the system to prepare for consolidation step. You shall only click on this icon once.
- If markups are consolidated successfully, the system will prompt the message as follow.



- To check Consolidated Markup:
- Open/view the document.
- Click **Review** button.
- Review/modify the consolidated comments.



6

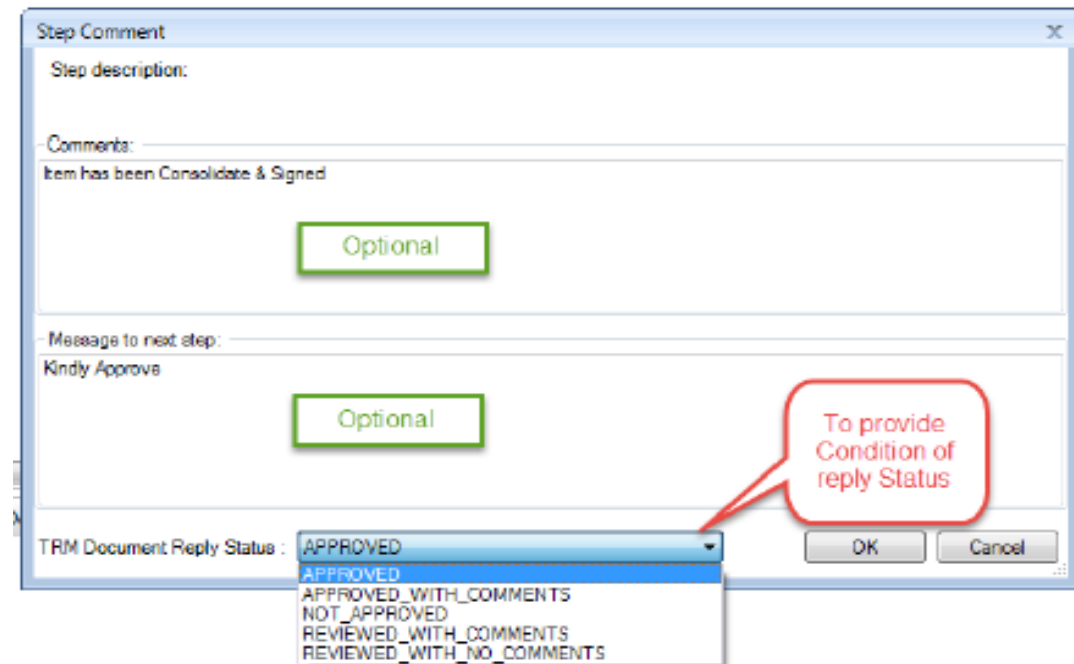
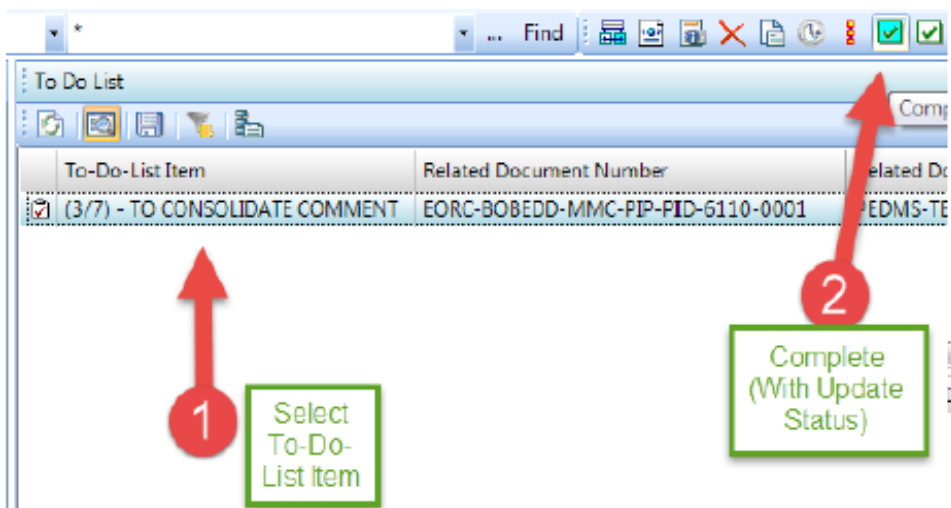
DTC User
Guide

Document
Review
Process

2) To
Consolidate
Comment

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- To Complete To-Do-List:
- Select To-Do-List item.
- Click on **Complete** (with update status).
- Select the TRM Document Reply Status.
- Click OK.



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DTC User
Guide

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2) To
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Comment

COURSE OUTLINE

1. P-EDMS Installation

2. Log In & Log Out

3. User Interface

4. Document Management

- Create Document
- Update Document
- Revise Document
- Check Out & Check In Document
- Delete Document

5. Workflow

6. Document Review

- To Review
- To Consolidate
- To Approve
- Prepare Outgoing Transmittal Report

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DTC User
Guide

Document
Review

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- User will receive the email To-Do-List.
- After that, open PEDMS to proceed with To-Do-List Item.

- Click on To-Do-List icon/button.
- Select To-Do-List Item icon.

To Approve a Document

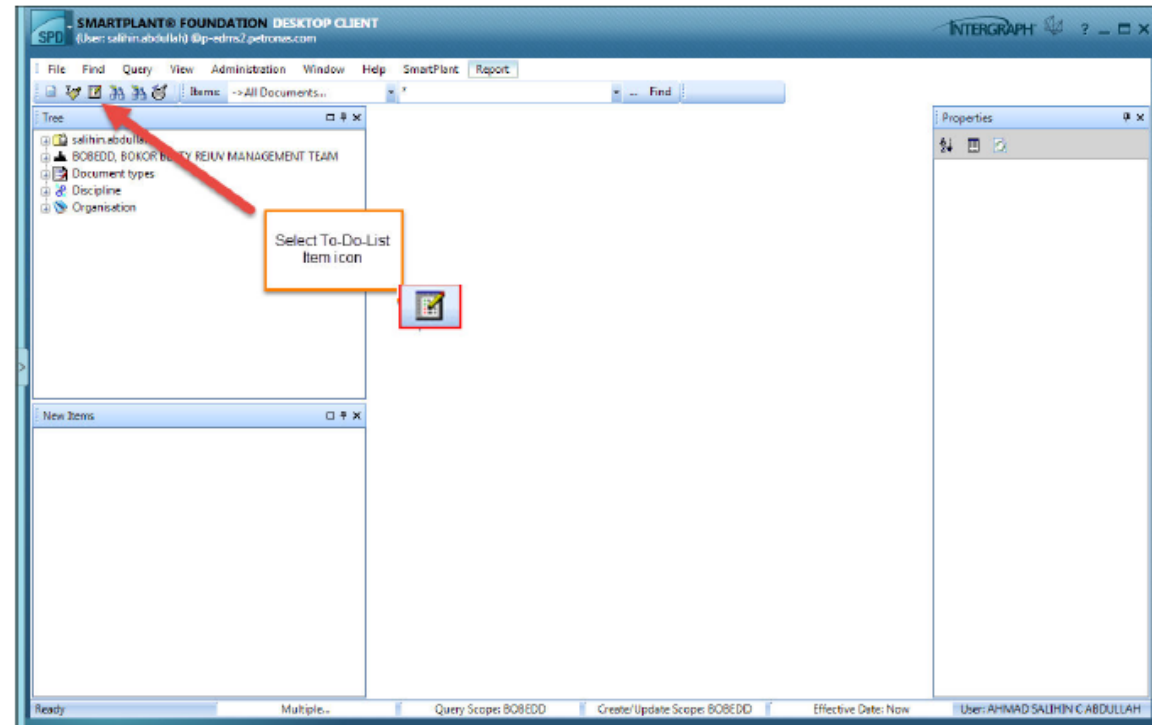
Workflow Notification

DIESEL EURO 5 IMPLEMENTATION PROJECT

Dear AHMAD SALIHIN C ABDULLAH,

Please be informed that the following workflow notification details from P-EDMS:

Workflow Step Details			
Notification Purpose	: For Your Action	Notification Description	: (5/8) - TO APPROVED
Started Date	: 10/17/2016	Target Date	: 10/29/2016 (2 Days Duration)
Message From Previous Step	:	Next Step	: (6/8) - APPROVAL VOTING
Parallel Recipient(s) of This Step	:		
Document Details			
Document Number	: EURO5-FEED-GTS-GEN-PID-00-0001	Title/Description	: PEDMS-TEST-DOCUMENT
Revision No	: 00	Revision Status	: IFR
Received/Issue Purpose	:	Responded/CRS Reply Status	:
Document Class	:	Confidentiality	: INTERNAL_USE



6

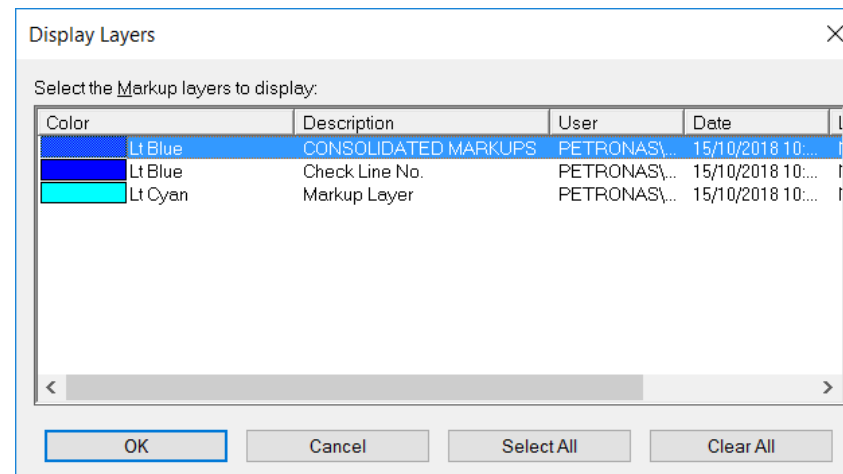
DTC User Guide

Document Review Process

3) Approval To-Do-List

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- To check Consolidated Markup:
 - Open/view the document.
 - Click Review button.
 - Review/modify the consolidated comments.



6

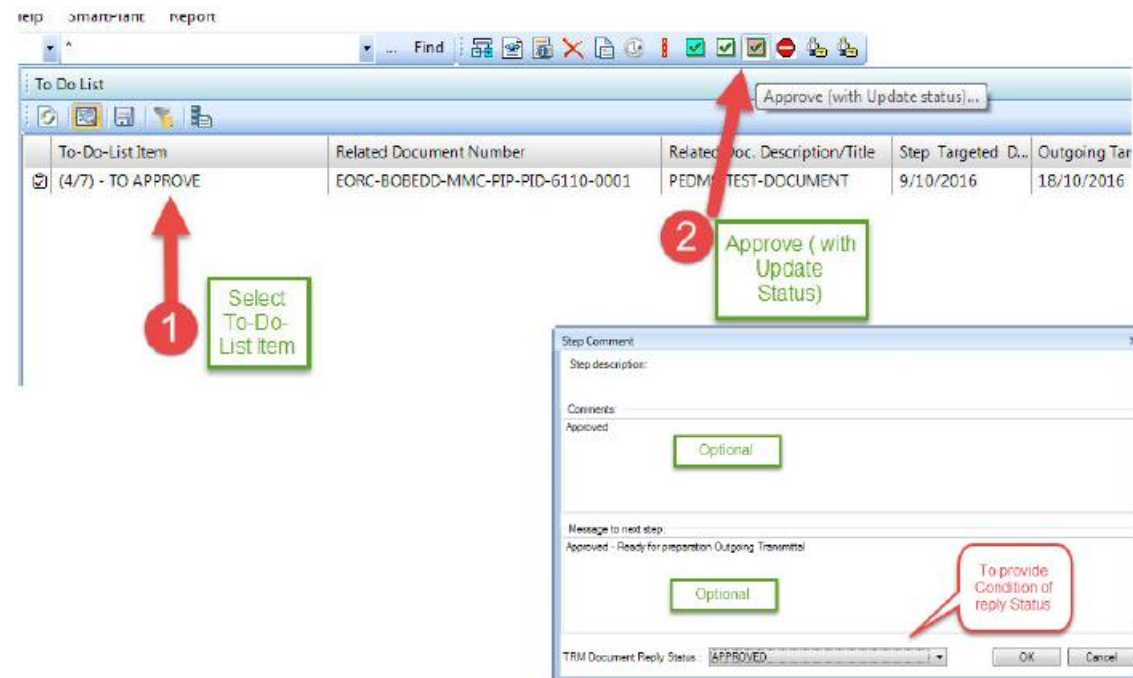
DTC User
Guide

Document
Review
Process

3) Approval
To-Do-List

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Select the To-Do-List item, click button **Approve** (with Update Status) or alternative right click and select **Action > Action > Approve (with Update status)**...
- And OK.



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DTC User Guide

Document Review Process

3) Approval To-Do-List

COURSE OUTLINE

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4. Document Management

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- Revise Document
- Check Out & Check In Document
- Delete Document

5. Workflow

6. Document Review

- To Review
- To Consolidate
- To Approve
- Prepare Outgoing Transmittal Report

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DTC User
Guide

Document
Review

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

6

DC Guide

Prepare
Outgoing
Transmittal

Summary of
Workflow

- Below is the summary of the overall workflow. Preparing outgoing transmittal is on last step where a Document Controller sends an eTRM with Published Document and Comment Respond Sheet (CRS) to Contractor.



Note: An Outgoing Transmittal must have:

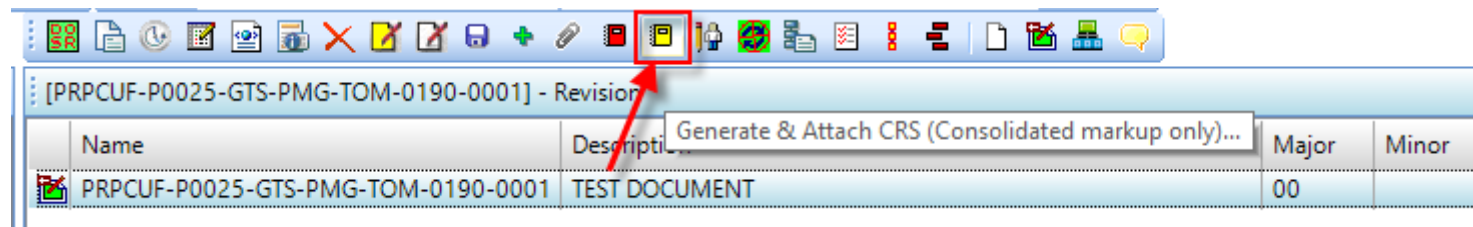
- Transmittal Report in PDF with Project Manager / Person in Charge signature
- Transmittal Report (in Excel)
- Documents with markup (published document)
- Consolidated CRS

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Document Controller will receive the email To-Do-List Item.
- After that, open PEDMS to proceed with To-Do-List Item.
- Click on To-Do-List icon/button.
- Select To-Do-List 'PREPARE OUTGOING TRANSMITTAL' and select shortcut icon 'Show Revision'
- **Note:** To generate Consolidate CRS Report and Published Markup Document into PDF format.



- Click on the document and select shortcut icon 'Generate & Attach CRS (Consolidated Markup Only)...'



6

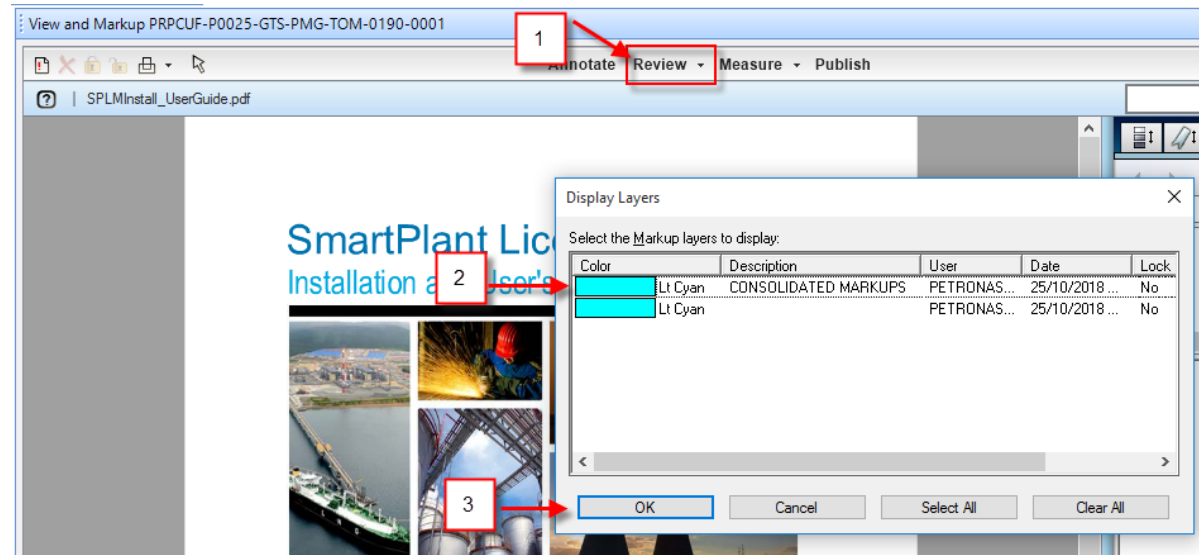
DTC User
Guide

Document
Review
Process

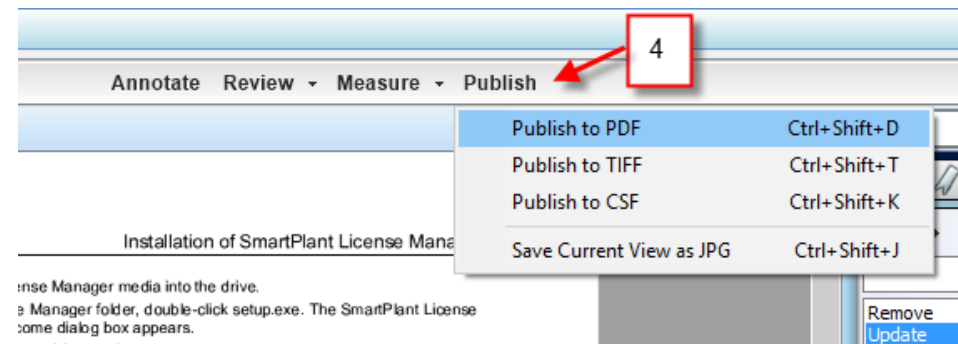
2) To
Consolidate
Comment

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Open and View document.
- Click 'Review' menu > select 'Consolidated Markup' on the Display Layers window > click OK.



- Click 'Publish' menu > select 'Publish to PDF'
- Save into the local drive.
- Note: For naming the published PDF file, type in "-CC" (stands for consolidated comment). For example: RAPID-P20A3-TPP-PRO-DWG-350-0001-CC.
- Attached saved published file to the document in P-EDMS



6

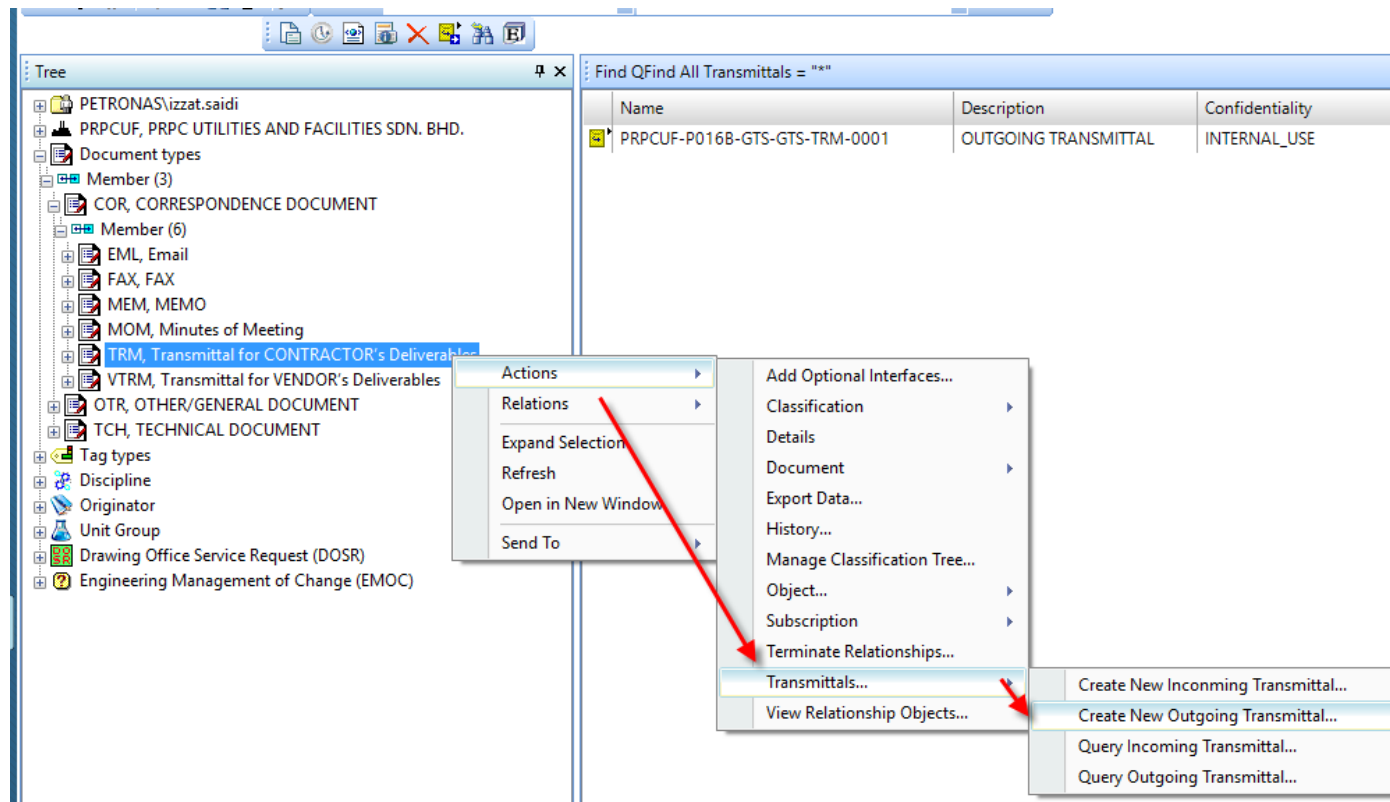
DTC User Guide

Document Review Process

2) To Consolidate Comment

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- In the Tree view, expand Document types > CORRESPONDENCE > Transmittal for CONTRACTOR's Deliverables.
- Right-click Transmittal for CONTRACTOR's Deliverables, and click Transmittals > Create New Outgoing Transmittal.



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DC Guide

Prepare
Outgoing
Transmittal

Create
Outgoing
Transmittal

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Enter the necessary information in the **New Create New Outgoing Transmittal** form. Fields marked with an asterisk (*) are required fields.
- Note: For the **Start at Number** box, continue the numbering from the last outgoing transmittal.

New Create New Outgoing Transmittal

Main details

Name: * TBA: To be allocated using ENS
Description:

Transmittal classification

ENS Code: * PPRCUF, PRPCU UTILITIES AND FACILITIES SDN. BHD.
Project Package: * P0403, PCC & UIO FACILITIES
Receiving Organisation: * GTS, GROUP TECHNICAL SOLUTIONS
Originating Organisation: * GTS, GROUP TECHNICAL SOLUTIONS
Document Type: TRM, Transmittal for CONTRACTOR's Deliverables
System Status: RESERVED

Outgoing transmittal details

Confidentiality:
Other Transmittal No.:
From:
To:
cc:
Date:
Subject:
Transmitted By Name:
Transmitted By Designation:
Acknowledged By Name:
Acknowledged By Designation:
Remarks:

Collapse sections automatically

Number to create: Start at number:

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DC Guide

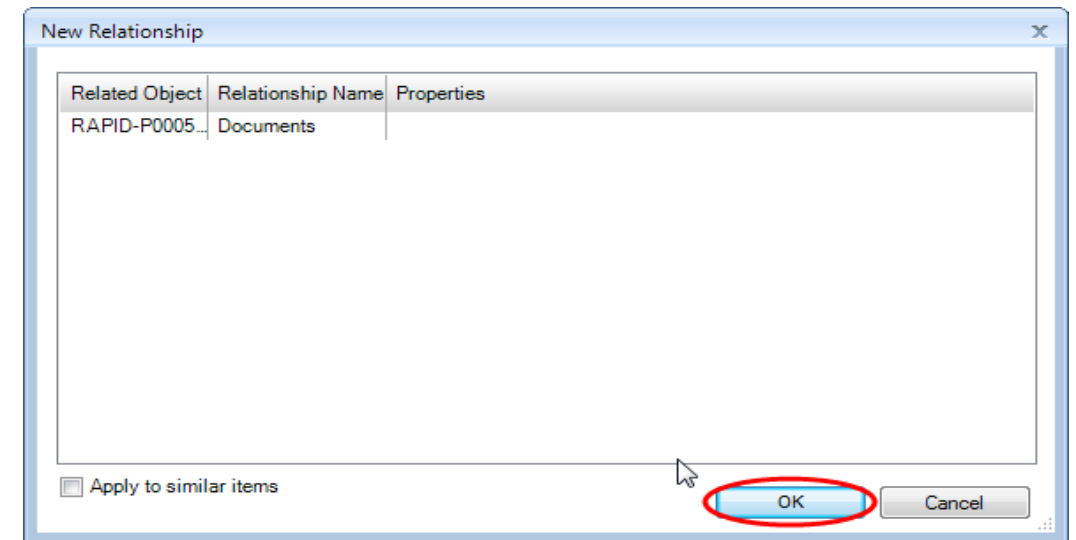
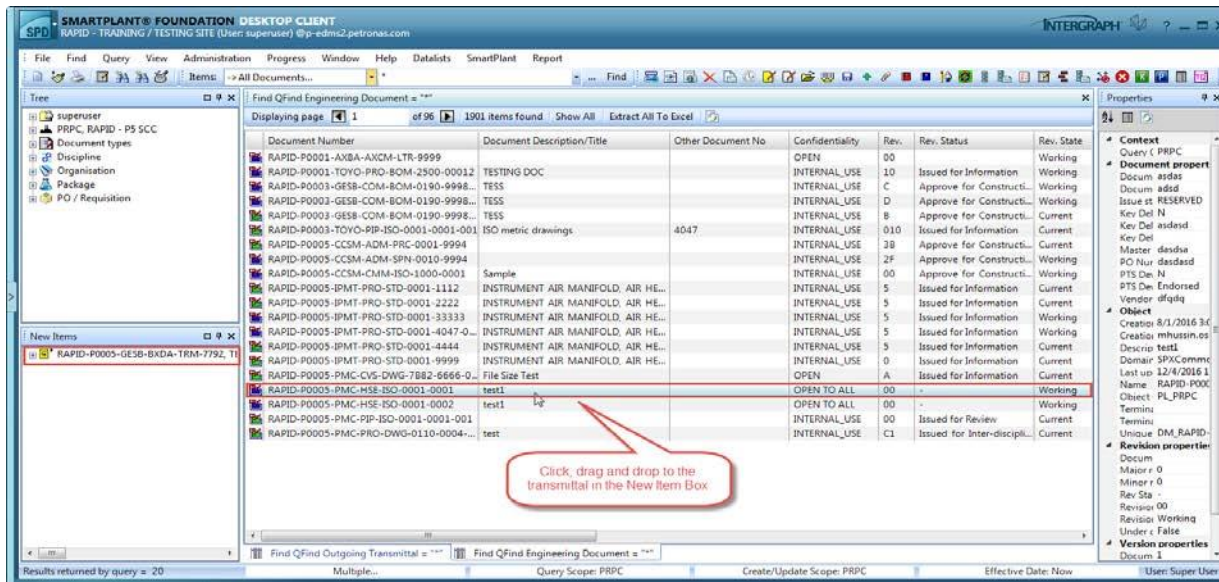
Prepare
Outgoing
Transmittal

Create
Outgoing
Transmittal

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- The new transmittal appear in the **New Items** window. Drag the document to the transmittal in the **New Item** windows.

- A new relationship dialog box showing the documents related to the transmittal pops up. Click OK.
- Note: There should not be same document number with same revision in the same or different transmittal.



6

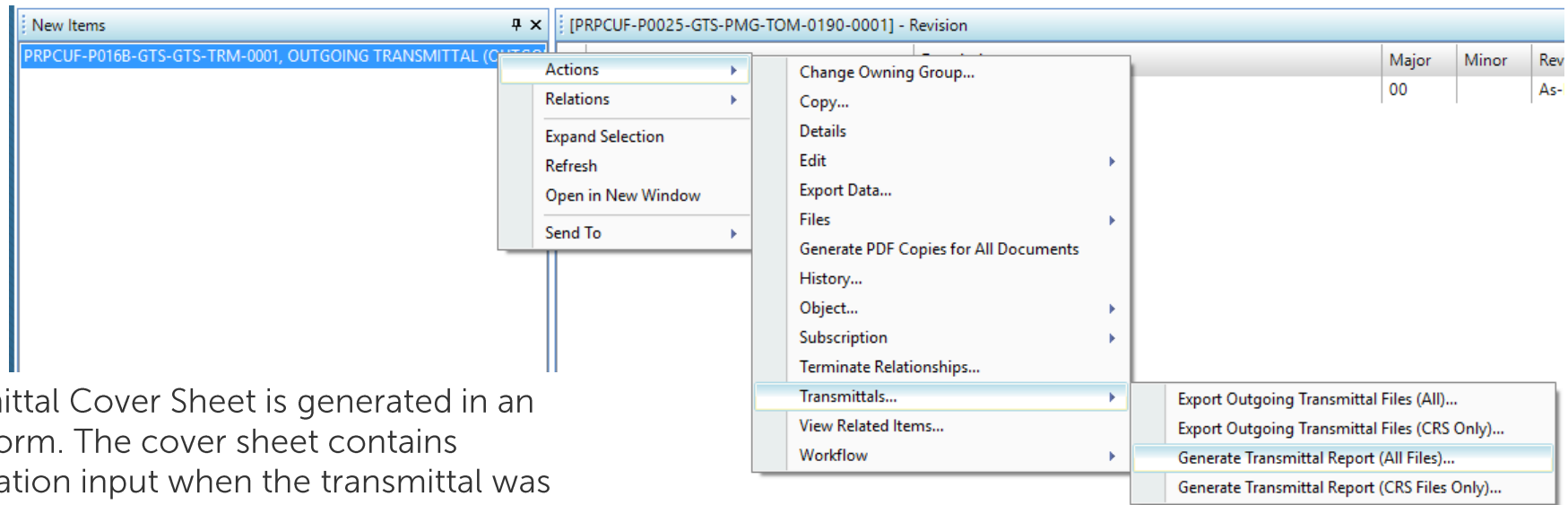
DC Guide

Prepare
Outgoing
Transmittal

Attach
Document to
Transmittal

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Right click the document, and click Transmittals > Generate Transmittal Report.



- Transmittal Cover Sheet is generated in an Excel form. The cover sheet contains information input when the transmittal was created including the documents and files included in the transmittal.
- Ensure that the information is correct in the DOCUMENT LIST tab.

PETRONAS RAPID - PMC														RAPID – TRAINING / TESTING (RAPID) - TRANSMITTAL DOCUMENT INDEX				
P-EDMS DOCUMENT NUMBER	DOCUMENT NUMBERING PROPERTY								DOCUMENT PROPERTY									
	PROJECT	PACKAGE	ORIGINATING ORGANISATION	RECEIVING ORGANISATION	DISCIPLINE	DOCUMENT TYPE	UNIT	SHEET NO.	OTHER DOC NUMBER	DOCUMENT DESCRIPTION/TITLE	REV	REV STATUS	DOCUMENT CATEGORY	DOCUMENT CLASS	RECEIVED			
RAPID-P005-PMC-HSE-ISO-0001-0001	RAPID	P005	PMC	UEMS	HSE	ISO				test1	0		esdes	esds				

6

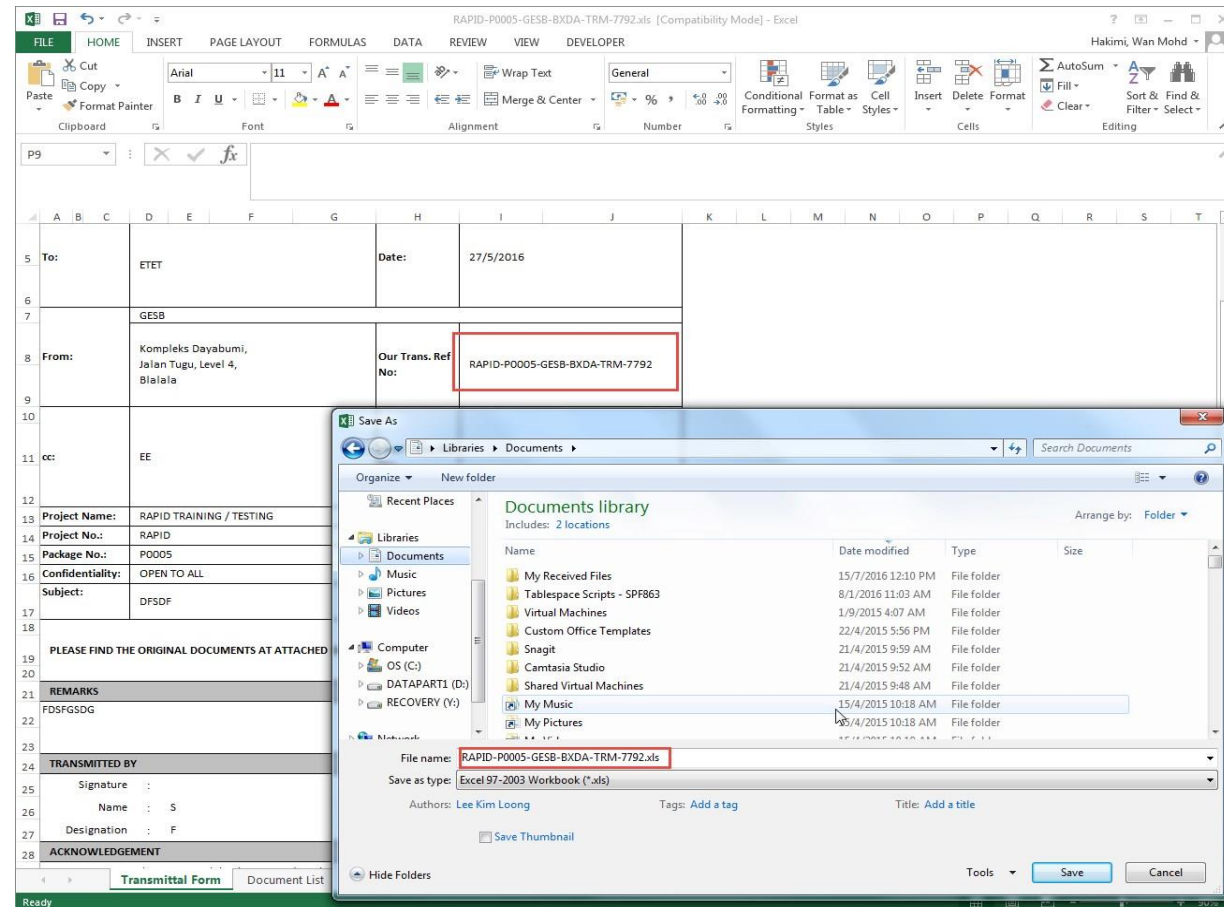
DC Guide

Prepare
Outgoing
Transmittal
Report

Generate
Outgoing
Transmittal
Report

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- The Transmittal Report must be saved in the desktop. Click Save As, and name the TRM as the following example: TRAIN-PRR-JGC-TRM-0003. (TRM-0004, TRM-0005..... n)



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DC Guide

Prepare
Outgoing
Transmittal
Report

Generate
Outgoing
Transmittal
Report

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Print the TRM.
- Get project director signature.
- Scan the report.
- Email to the contractor.

	A	B	C	D	E	F	G	H	I	J	K	L
7				GESB								
8	From:			Kompleks Dayabumi, Jalan Tugu, Level 4,				Our Trans. Ref No:		RAPID-P0005-GESB-BXDA-TRM-7792		
9												
10												
11	cc:			EE				Your Trans. Ref No:				
12	Project Name:			RAPID TRAINING / TESTING								
13	Project No.:			RAPID								
14	Package No.:			P0005								
15	Confidentiality:			OPEN TO ALL								
16	Subject:			DFSDF								
17												
18												
19				PLEASE FIND THE ORIGINAL DOCUMENTS AT ATTACHED DOCUMENT LIST								
20												
21				REMARKS								
22												
23												
24				TRANSMITTED BY								
25				Signature :								
26				Name : Wan Hakimi								
27				Designation : Resident Manager								
28				ACKNOWLEDGEMENT								
29				I have received the documents listed above. Return this signed transmittal to originator.								
30				Signature :								
31				Name :								
32				Designation :								
33												

Transmittal Form | Document List | File List | Document List (A4 Printing)

6

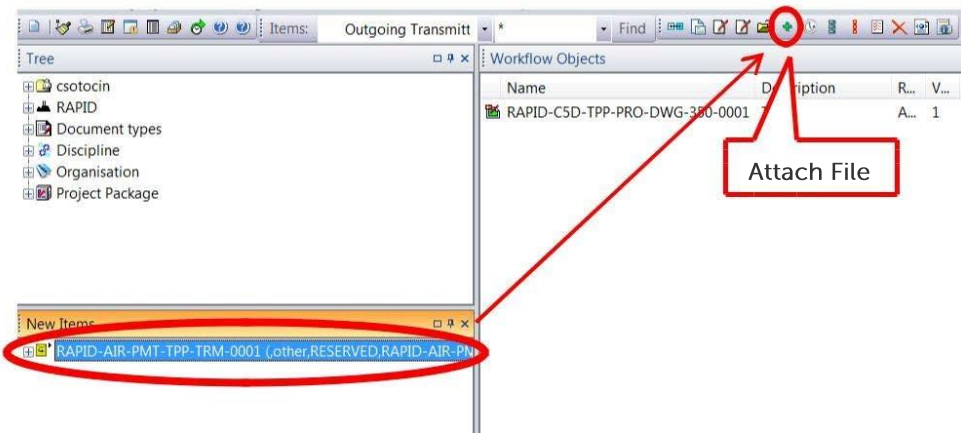
DC Guide

Prepare
Outgoing
Transmittal
Report

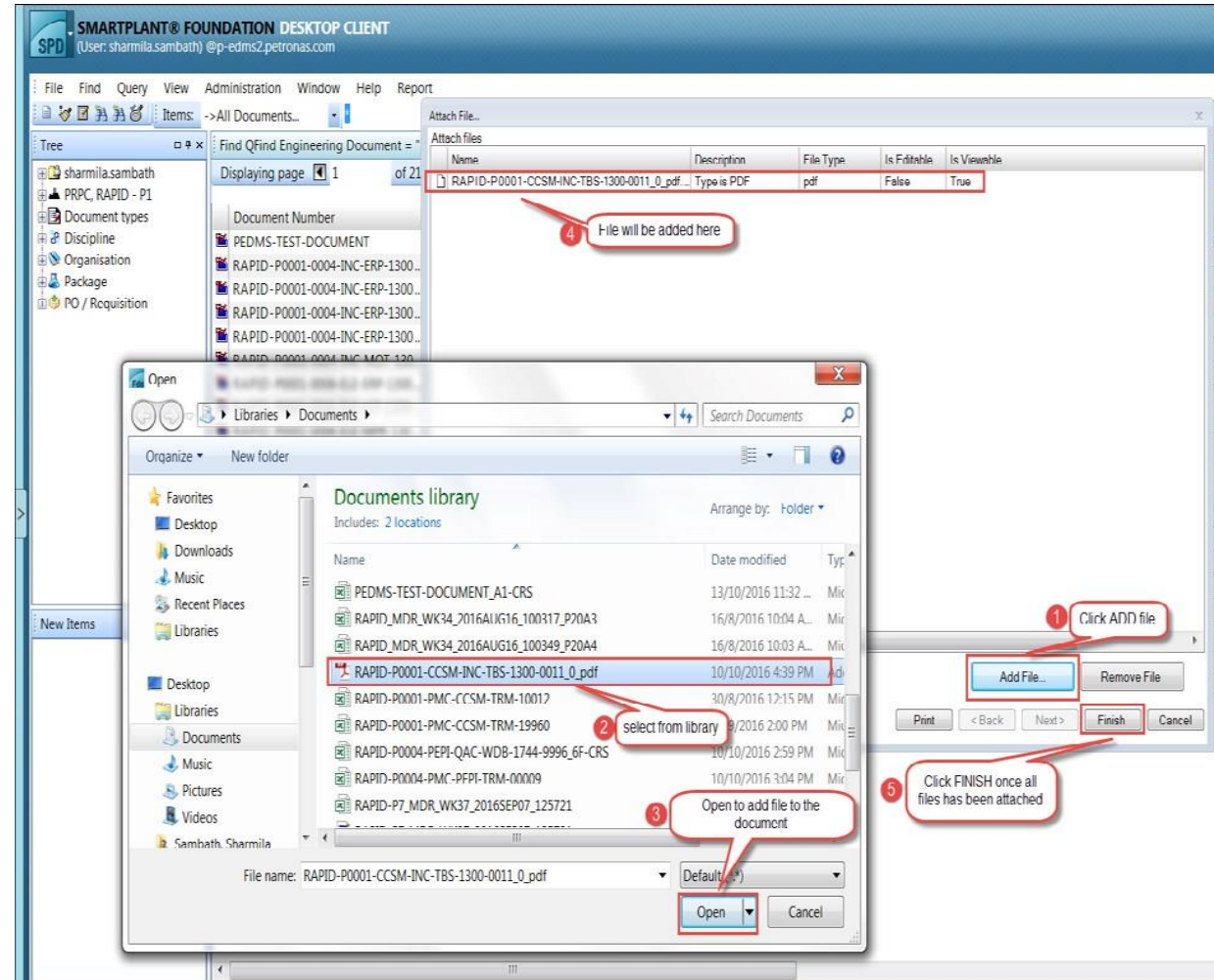
Print, Sign,
and Scan the
Report
(Optional)

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Select the transmittal, and click the **Attach File** icon.



- A form appears prompting users to select the file to attach. Select the Transmittal Cover Sheet saved earlier, and click **Add File**.
- Select the file, and click **Open**.
- Unselect **Delete Local File** and click **Finish**.



6

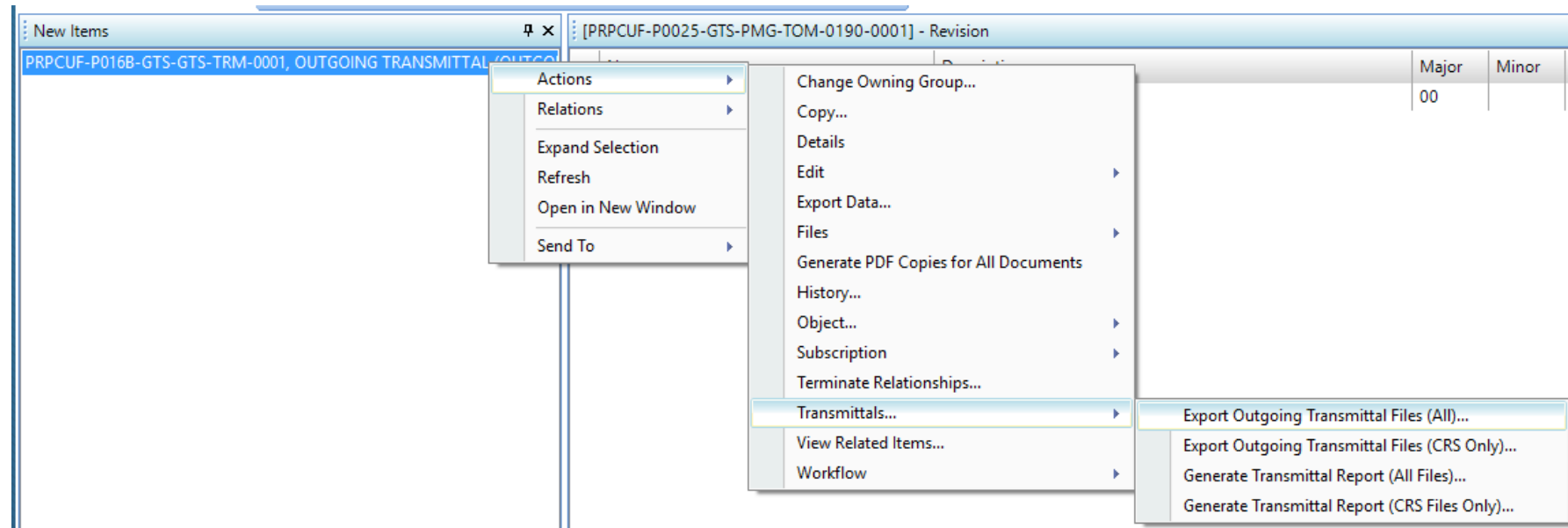
DC Guide

Prepare
Outgoing
Transmittal
Report

Attach Back
the Report,
CRS and
Published
PDF to
Transmittal

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- To export the TRM structure, right-click the TRM, and click Transmittals > Export Transmittal Files (All)...



6

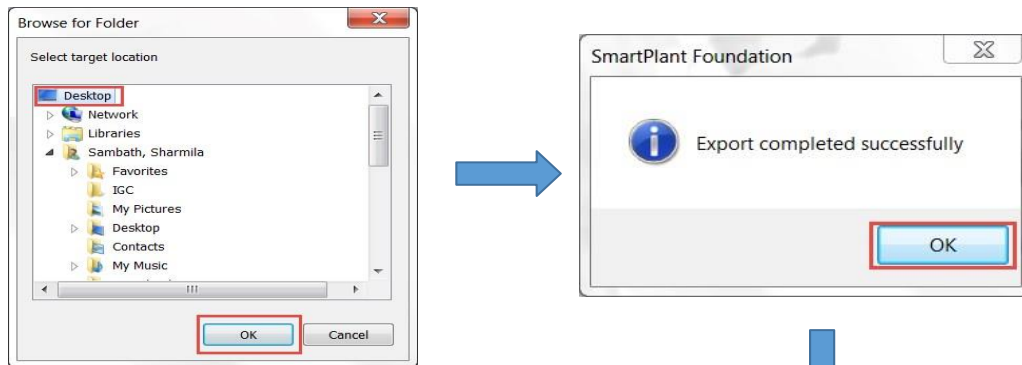
DC Guide

Prepare
Outgoing
Transmittal
Report

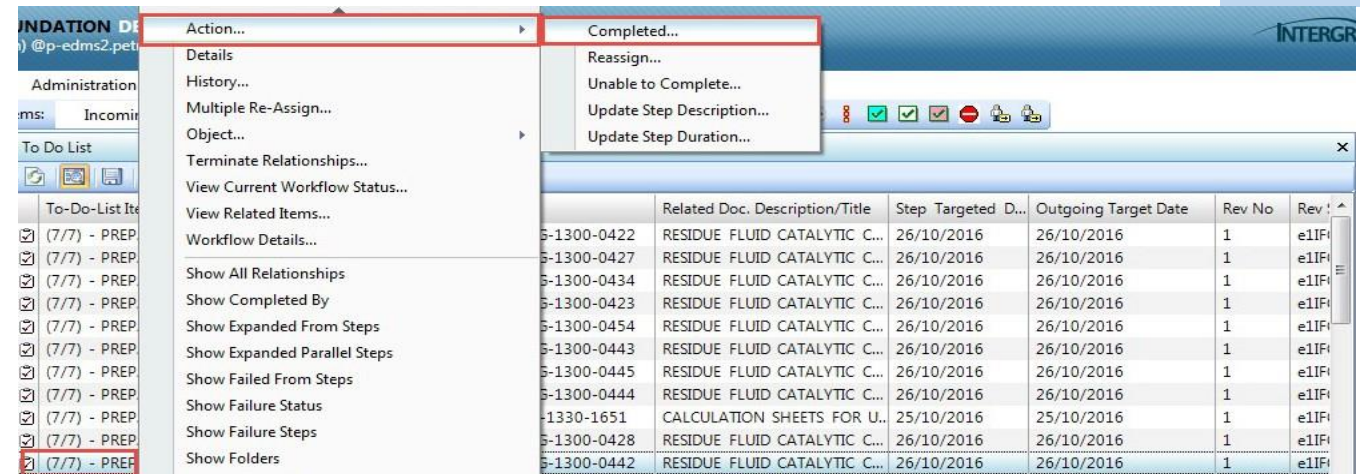
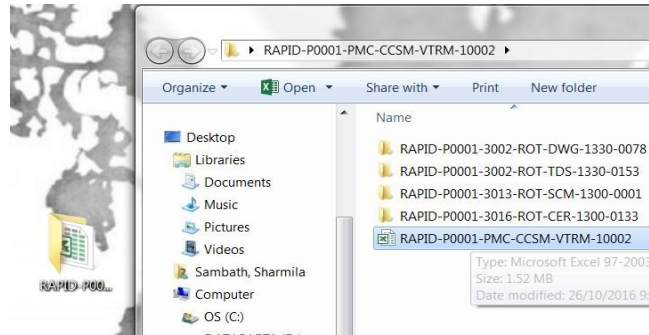
Export
Transmittal to
Desktop
(Optional)

DOCUMENT MANAGEMENT FOR DOC CONTROLLER

- Select in the desired location, and click OK to save the form.



- Navigate to the To Do List, right-click the document and click Action > Completed.



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DC Guide

Prepare
Outgoing
Transmittal
Report

Export
Transmittal to
Desktop
(Optional)

COURSE OUTLINE

1. Access to P-EDMS

2. Navigation & Interface

3. Search Document & Search Tag

4. View

- Tag in 2D
- Tag in 3D
- View Document Details
- Infomap



Web User
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Introduction

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- Tag in 3D
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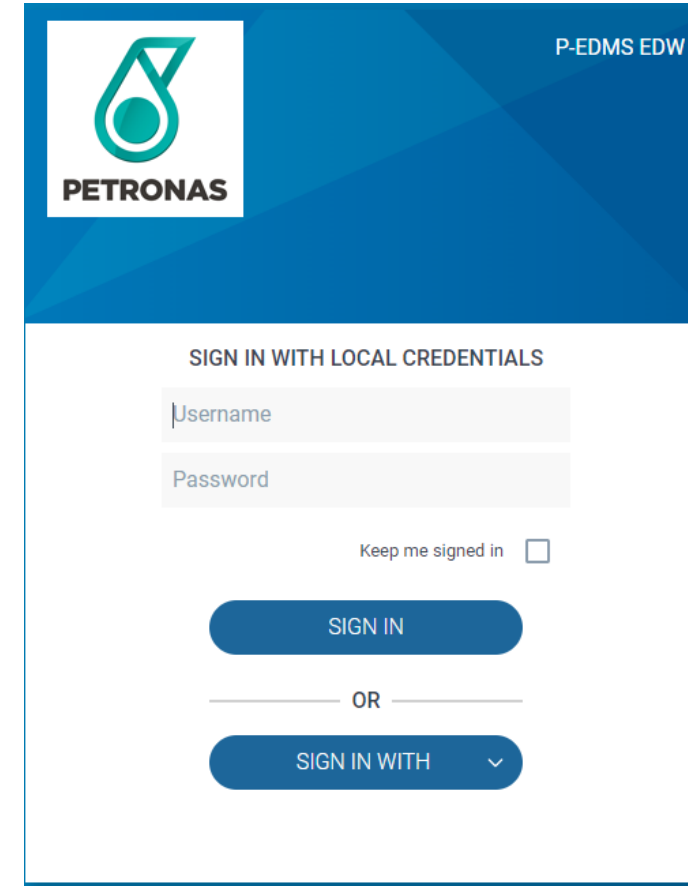
1

Web User
Guide

Access To
P-EDMS

DOCUMENT MANAGEMENT FOR USER

- Open Web Browser.
- Navigate to <https://pedms.edw.test.petronas.com/prpfuf3>
- To sign in:
 - a) For Petronas Staff, select "SIGN IN WITH" with petronas user ID.
 - b) For non Petronas Staff, enter Sign In with Local Credentials.
- Once credentials are entered, click Login.



P-EDMS EDW

PETRONAS

SIGN IN WITH LOCAL CREDENTIALS

Username

Password

Keep me signed in

SIGN IN

OR

SIGN IN WITH ▾

1

Web User
Guide

Log In

COURSE OUTLINE

1. Access to P-EDMS

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4. View

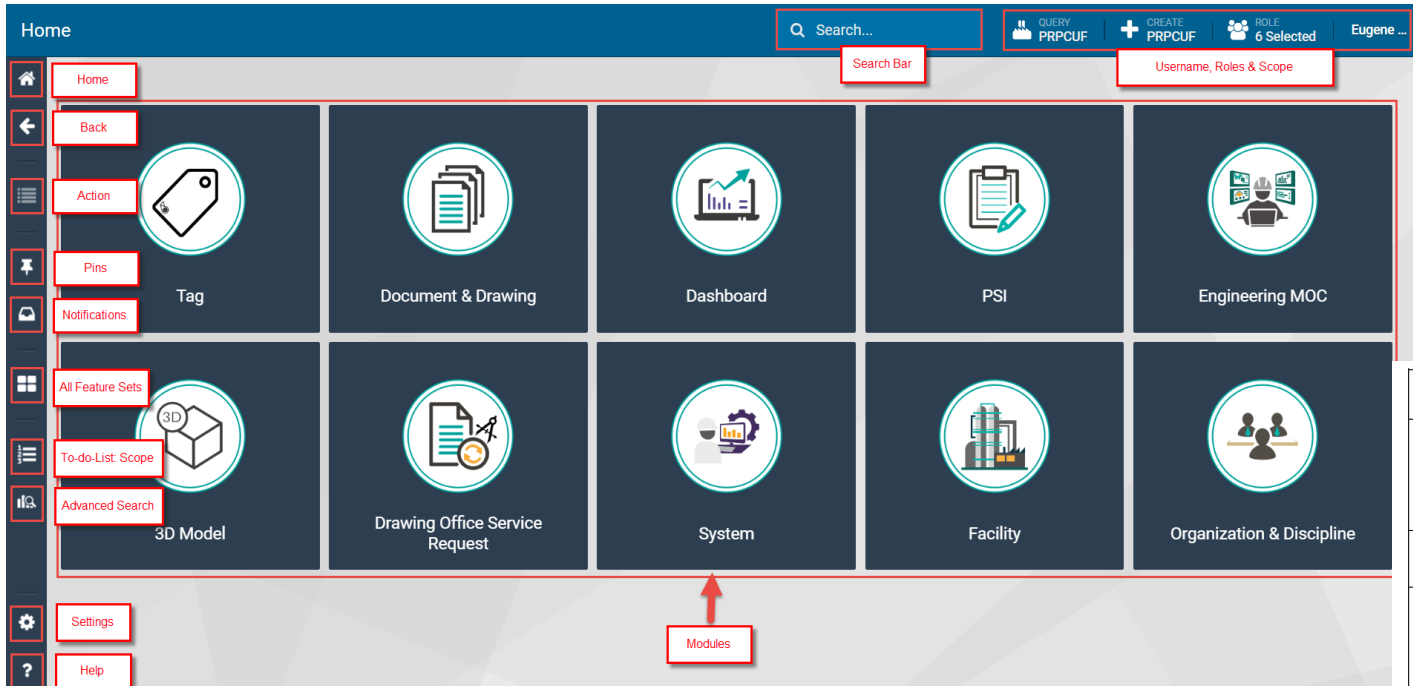
- Tag in 2D
- Tag in 3D
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Web User
Guide

Navigation &
Interface

DOCUMENT MANAGEMENT FOR USER



Click	To see	What it does
	Feature sets	Contains a configured set of functions that you can use to quickly access data or run reports and commands. You can also open a feature set and access the functions from the sidebar.
	Actions menu	Performs common operations on one or more selected objects.
	Settings	<ul style="list-style-type: none"> Allows you to set your configuration and role. Displays system settings that you can use to customize your user experience. For example, you can choose how object details are displayed, and you can reassign your workflow tasks to other users.
	Notifications	Alerts you when a change has been made to an object that you have registered interest in.
	To Do List	Lists all your tasks.
	Pins	Provides quick access to items that you have saved, or pinned.
	Search Bar	Searches for objects in the system based on object type, parameters, or wildcards you type in the Search Bar .
	Advanced Search	Performs a detailed search using specific search criteria that includes classifications, their properties, and parameters.

COURSE OUTLINE

1. Access to P-EDMS

2. Navigation & Interface

3. Search Document & Search Tag

4. View

- Tag in 2D
- Tag in 3D
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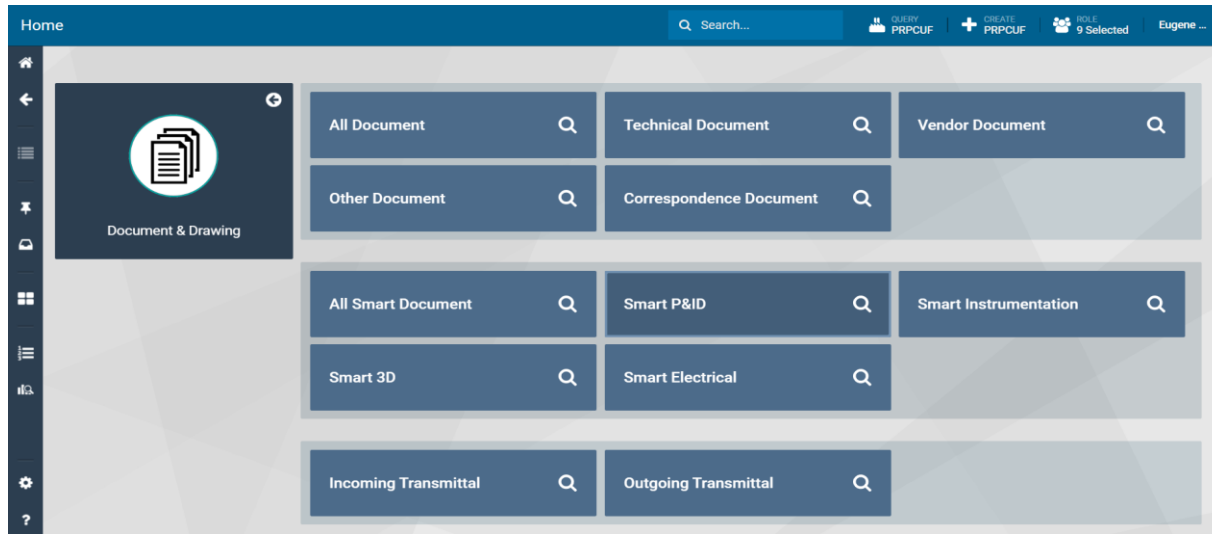
3

Web User
Guide

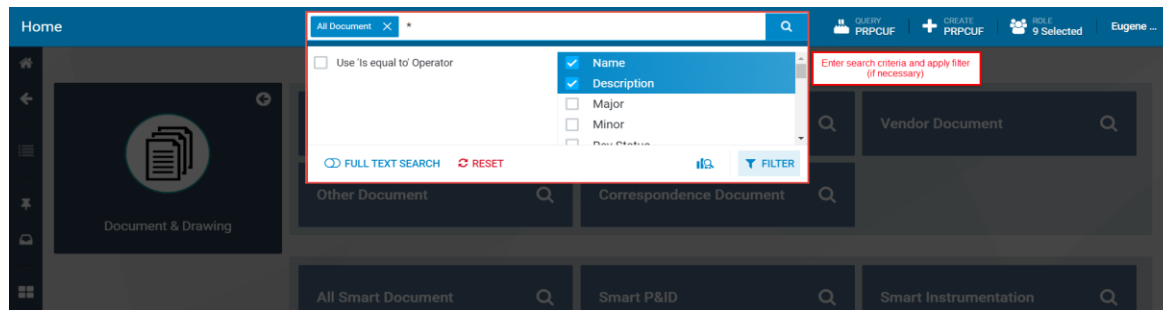
Search

DOCUMENT MANAGEMENT FOR USER

- Click on Document and Drawing.



- Key in search criteria on the search bar.



- Tips: Apply filter on the search document based on their properties.

- Results of the document search.

The screenshot shows the search results table in the software interface. The table is titled 'Results : All Document' and has a search bar with the text '*RECYCLE*'. The table has columns for Name, Description, Major, Minor, and Rev Status. The table contains 10 rows of search results.

Name	Description	Major	Minor	Rev Status
RAPID-P016A-VWM-CVS-DES-6340-1106	CIVIL DESIGN CALCULATION FOR DAF TANK AND RECYCLE...	3		IFD, Issued / Approve...
RAPID-P016A-VWM-CVS-DES-6340-1124	CIVIL DESIGN CALCULATION FOR DAF TANK AND RECYCLE...	0		IFD, Issued / Approve...
RAPID-P016A-VWM-ELE-DWG-6340-1058	EARTHING AND LIGHTNING LAYOUT FOR DAF TANK & REC...	2		IFC, Issued for Const...
RAPID-P016A-VWM-PRO-PID-6320-1022	PIPING AND INSTRUMENTATION DIAGRAM-DAF RECYCLE ...	3		IFE, Issued for Execut...
RAPID-P016A-VWM-PRO-PID-6320-1022	DAF RECYCLE PUMP - A/B/C/D/E/F	2		
RAPID-P016A-VWM-PRO-PID-6340-1026	DAF RECYCLE PUMP - A/B/C/D/E/F	2		
RAPID-P016B-LLWT-ENG-TDR-4850-0001	CIVIL DESIGN CALCULATION FOR DAF TANK AND RECYCLE...	A		-, No Revision Status
RAPID-P016B-LLWT-ENG-TEQ-4850-0012	CIVIL DESIGN CALCULATION FOR DAF TANK AND RECYCLE...	B		-, No Revision Status
RAPID-P016B-LLWT-MEC-TDS-4850-0010	EARTHING AND LIGHTNING LAYOUT FOR DAF TANK & REC...	0		IFR, Issued for Revie...

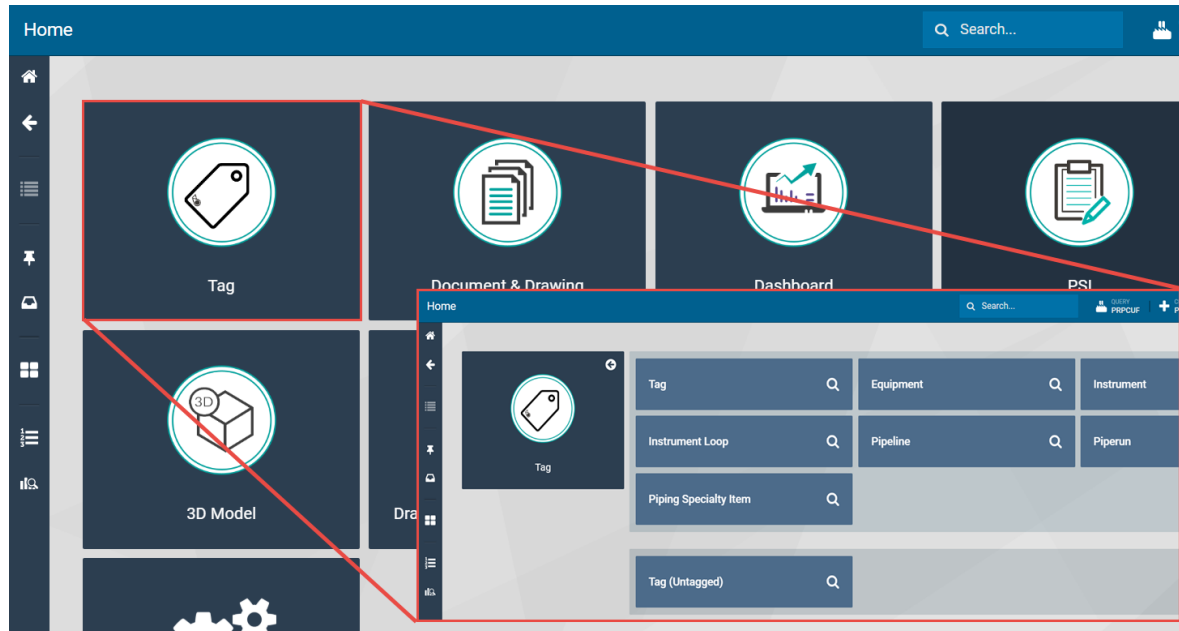
3

Web User
Guide

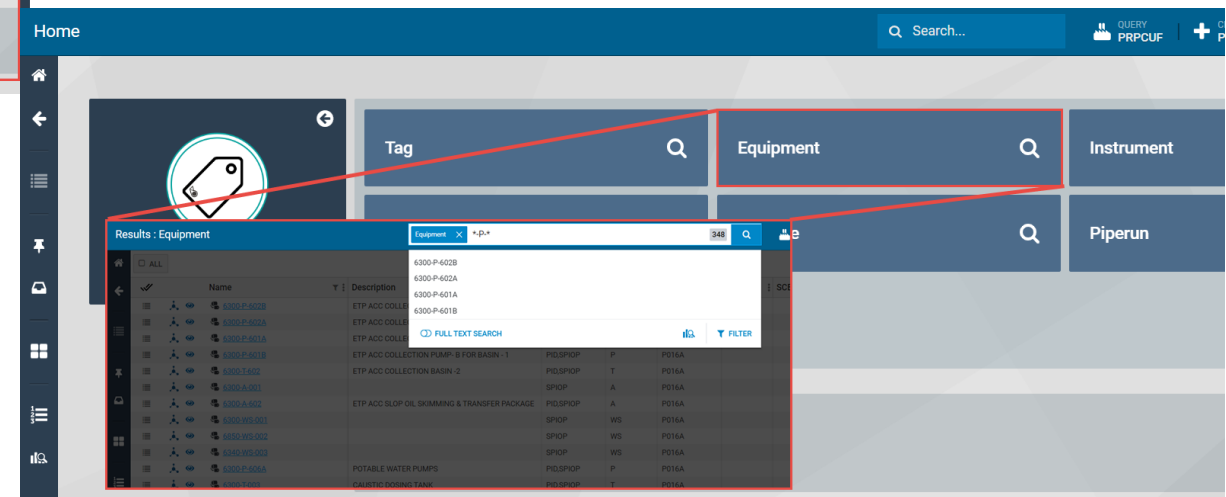
Search
Document

DOCUMENT MANAGEMENT FOR USER

- To search for tags, click on the **Tags** on the home screen.



- Choose a search option and enter a search criteria.



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Web User
Guide
Search Tag

COURSE OUTLINE

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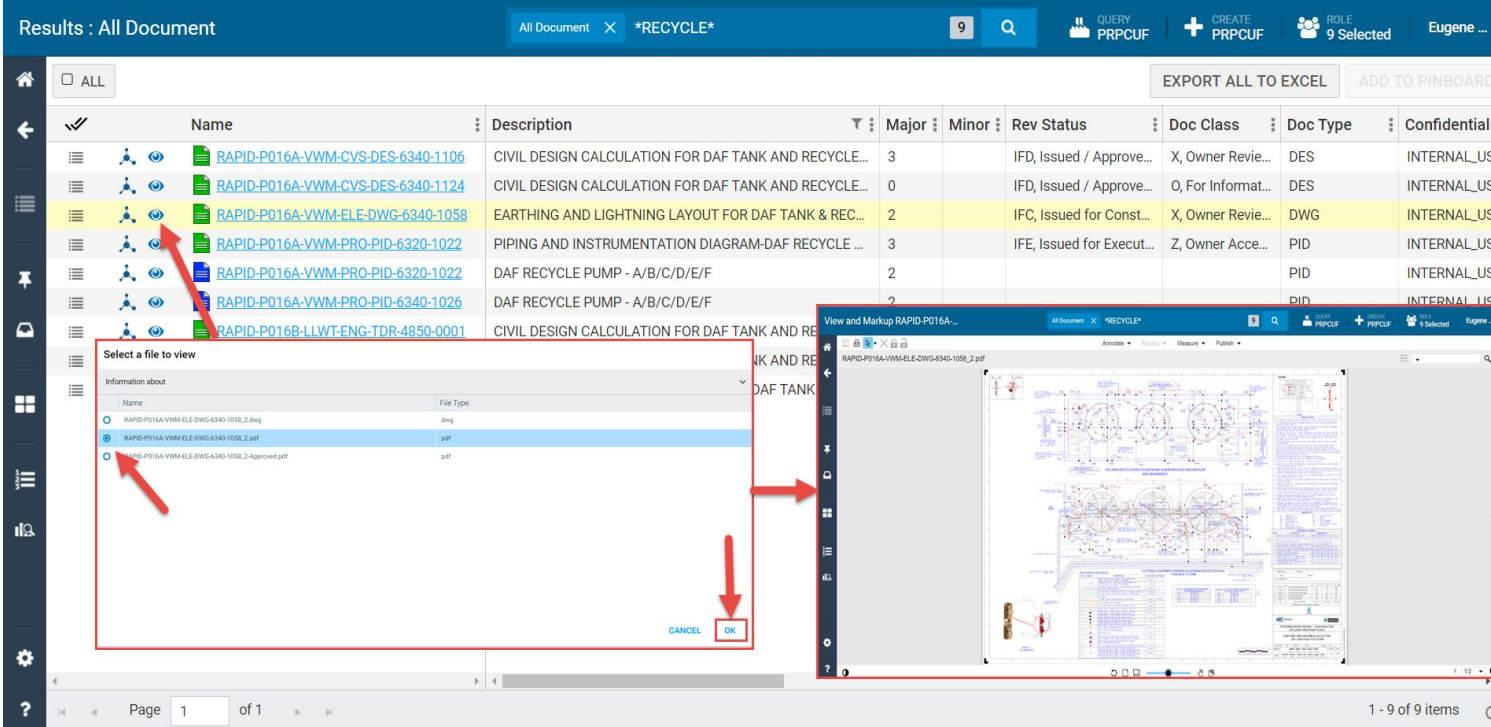
4

Web User
Guide

View

DOCUMENT MANAGEMENT FOR USER

- To view the documents, click on the **View** button. ()



The screenshot displays a document management interface. At the top, there's a header with 'Results : All Document', a search bar, and user information. Below the header is a table of documents with columns for Name, Description, Major, Minor, Rev Status, Doc Class, Doc Type, and Confidentiality. A red arrow points to the 'View' icon (an eye) in the first row of the table. Below the table, a dialog box titled 'Select a file to view' is open, showing a list of files with radio buttons. A red arrow points to the 'OK' button in the dialog box. To the right, a preview window shows a technical drawing of a DAF tank and recycle system.

Name	Description	Major	Minor	Rev Status	Doc Class	Doc Type	Confidentiality
RAPID-P016A-VWM-CVS-DES-6340-1106	CIVIL DESIGN CALCULATION FOR DAF TANK AND RECYCLE...	3		IFD, Issued / Approve...	X, Owner Revie...	DES	INTERNAL_USI
RAPID-P016A-VWM-CVS-DES-6340-1124	CIVIL DESIGN CALCULATION FOR DAF TANK AND RECYCLE...	0		IFD, Issued / Approve...	O, For Informat...	DES	INTERNAL_USI
RAPID-P016A-VWM-ELE-DWG-6340-1058	EARTHING AND LIGHTNING LAYOUT FOR DAF TANK & REC...	2		IFC, Issued for Const...	X, Owner Revie...	DWG	INTERNAL_USI
RAPID-P016A-VWM-PRO-PID-6320-1022	PIPING AND INSTRUMENTATION DIAGRAM-DAF RECYCLE ...	3		IFE, Issued for Execut...	Z, Owner Acce...	PID	INTERNAL_USI
RAPID-P016A-VWM-PRO-PID-6320-1022	DAF RECYCLE PUMP - A/B/C/D/E/F	2				PID	INTERNAL_USI
RAPID-P016A-VWM-PRO-PID-6340-1026	DAF RECYCLE PUMP - A/B/C/D/E/F	2				PID	INTERNAL_USI
RAPID-P016B-I-LWT-ENG-TDR-4850-0001	CIVIL DESIGN CALCULATION FOR DAF TANK AND RE...						

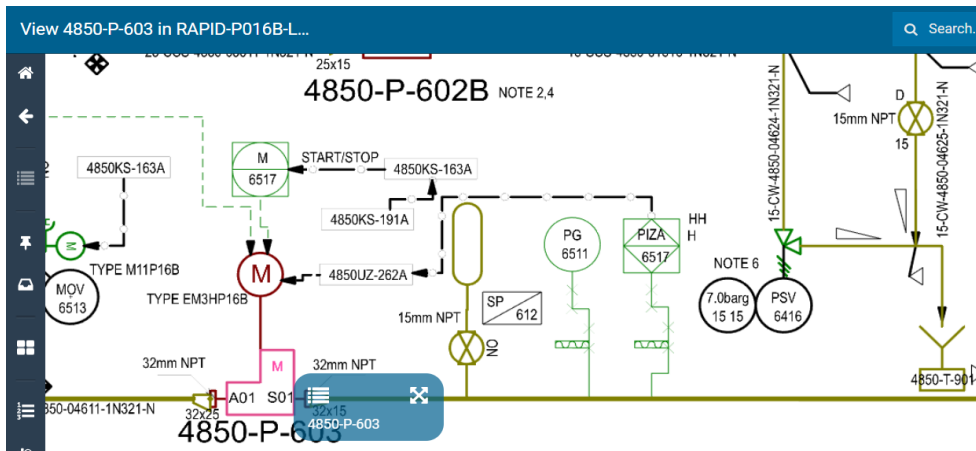
- If the Documents may contains several file attachments, a window will appear prompting the user to choose which file to be viewed.

DOCUMENT MANAGEMENT FOR USER

- From the list of tags, select "Action" and click "View Item in Drawing"

Name	Description	Tool	Tag T
4850-P-018A	CLARIFIED WATER SAMPLING PUMP	PID,SPIOP	P
4850-P-019B	CLARIFIED WATER SAMPLING PUMP	PID,SPIOP	P
4850-P-019A	CLARIFIED WATER SAMPLING PUMP	PID,SPIOP	P
4850-P-018B	CLARIFIED WATER SAMPLING PUMP	PID,SPIOP	P
4850-P-602A	SODIUM HYDROXIDE DOSING PUMPS (STW)	PID,SPIOP	P
4850-P-603	SODIUM HYDROXIDE NEUTRALISATION PUMP	PID,SPIOP	P
4850-P-601B	SODIUM HYDROXIDE DOSING PUMP (RW)	PID,SPIOP	P
4850-P-602B	SODIUM HYDROXIDE DOSING PUMP (STW)	PID,SPIOP	P
4850-P-601A	SODIUM HYDROXIDE DOSING PUMPS (RW)	PID,SPIOP	P
4850-P-021A	FILTERED WATER SAMPLING PUMP	PID,SPIOP	P
4850-P-020A	FILTERED WATER SAMPLING PUMP	PID,SPIOP	P

- If a tag is linked to multiple documents, a pop-up to choose the drawing appears.
- Drawings opened with the tag item highlighted.



- Click on Details to show tag details.

4850-P-603	
Name:	4850-P-603
Description:	SODIUM HYDROXIDE NEUTRALISATION PUMP
Object Configuration:	PL_PRPCUF
Creation Date:	16/10/2018 21:25:35
Creation User:	PETRONAS\ahmadfairuz.isa
Domain UID:	CDW
Last updated date:	16/10/2018 00:16:46
Termination Date:	01/01/10000 07:59:59
Termination User:	
ISPCDW3SystemHierarchy	
System path:	PRPCP_16B\4\4800\4850\07-Chemical Building\07-Equip-Mech\07-Equip-Mech
Equipment	
Type (top-level):	Process equipment
Type (level 1):	Material transfer equipment

4

Web User Guide

Navigate 3D Model & 2D Drawings

Viewing in 2D Drawing

DOCUMENT MANAGEMENT FOR USER

- From the list of tags, select "Action" and click "View Item in Model"

Results : Equipment

Equipment × *4850-P.*

Name	Description	Tool	Tag Typ
4850-P-018A	CLARIFIED WATER SAMPLING PUMP	PID,SPIOP	P
4850-P-019B	CLARIFIED WATER SAMPLING PUMP	PID,SPIOP	P
4850-P-019A	CLARIFIED WATER SAMPLING PUMP	PID,SPIOP	P
4850-P-018B	CLARIFIED WATER SAMPLING PUMP	PID,SPIOP	P
4850-P-602A	SODIUM HYDROXIDE DOSING PUMPS (STW)	PID,SPIOP	P
4850-P-603	SODIUM HYDROXIDE NEUTRALISATION PUMP	PID,SPIOP	P
4850-P-601B	SODIUM HYDROXIDE DOSING PUMP (RW)	PID,SPIOP	P
4850-P-602B	SODIUM HYDROXIDE DOSING PUMP (STW)	PID,SPIOP	P
4850-P-601A	SODIUM HYDROXIDE DOSING PUMPS (RW)	PID,SPIOP	P
4850-P-021A	FILTERED WATER SAMPLING PUMP	PID,SPIOP	P
4850-P-020A	FILTERED WATER SAMPLING PUMP	PID,SPIOP	P
4850-P-021B	FILTERED WATER SAMPLING PUMP	PID,SPIOP	P

- 3D model loaded and tag item highlighted. Click "Details" to view tag details

View 4850-P-603 in RAPID-P016B-L...

4850-P-603

Details

4850-P-603	
Name:	4850-P-603
Description:	SODIUM HYDROXIDE NEUTRALISATION PUMP
Object Configuration:	PL_PRPCUF
Creation Date:	16/10/2018 21:25:35
Creation User:	PETRONAS\ahmadfairuz.isa
Domain UID:	CDW
Last updated date:	16/10/2018 00:16:46
Termination Date:	01/01/10000 07:59:59
Termination User:	
ISPCDW3DSystemHierarchy	
System path:	PRPCP_16B\414800\4850\07-Chemical Building\07-Equip-Mech\07-Equip-Mech
Equipment	
Type (top-level):	Process equipment
Type (level 1):	Material transfer equipment

4

Web User
Guide

Navigate 3D
Model & 2D
Drawings

Viewing in 3D
Drawing

DOCUMENT MANAGEMENT FOR USER

- To view the PRF Details such as Skill Group, Description, Justification, Status and the likes, click on the PRF name. The PRF details will then be displayed as shown below.

The screenshot displays a web application interface for document management. The top navigation bar includes the document title 'RAPID-P016A-VWM-ELE-DWG-6340-1058', a search bar with 'All Document' and '*RECYCLE*' filters, and buttons for 'QUERY PRPCUF' and 'CREATE PRPCUF'. The left sidebar shows a list of documents, with 'RAPID-P016A-VWM-ELE-DWG-6340-1058' selected. The main content area shows the 'A. General' tab with the following details:


A. General	
▼ 01 - Identification	
Document Number:	RAPID-P016A-VWM-ELE-DWG-6340-1058
Title / Description:	EARTHING AND LIGHTNING LAYOUT FOR DAF TANK & RECYCLE PUMP
▼ 02 - Confidentiality	
Confidentiality:	INTERNAL_USE
▼ 03 - Numbering & WBS	
ENS Code:	RAPID
Package:	P016A, EFFLUENT TREATMENT PLANT (ETP)
Originator:	
Discipline:	ELE, Electrical
Sheet Number (###):	

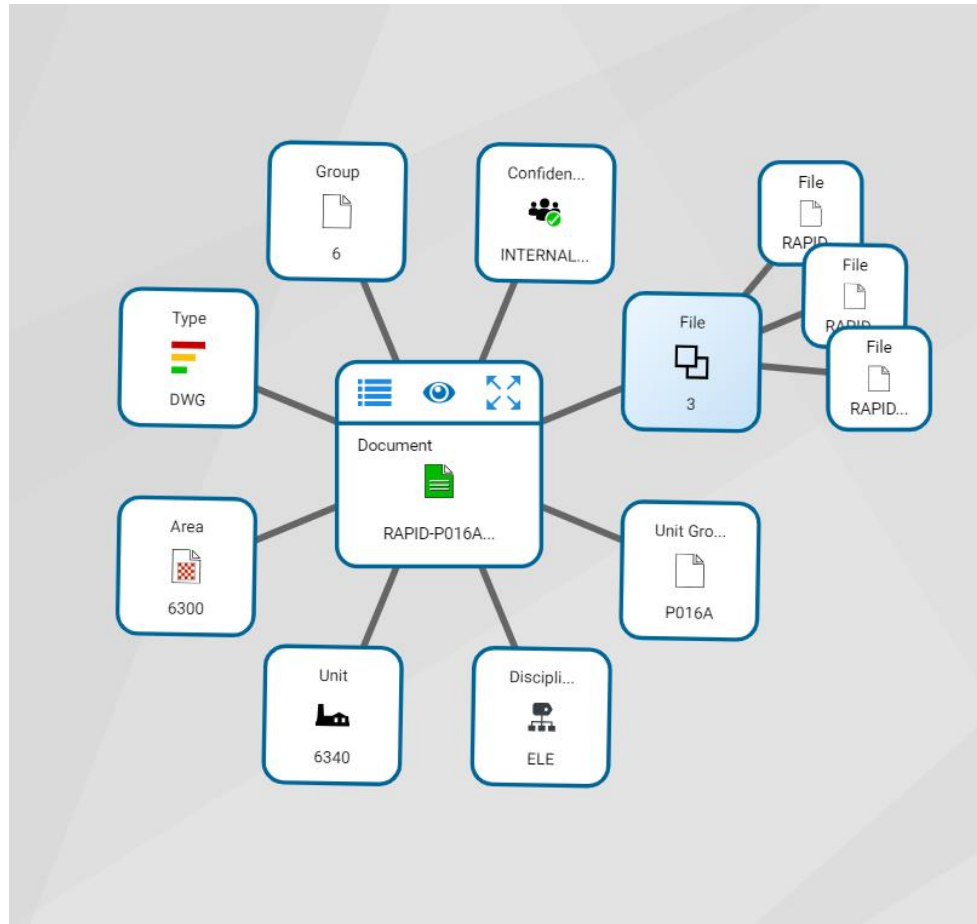
4

Web User
Guide

View
Document
Details

DOCUMENT MANAGEMENT FOR USER

- Select a document and click on the Show Info Map icon () to view the Info Map, which shows relationships for the object.



- This can be seen for a tag object as well.



AGENDA

CONTEXT SETTING

1 Safety Moment

2 Opening Remarks

3 Learning Journey & Objectives

4 New Ways of Working

APPLICATION & PROCESS OVERVIEW

5 Engineering Management Process Overview

6 Introduction to Engineering Management Applications

APPLICATION DEEP DIVE

7 Application Deep Dive

- Navigation
- Demo
- Hands On Practice

COURSE RECAP & ASSESSMENT

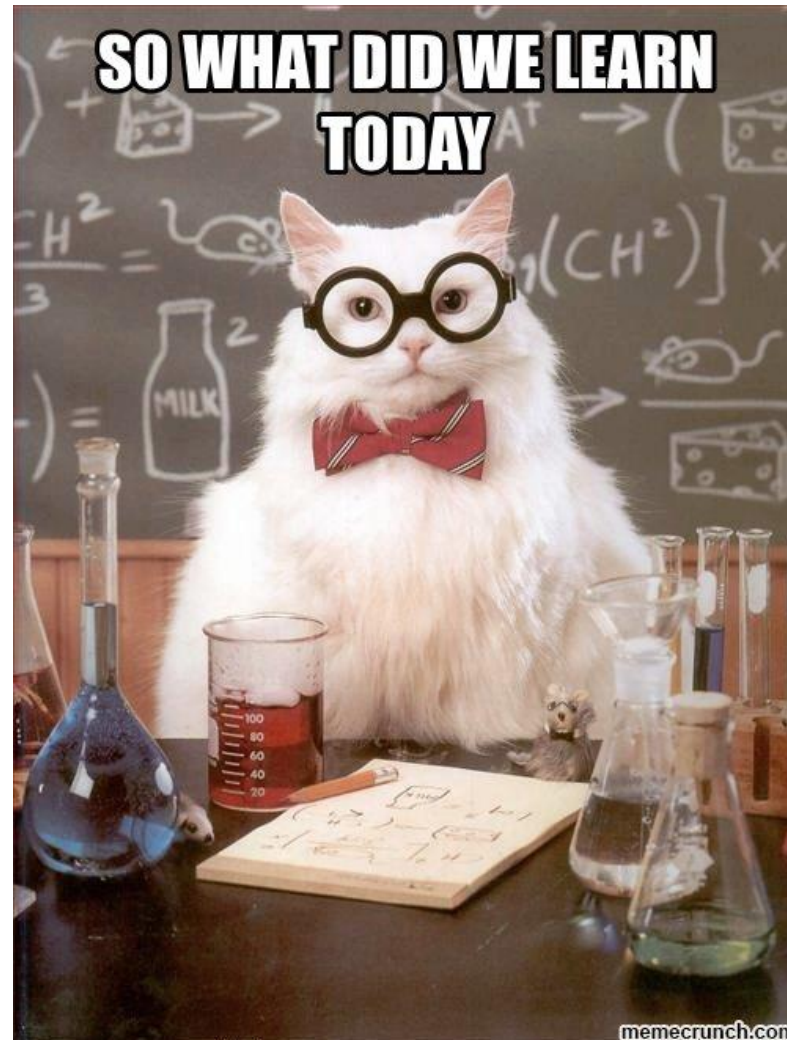
8  Course Recap

9 Knowledge Assessment

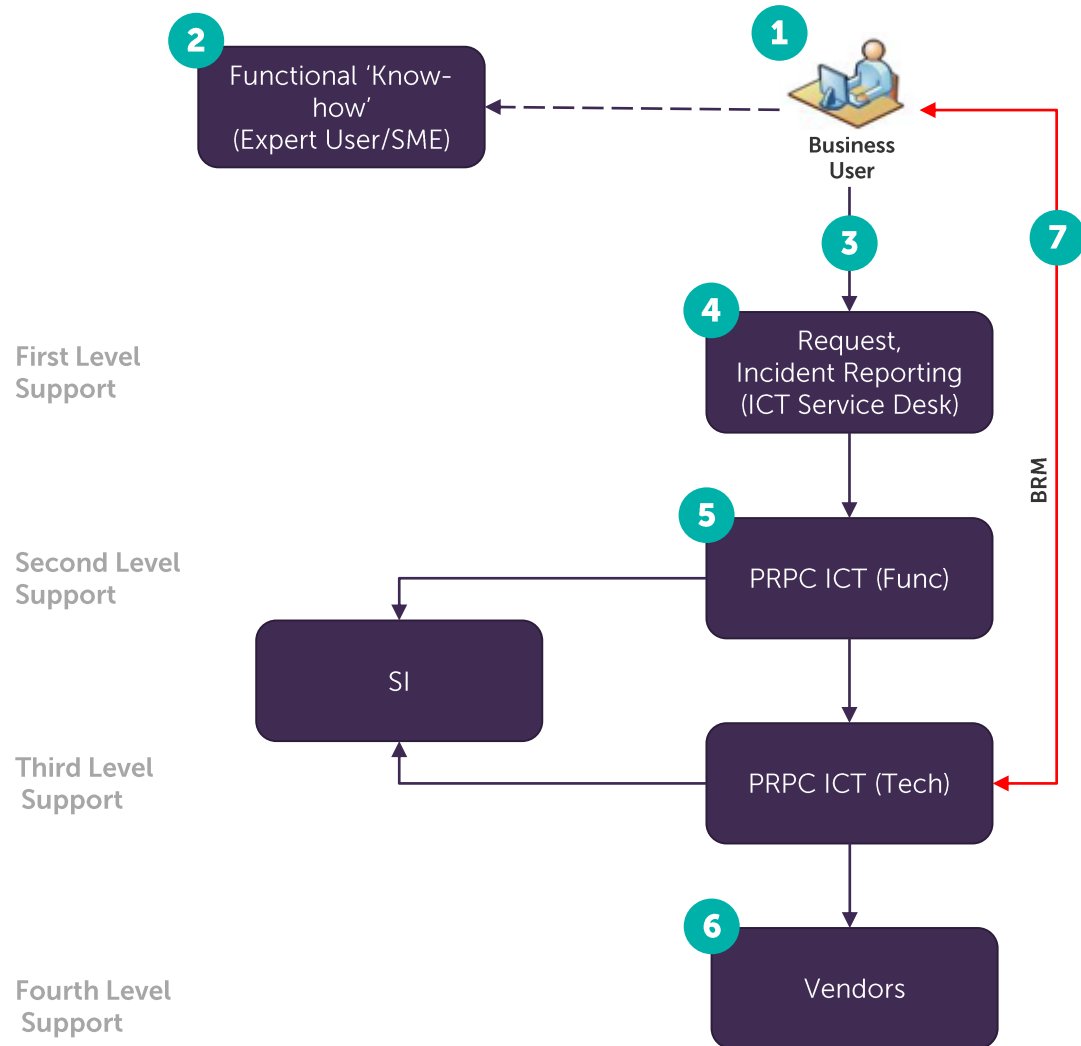
10 Reflection

11 Training Evaluation

COURSE RECAP



Support Contacts



#	Description
1	User having IT related issues such as: <ul style="list-style-type: none"> User identifies a 'bug' or 'error' in the application or requests access to the application User having desktop or network connectivity issue
2	(Optional) User contacts Expert User for 'how-to' questions. Expert User can also assist in determining if it is an IT-related or a process-related issue. Expert Users or SMEs can provide advice on process-related issues.
3	If it is suspected (or learned via step 2) that the issue is IT-related, the user may contact the ICT Service Desk via web form, phone, or email to report the incident.
4	The Service Desk gathers information, logs the issue or request and determines what system the ticket is related to. If they have the knowledge they can resolve the ticket immediately.
5	PRPC ICT Application Analyst works to complete the request or restore the service that is unavailable or degraded. If issue is related to technical (Hosting, Integration, Database), the ticket will be escalated to PRPC ICT Technical team. During Stabilisation period, SI will receive the incidents primarily and work with PRPC ICT team to resolve and document issues.
6	When additional expertise is required, there are a number of different groups and vendors who can be engaged by the PRPC ICT team in order to resolve the reported issue (i.e. PET-ICT and application vendors).
7	BRM is the focal for any engagements between Business users and PRPC ICT. Any requirements and escalations can be channeled through BRM.

Support Contacts

Incident Escalation Process – Creating Ticket



Service Provided:

1. **New User / Service Request:**
 - Ex: Request for ID & Password
2. **Incident & Problem Management for ICT Services**
 - Ex: Application Error Message
 - Ex: Data Exchange / Integration Issue
 - Ex: Data Backups Error
 - Ex: Data Migration Error



By Email:
pic.callcentre@petronas.com

Include these descriptions in the email:

- Requestor contact details
- System name (i.e.: Process Simulation Application)
- Requestor plant/department
- Nature of the problem (i.e. Access issues, problems with saving data, etc.)
- Error message as it appears or description
- Number of affected users/departments
- Refer to the attached email template for an example



Request for new Ticket - Process Simulation Application.msg



By Call to Service Desk:

Location	Contact Number	Operation Hours
Inter-Department in Pengerang	1 1000	PETRONAS Staff & TMR : 24 hours Monday to Sunday PMC & OUI JV Staff: 7.30 a.m to 6.30 p.m Monday to Sunday
Internal in Pengerang	8 481 1000	
External of Pengerang	07 817 1000	

Support Contacts

Interim Support Model Flow – Escalation Point of Contact Information

BUSINESS EXPERT USER

PROCESS SIMULATION APPLICATION

A Shafeeq A Shaha
abdshafeeq.abdshaha@petronas.com.my

PRPC ICT OPERATIONS SUPPORT TEAM (L2, L3)



APPLICATION FUNCTIONAL
SUPPORT (L2)

Norzamanshahila Osman
norzamanshahila.osm@petronas.com.my



TECHNICAL
SUPPORT (L3)

Khairil Azhar Hairani
khairilazhar.hairani@petronas.com.my

M Qayyum M Satar
qayyum.msatar@petronas.com.my



SI FUNCTIONAL SUPPORT

Zulqarnain Ali
mzulqarnain.ali@petronas.com.my

Izzat Saidi
izzat.saidi@petronas.com.my



APPLICATION VENDOR (L4)

PROCESS SIMULATION APPLICATION

Hexagon PPM
www.hexagonppm.com

AGENDA

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8 Course Recap

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11 Training Evaluation

KNOWLEDGE ASSESSMENT

- It is time for some test !
- Training assessment sheet will be passed around soon.
- There are 10 multiple-choice questions to be completed.
- Complete every question.
- Circle the correct answer.



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REFLECTION



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We Want **YOUR FEEDBACK**

<https://www.surveymonkey.com/r/TXRKW8M>



THANK YOU

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COURSE OUTLINE

1. P-EDMS Installation

2. Log In & Log Out

3. User Interface

4. Document Management

- Create Document
- Update Document
- Revise Document
- Check Out & Check In Document

5. Workflow

6. Document Review

- To review
- To Consolidate
- To Approve
- Prepare Outgoing Transmittal Report

5

DTC User
wGuide