



PRPC Digital

EAI PROGRAMME

Engineering Management (P-EDMS)

Super Users Training (Train-the-Trainers)

28 January to 30 January 2019

© 2019 PETROLIAM NASIONAL BERHAD (PETRONAS)

All rights reserved. No part of this document may be reproduced, stored in a retrieval system or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) without the permission of the copyright owner.

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



P-EDMS Overview and User Functionalities

6



P-EDMS Document Review

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

AGENDA

CONTEXT SETTING

1



Safety Moment

2

Opening Remarks

3

Learning Journey & Objectives

4

New Ways of Working

APPLICATION & PROCESS OVERVIEW

5

P-EDMS Overview and User Functionalities

6

P-EDMS Document Review

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

SAFETY MOMENT



AGENDA

CONTEXT SETTING

1

Safety Moment

2



Opening Remarks

3

Learning Journey & Objectives

4

New Ways of Working

APPLICATION & PROCESS OVERVIEW

5

P-EDMS Overview and User Functionalities

6

P-EDMS Document Review

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



OPENING REMARKS

AGENDA

CONTEXT SETTING

1

Safety Moment

2

Opening Remarks

3



Learning Journey & Objectives

4

New Ways of Working

APPLICATION & PROCESS OVERVIEW

5

P-EDMS Overview and User Functionalities

6

P-EDMS Document Review

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

ENGINEERING MANAGEMENT LEARNING JOURNEY

 Completed
 You are here

	2019			2019		
	Sep	Sep	Oct - Nov	Jan	Jan - Mar	
	  <p>Engineering Overview for Testers</p>	  <p>Peer Review Workshop</p>	  <p>Engineering Management Training (Release 1)</p>	  <p>Engineering Management Training (Release EMOC)</p>	  <p>Engineering Management Training (Release 2)</p>	 <p>Application Go-Live</p>
TARGET GROUP	Testing Team	Super Users and ICT Operations	Super Users and ICT Operations	Super Users and ICT Operations	Super Users and ICT Operations	
DURATION	3 days	1 day	3 days	1 day	2 days	
OBJECTIVE(S)	Users will be provided with an overview of PIC P-EDMS in preparation for Factory Acceptance Testing	Users will work 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 include Engineering Design Tools	Users will be provided with a training course on Engineering Management applications for Engineering Management of Change (EMOC)	Users will be provided with a training course on Engineering Management applications covering all modules and focusing on interface	

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 document mark-ups/review ,
and workflow

3

Pull out Engineering data such as 3D model and drawings

AGENDA

CONTEXT SETTING

- 1 Safety Moment
- 2 Opening Remarks
- 3 Learning Journey & Objectives

4 New Ways of Working

APPLICATION & PROCESS OVERVIEW

- 5 P-EDMS Overview and User Functionalities
- 6 P-EDMS Document Review

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

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

This section articulates the roles that will be performed by business users for new ways of working:



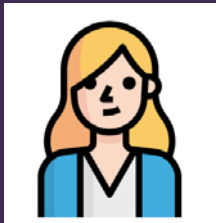
Document Controller

- Responsible for performing validation and completeness check on documents and data received from vendor or EPCC as well as handover



Data Modeler

- Responsible for handling the schema component, data model, data configuration and data management



Administrator

- Responsible for handling administration, configuration, license and seats, user role and access management

NWOW ROLES



O&M Engineer

- He/She is responsible for searching and reviewing documents, updating the transmittal, and completing document sign-off



Catalogue Admin

- He/She is responsible for maintaining the specifications, contents, and templates for documents



Process Safety Engineer


- He/She is responsible for searching and reviewing documents, updating the transmittal, and completing document sign-off particularly on Process Safety documents

AGENDA

CONTEXT SETTING

- 1 Safety Moment
- 2 Opening Remarks
- 3 Learning Journey & Objectives
- 4 New Ways of Working

APPLICATION & PROCESS OVERVIEW

- 5  P-EDMS Overview and User Functionalities
- 6 P-EDMS Document Review

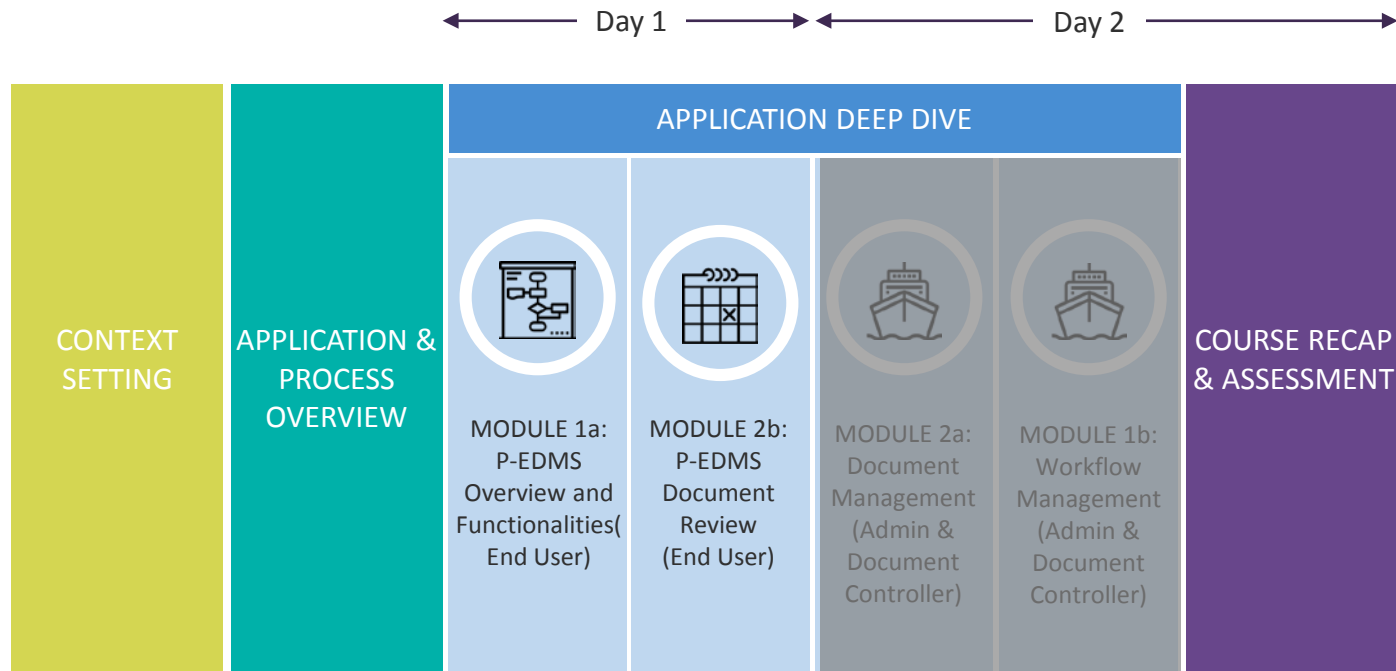
APPLICATION DEEP DIVE

- 7 Application Deep Dive
 - Navigation
 - Demo
 - Hands On Practice

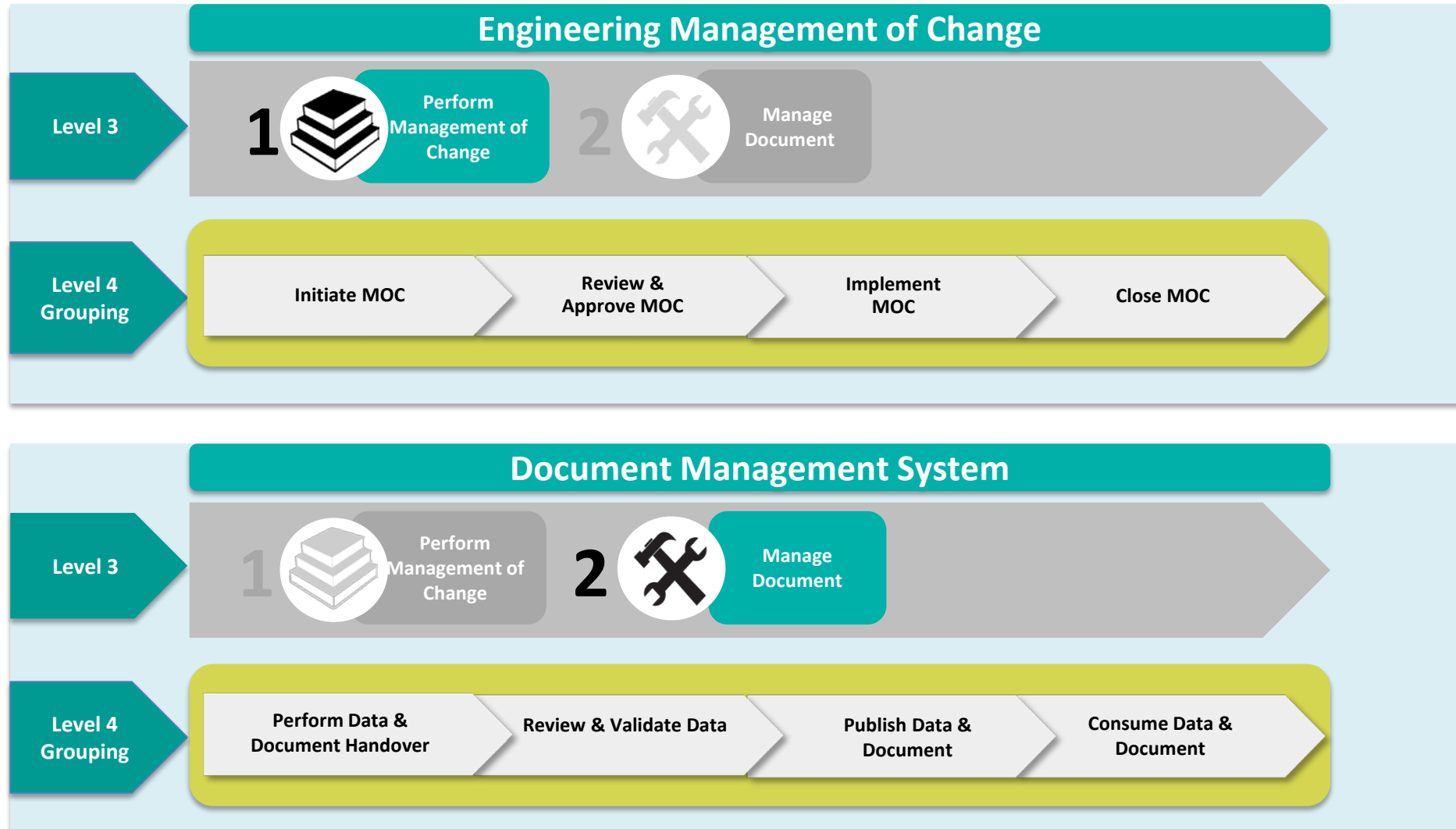
COURSE RECAP & ASSESSMENT

- 8 Course Recap
- 9 Knowledge Assessment
- 10 Reflection
- 11 Training Evaluation

COURSE OVERVIEW



P-EDMS OVERVIEW AND USER FUNCTIONALITIES



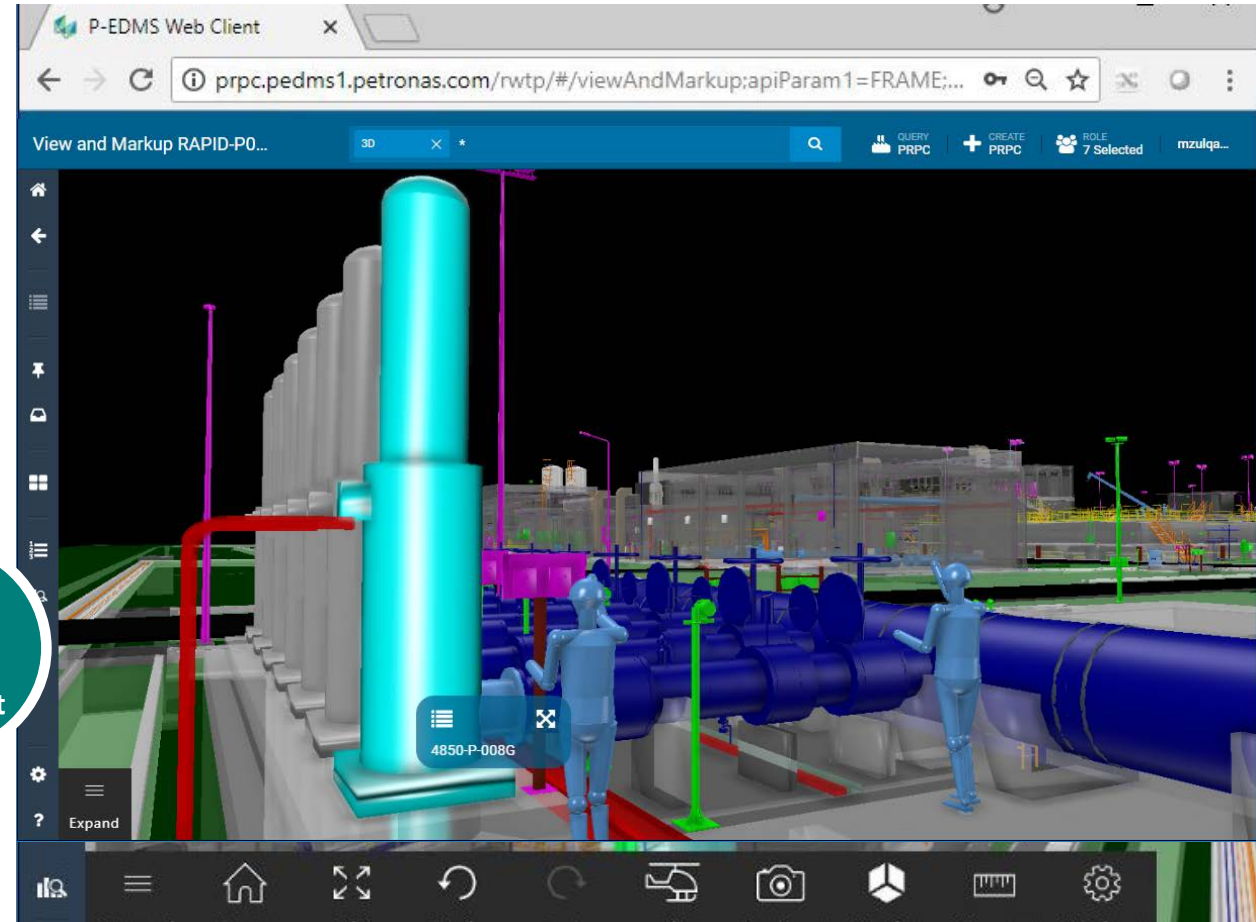
INTRODUCTION TO ENGINEERING APPLICATION

PETRONAS Engineering Data Management System (P-EDMS)

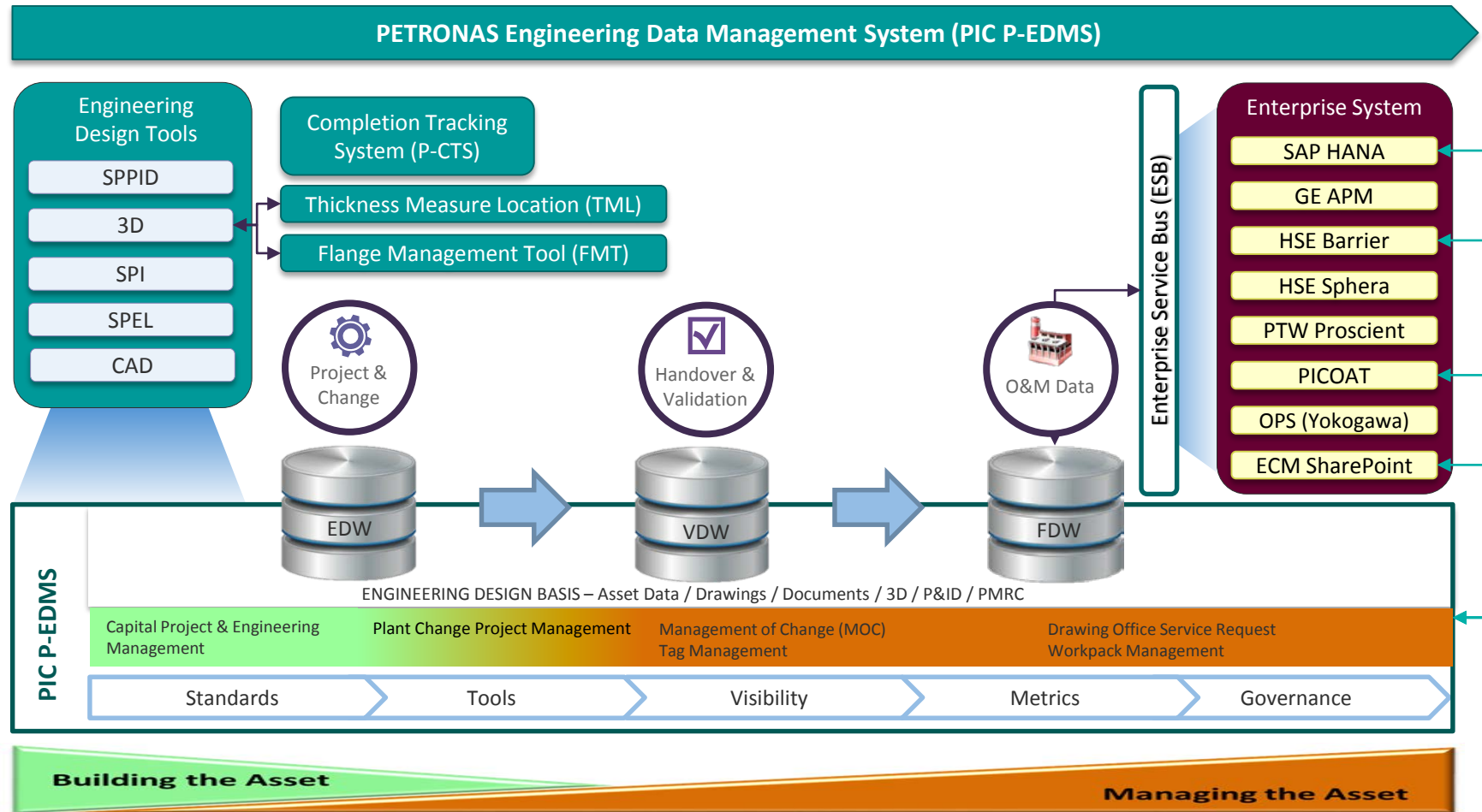
P-EDMS manage **Engineering Data throughout its lifecycle**. It supports:

- 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



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

5. Markup

6. Create Document Tag Relationship

7. Document Review

- Review Step of the Workflow
- Consolidate Step of the Workflow
- Approval Step of the Workflow



Course Outline

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

5. Markup

6. Create Document Tag Relationship

7. Document Review

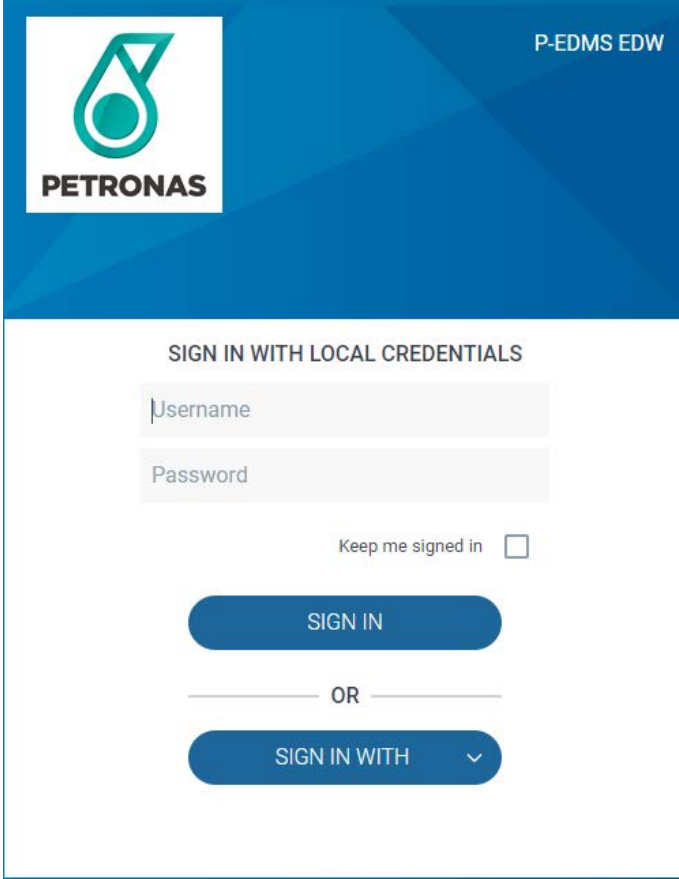
- Review Step of the Workflow
- Consolidate Step of the Workflow
- Approval Step of the Workflow

1

Access To
P-EDMS

DOCUMENT MANAGEMENT FOR USER

- Open Web Browser.
- Navigate to <https://pedms.edw.test.petronas.com/prpcuf3>
- 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**.



PETRONAS P-EDMS EDW

SIGN IN WITH LOCAL CREDENTIALS

Username

Password

Keep me signed in

SIGN IN

OR

SIGN IN WITH ▾

1

Access to
P-EDMS

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

5. Markup

6. Create Document Tag Relationship

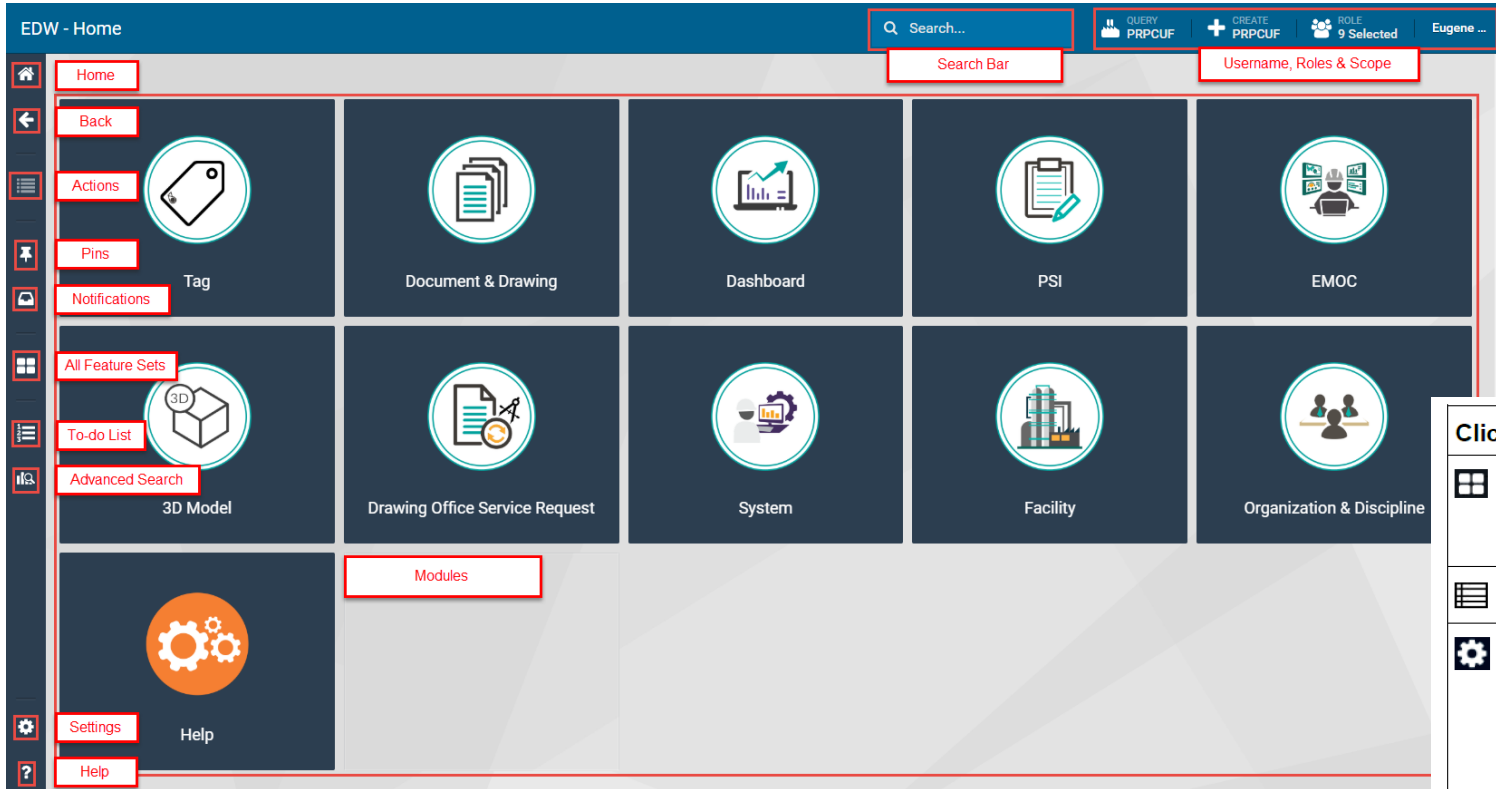
7. Document Review

- Review Step of the Workflow
- Consolidate Step of the Workflow
- Approval Step of the Workflow

2

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.

DOCUMENT MANAGEMENT FOR USER

2
P-EDMS Module

EDW - Home

PEDMS Training Material

To download training materials

Help

* Disable popup blocker or temporarily allow popups from the web client to download the file

Dashboard

Tag Dashboard

Document Dashboard

EMOG Dashboard

PSI Dashboard

EDW - Home

To Do List: Overview

Document Workflows

MOC Workflows

To-do List

1 selected

- All 21
- Overdue 15
- Management of Change 12
- Document Revision 9

Document Dashboard

PRPC UTILITIES AND FACILITIES SDN. BHD.
Document by Revision Status

Other Dashboards

Revision Status	Count	Percentage
As-built	281	
CAN	210	
IFA	64	
IFC	1,890	
IFD	1,013	
IFE	888	
IFI	5	
IFP	96	
IFR	574	
INF	2,046	
INT	3	
Cancelled	0	0%
Current	8,051	84%
Reserved	0	0%
Superseded	0	0%
Working	1,543	16%



DOCUMENT MANAGEMENT FOR USER

2

Navigation

EDW - Home

- All feature sets
- Tag
- Document & Drawing**
- Dashboard
- PSI
- EMOC
- 3D Model
- Drawing Office Service Request
- System
- Facility
- Organization & Discipline
- Help
- System Administration

EDW - Home

Document & Drawi...

- All Document
- Technical Document
- Vendor Document
- Other Document
- Correspondence Document
- All Smart Document
- Smart P&ID
- Smart Instrumentation
- Smart 3D
- Smart Electrical
- Incoming Transmittal
- Outgoing Transmittal
- Document Type
- Record Type
- Create New Document
- Create New Vendor Document
- Create New Incoming Transmittal
- Create New Outgoing Transmittal
- Document Dashboard

Create New Engineering Document

- Document types
 - COR, CORRESPONDENCE DOCUMENT
 - OTR, OTHER/GENERAL DOCUMENT
 - TCH, TECHNICAL DOCUMENT**
 - ALT, Alerts
 - AWR, Award Recommendation
 - BOM, Bill Of Materials
 - CAL, Calculation
 - CER, Certificate and Warranties
 - CHF, Change Order Final
 - CHR, Change Order Request
 - CKL, Checklist and Forms
 - COM, Computer Model/Database
 - CRS, Comment Response Sheet
 - DCN, Design Change Notice
 - DES, Design Criteria, Design Philosophy, And Design Basis
 - DOS, Dossiers
 - DSB, Dashboard
 - DWG, Drawing

DOCUMENT MANAGEMENT FOR USER



So far so good? Questions?

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

5. Markup

6. Create Document Tag Relationship

7. Document Review

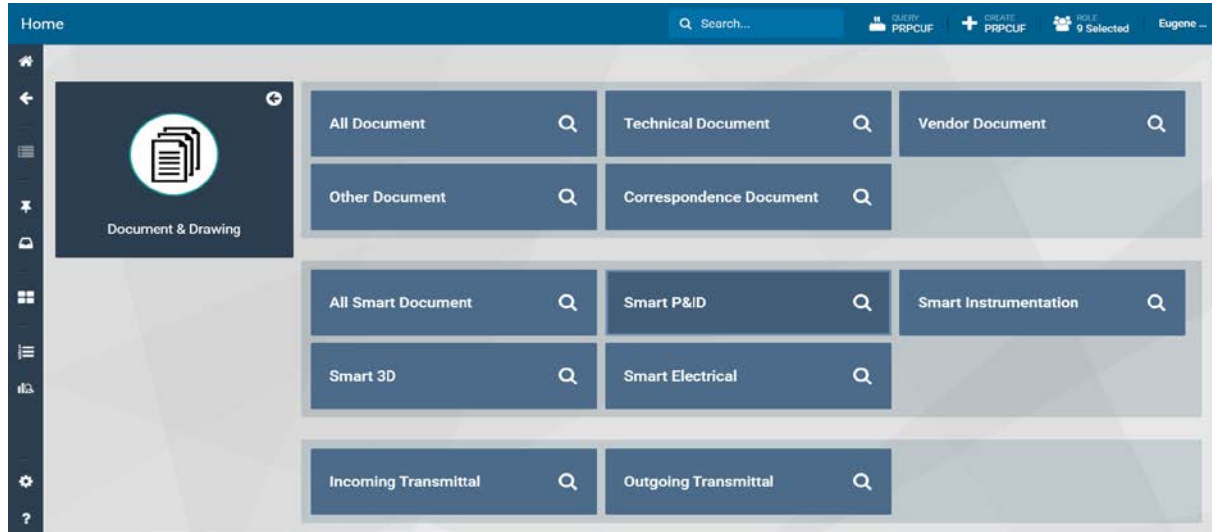
- Review Step of the Workflow
- Consolidate Step of the Workflow
- Approval Step of the Workflow

3

Search Function

DOCUMENT MANAGEMENT FOR USER

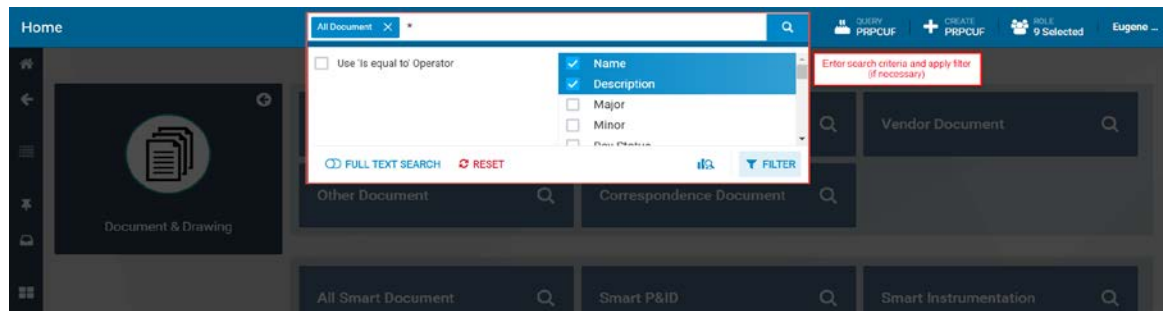
- Click on **Document and Drawing**.



3
Search Document

- Results of the document search.

- Key in search criteria on the search bar.



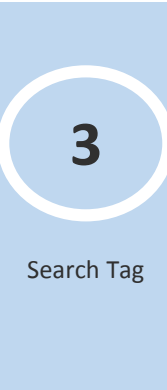
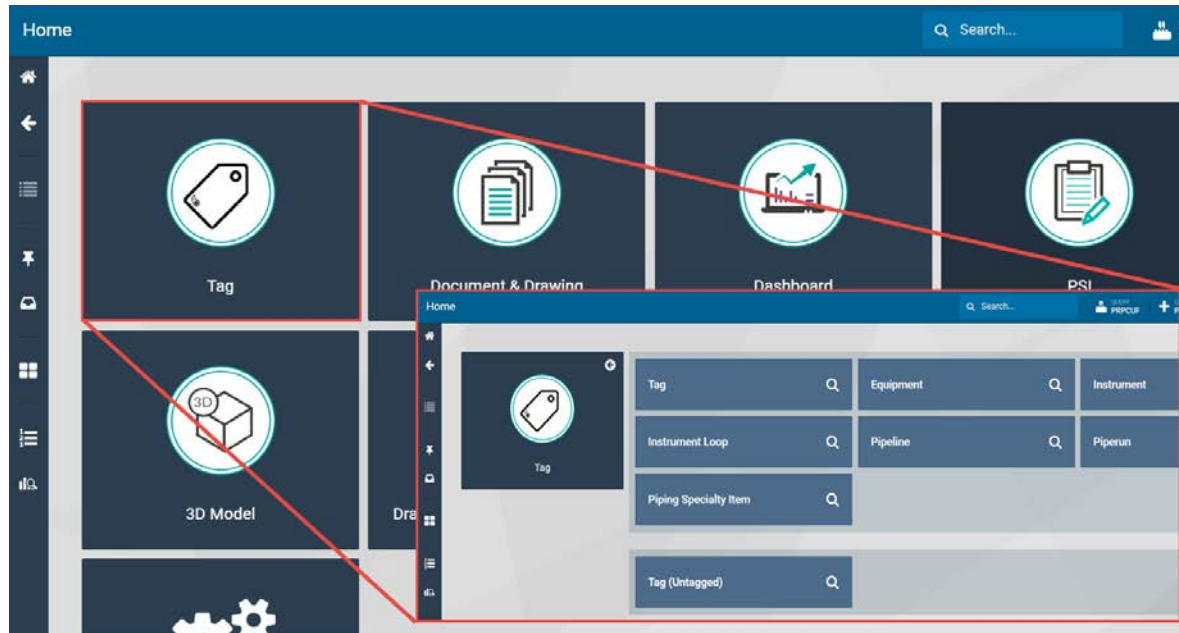
Results : All Document

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...

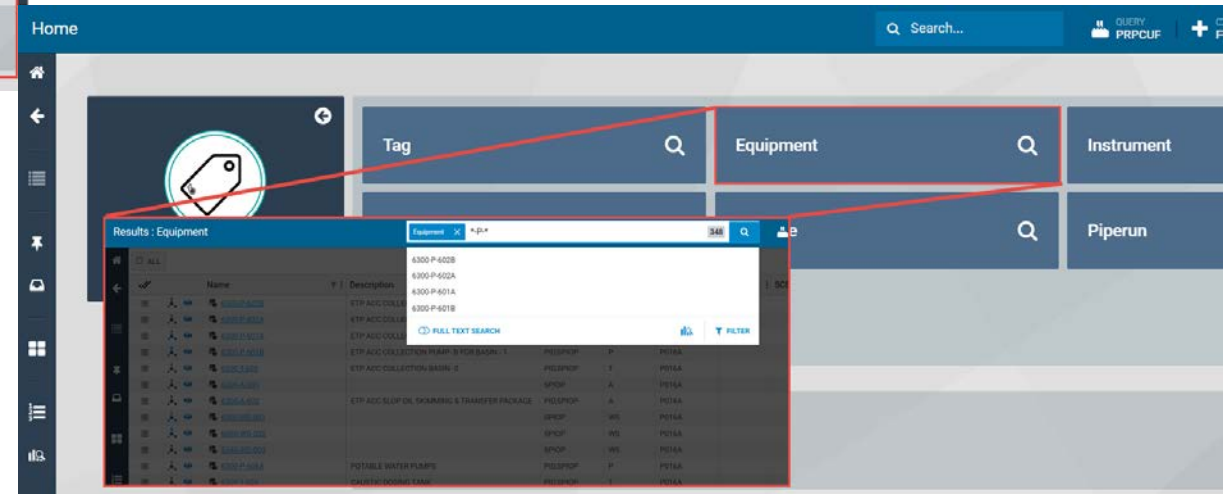
- Tips: Apply filter on the search document based on their properties.

DOCUMENT MANAGEMENT FOR USER

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

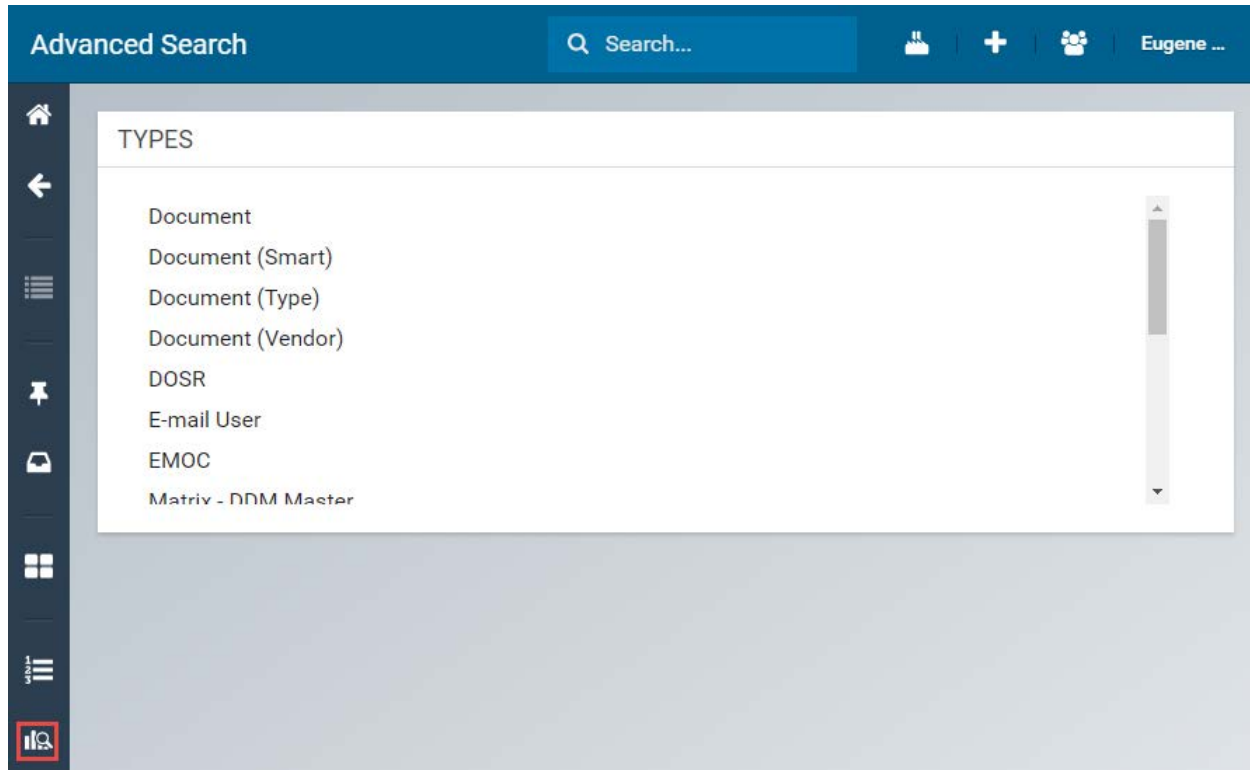


- Choose a search option and enter a search criteria.

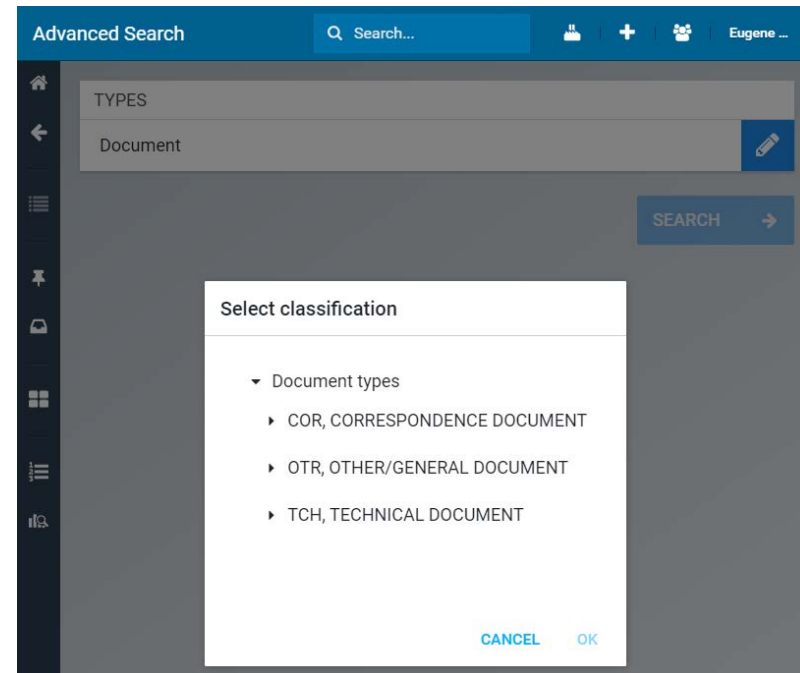


DOCUMENT MANAGEMENT FOR USER

- To use advance search, click on **Advance Search** on the left hand shortcut bar.



- Choose a search option



3

Advance Search

DOCUMENT MANAGEMENT FOR USER

- Choose search criteria (supports multiple search criteria with “AND” or “OR” logic)

Advanced Search

Search...

QUERY PRPCUF + CREATE PRPCUF ROLE 8 Selected Eugene ...

TYPES Document

CLASSIFICATION DWG, Drawing

CRITERIA

Search for properties

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

Major Revision: Equals A

AND Unit Group: Equals P016A, EFFLUENT TREAT

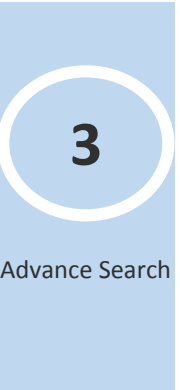
SEARCH

- Results displayed

Results : Advanced Search

ALL

Name	Description	Rev Status	Major	Minor	Doc Class	Doc
RAPID-P016A-VWM-CVS-DWG-6300-...	CIVIL DESIGN CALCULATION FOR UE POLISHING FILTER PA...	IFR, Issued for Revie...	A		X, Owner Revie...	DWC
RAPID-P016A-VWM-CVS-DWG-6301-...	UNDERGROUND GRAVITY NETWORK DRAWINGFIRE WATER...	IFR, Issued for Revie...	A		X, Owner Revie...	DWC
RAPID-P016A-VWM-CVS-DWG-6301-...	UNDER GROUND GRAVITY NETWORK DRAWINGSTORM WA...	IFR, Issued for Revie...	A		X, Owner Revie...	DWC
RAPID-P016A-VWM-HVA-DWG-6301-...	HVAC STANDARD INSTALLATION DRAWING	IFR, Issued for Revie...	A		X, Owner Revie...	DWC
RAPID-P016A-VWM-PIP-DWG-6300-...	EFFLUENT TREATMENT PLANT - OVERALL LAYOUT	IFR, Issued for Revie...	A		Z, Owner Acce...	DWC
RAPID-P016A-VWM-PIP-DWG-6301-...	FIRE PROTECTION AND PERSONAL PROTECTION	IFR, Issued for Revie...	A		Z, Owner Acce...	DWC
RAPID-P016A-VWM-PRO-DWG-6300-...	HYDRAULIC FLOW DIAGRAM-UNIT 6300-COMMON FACILITI...	IFR, Issued for Revie...	A		X, Owner Revie...	DWC



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

5. Markup

6. Create Document Tag Relationship

7. Document Review

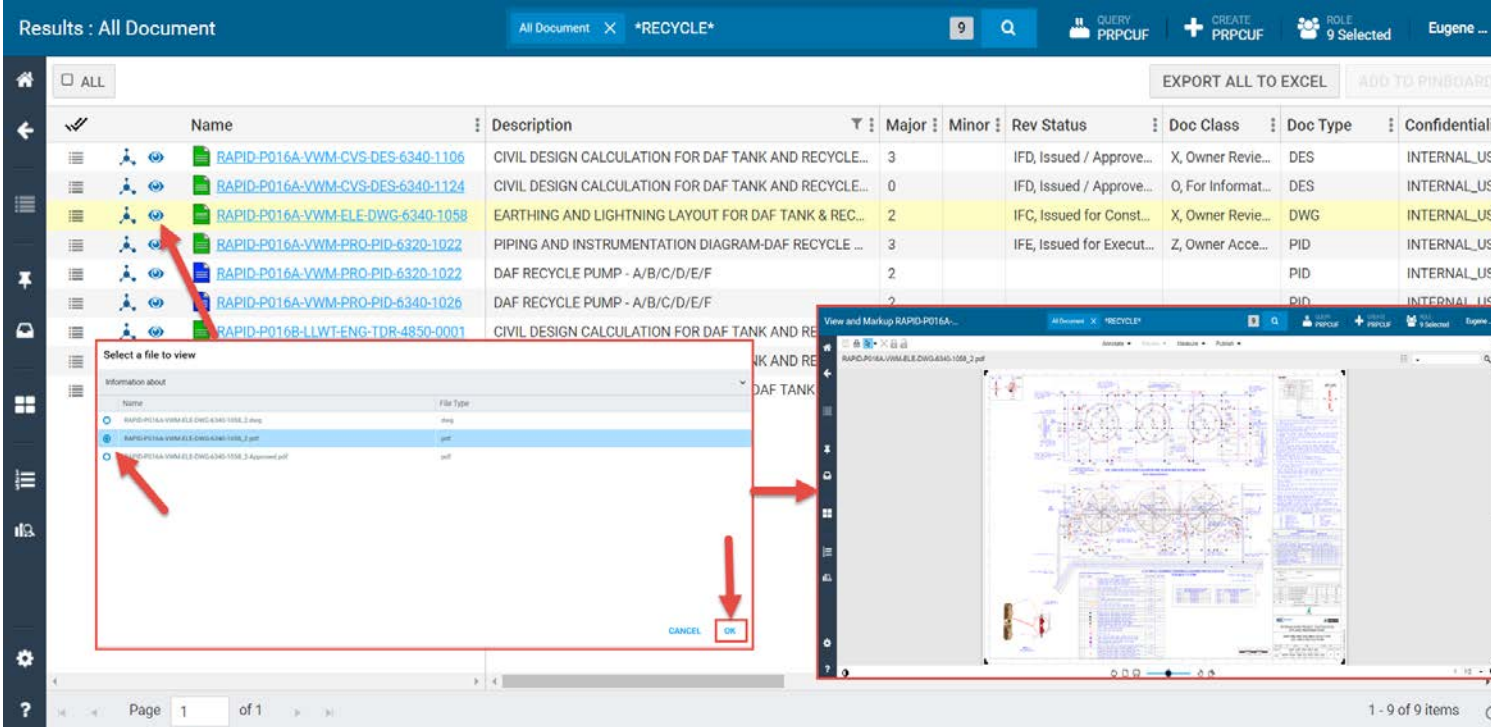
- Review Step of the Workflow
- Consolidate Step of the Workflow
- Approval Step of the Workflow

4

View

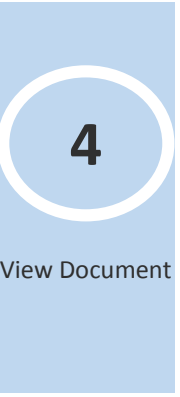
DOCUMENT MANAGEMENT FOR USER

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



The screenshot displays a document management system interface. At the top, there's a header with 'Results : All Document', a search bar, and user information 'Eugene ...'. Below the header is a table with columns: Name, Description, Major, Minor, Rev Status, Doc Class, Doc Type, and Confidentiality. The table lists several documents, with one row highlighted in yellow. A red arrow points from the 'View' icon in the first column of this row to a dialog box titled 'Select a file to view'. This dialog box shows a list of files with their names and file types. A red arrow points to the selected file in the list, and another red arrow points to the 'OK' button at the bottom right of the dialog. To the right of the dialog, a preview window shows a technical drawing of a piping and instrumentation diagram.

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	?				PID	INTERNAL_USI
RAPID-P016B-LLWT-ENG-TDR-4850-0001	CIVIL DESIGN CALCULATION FOR DAF TANK AND RE...						



4
View Document

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

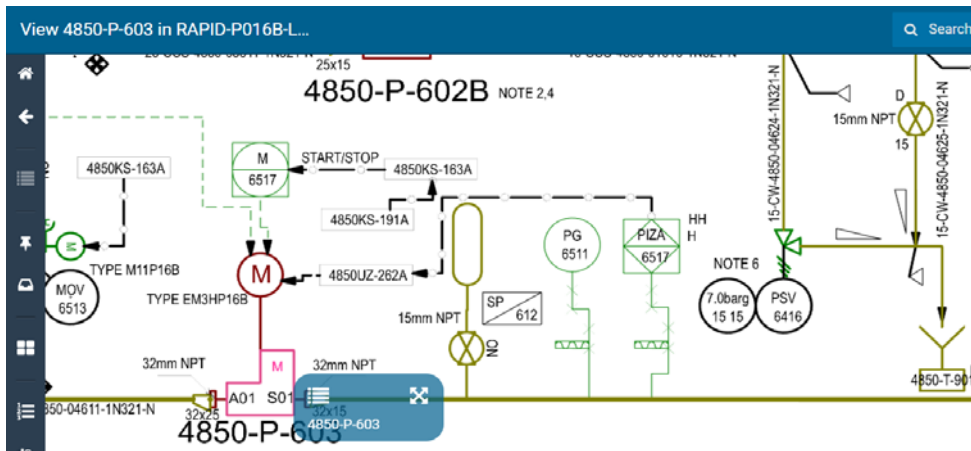
DOCUMENT MANAGEMENT FOR USER

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

Results : Equipment Equipment *4850-P-*

Name	Description	Tool	Tag
4850-P-019A	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.lisa
- Domain UID: CDW
- Last updated date: 16/10/2018 00:16:46
- Termination Date: 01/01/10000 07:59:59
- Termination User:

ISPCDW3SystemHierarchy

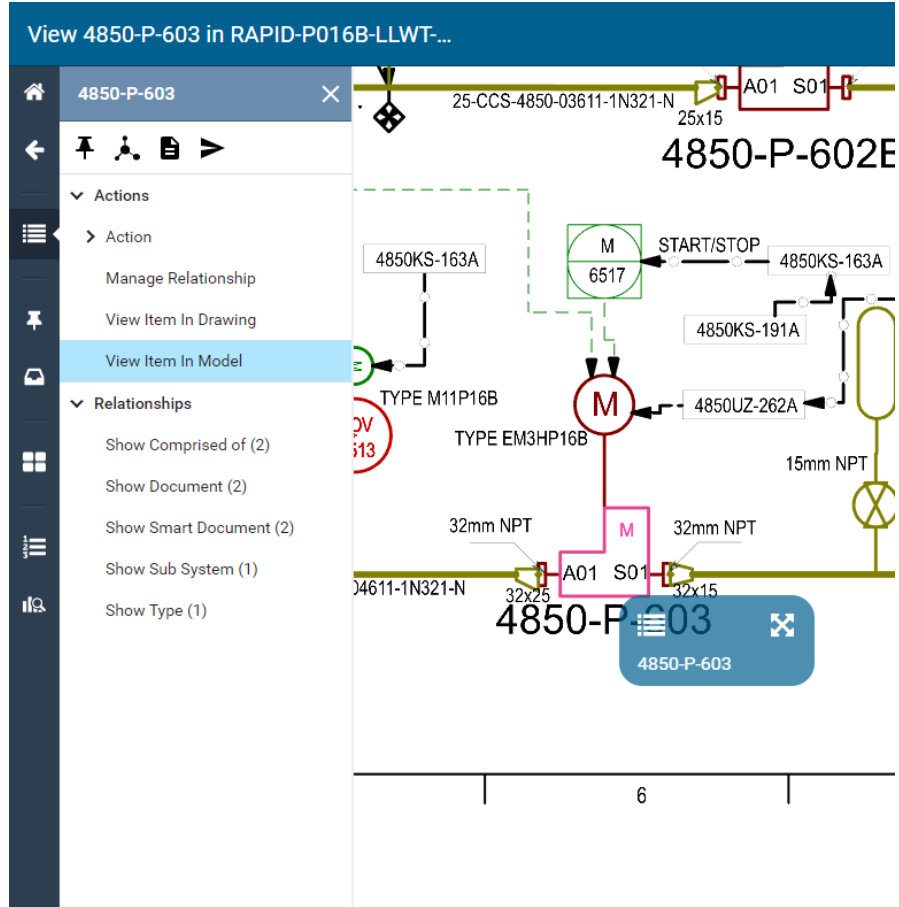
- System path: PRPCP_16B\4\4800\4850\07-Chemical Building\07-Equip-Mech\07-Equip-Mech
- Equipment
- Type (top-level): Process equipment
- Type (level 1): Material transfer equipment

4
View Tag in 2D Drawing and 3D Model

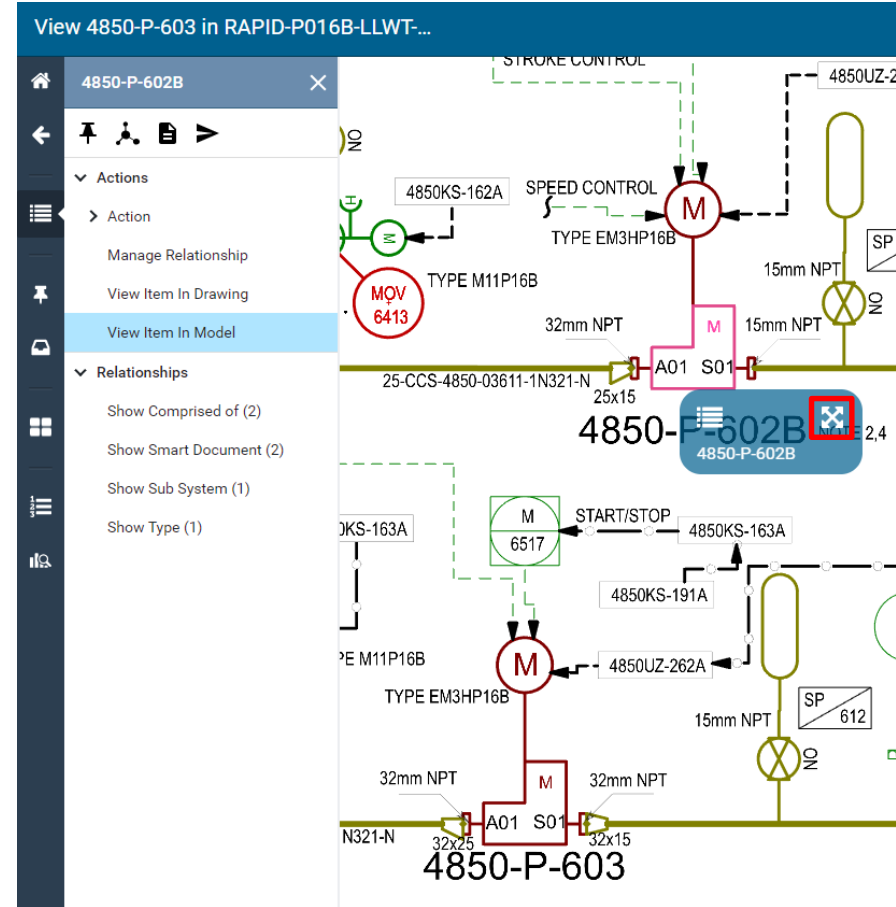


DOCUMENT MANAGEMENT FOR USER

- It is possible to view the tag object in 3D model directly from the drawing by clicking on **Actions** and **View Item in Model**
- It is also possible to select **another object** within the drawing and view that tag object information and even view that object in the 3D model without having to go back to search for that tag.



Viewing Item in 3D Model



View other tag object information or in 3D Model

4
View Tag in 2D Drawing and 3D Model

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

View Tag in 2D Drawing and 3D Model

DOCUMENT MANAGEMENT FOR USER

- To view the document details such as Document Numbering, Confidentiality, Revision and the likes, click on the document number. The Document details will be displayed as shown below.


The screenshot displays a document management interface. At the top, there is a header bar with the document title 'RAPID-P016A-VWM-ELE-DWG-6340-1058', a search bar containing 'All Document' and '*RECYCLE*', and buttons for 'QUERY PRPCUF' and 'CREATE PRPCUF'. Below the header, a navigation menu shows tabs for 'A. General', 'B. PBS', 'C. Revision', 'D. Reference Number', 'E. PSI', and 'F. Record Management'. The 'A. General' tab is active, showing a list of documents on the left and details on the right. The selected document is 'RAPID-P016A-VWM-ELE-DWG-6340-1058' with the description 'EARTHING AND LIGHTNING LAYOUT FOR DAF TANK & RECYCLE PUMP'. The details are organized into sections: '01 - Identification' (Document Number, Title / Description), '02 - Confidentiality' (Confidentiality: INTERNAL_USE), and '03 - Numbering & WBS' (ENS Code: RAPID, Package: P016A, EFFLUENT TREATMENT PLANT (ETP), Originator, Discipline: ELE, Electrical, Sheet Number (###)).

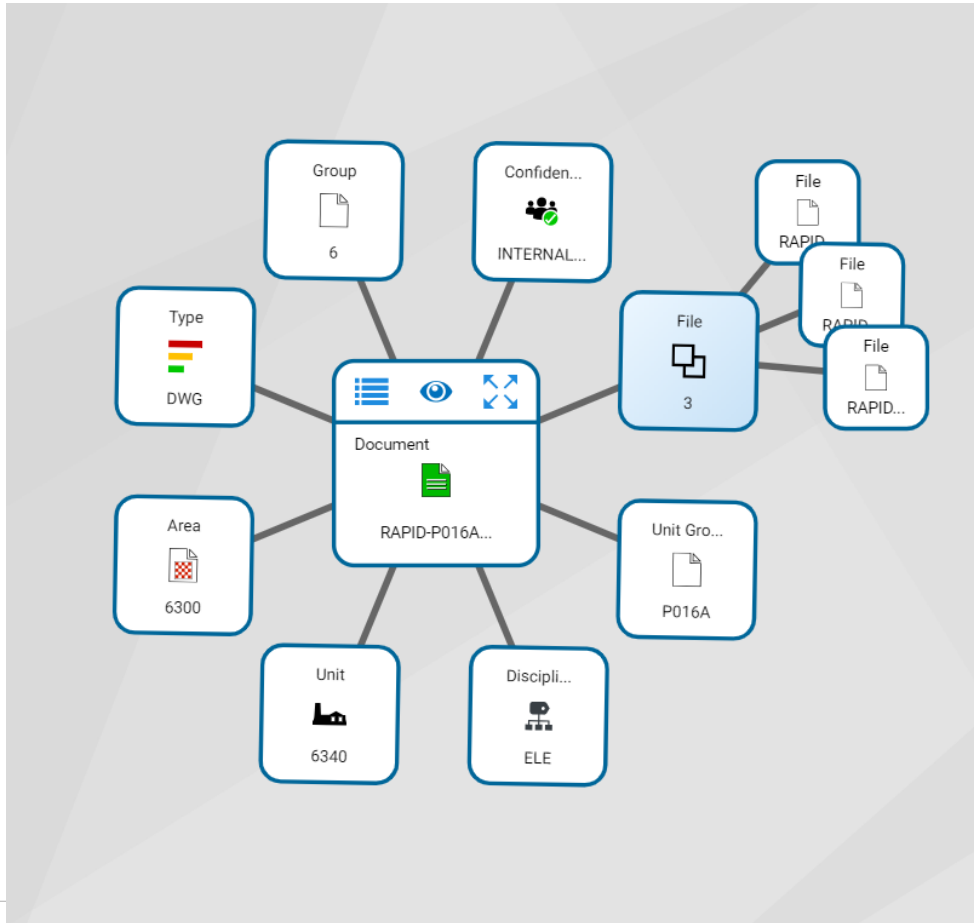
Section	Field	Value
01 - Identification	Document Number:	RAPID-P016A-VWM-ELE-DWG-6340-1058
	Title / Description:	EARTHING AND LIGHTNING LAYOUT FOR DAF TANK & RECYCLE PUMP
02 - Confidentiality	Confidentiality:	INTERNAL_USE
03 - Numbering & WBS	ENS Code:	RAPID
	Package:	P016A, EFFLUENT TREATMENT PLANT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

4

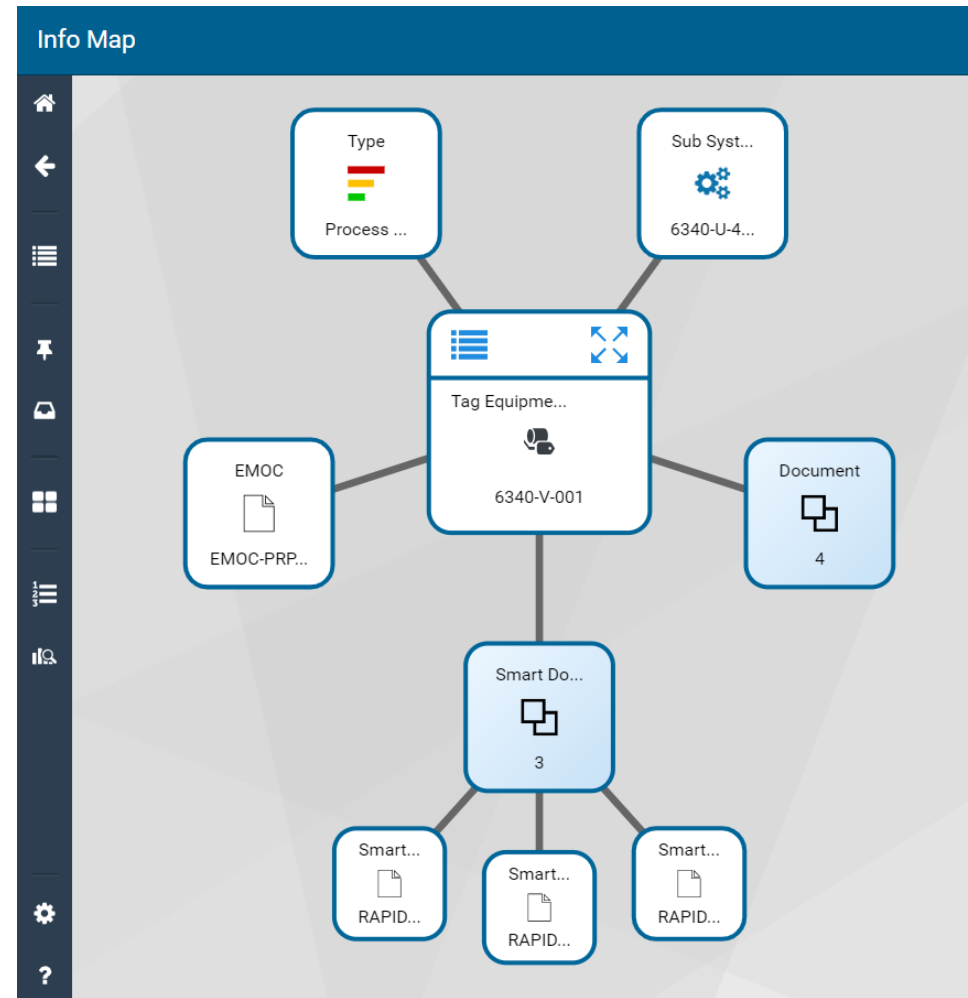
View Document Details

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.



DOCUMENT MANAGEMENT FOR USER



Questions?

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

5. Markup

6. Create Document Tag Relationship

7. Document Review

- Review Step of the Workflow
- Consolidate Step of the Workflow
- Approval Step of the Workflow

5

Markup

DOCUMENT MANAGEMENT FOR USER

- Click **Annotate**.
- Click **New markup**.
- A set of markup tools will appear on the left side of the markup window containing all the tools needed for marking-up / commenting.

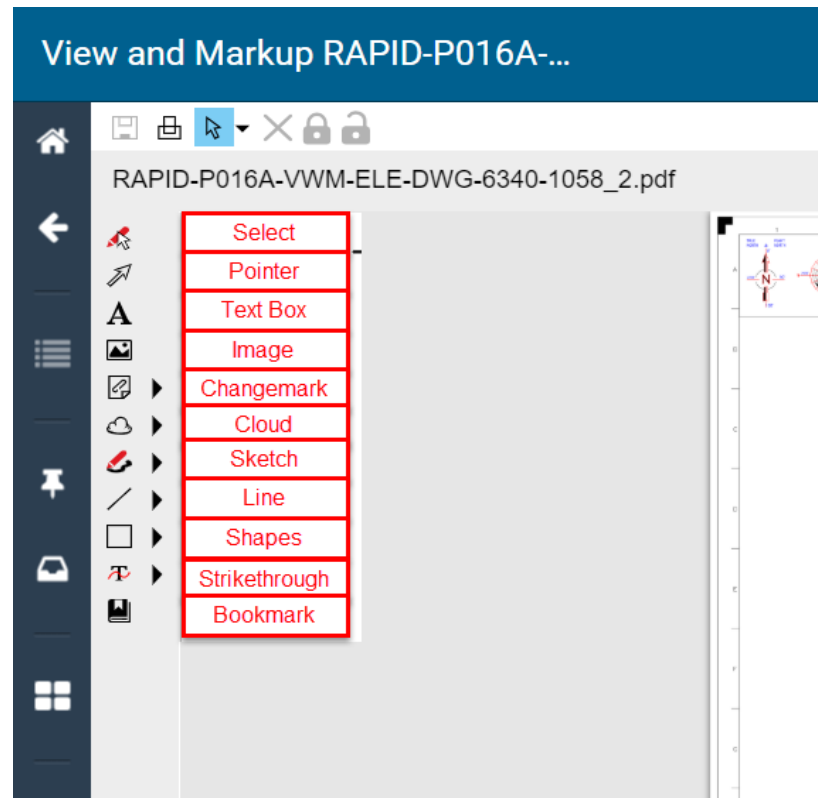


5

Create Markup

DOCUMENT MANAGEMENT FOR USER

- These are the tools to markup.
- Click on the **Select** tool and then click on any comment, arrow or markup. These steps will allow users to edit, move or delete that markup.
- Note: Users may only edit their own comments in the document.

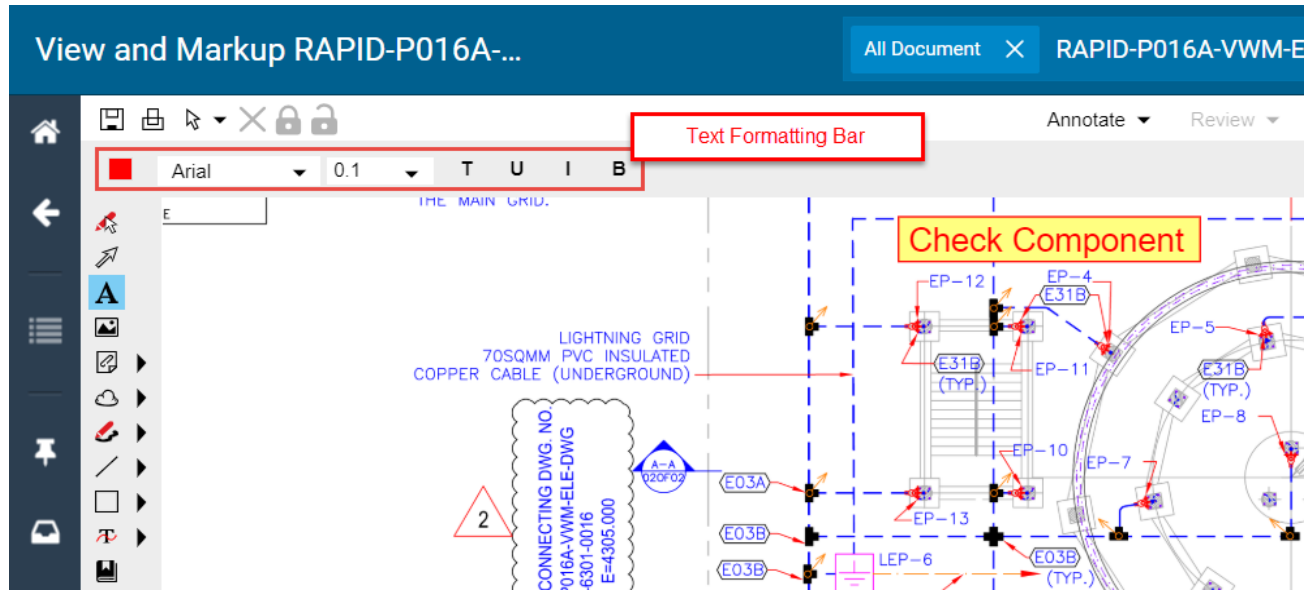


5

Markup
Tools

DOCUMENT MANAGEMENT FOR USER

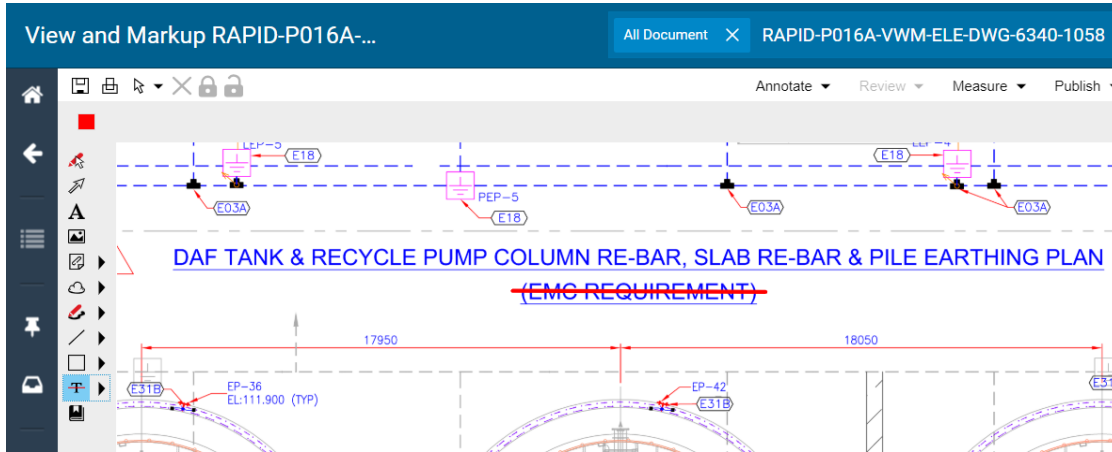
- Only comments made under **Text** command will be captured by Review Cycle Report. Thus as **Commenting Best Practice**, users must use Text command and indicate Page Number and Document Section in creating comments as shown in the sample below.
- Note: Text properties may be modified using the text options above Markup toolbar.



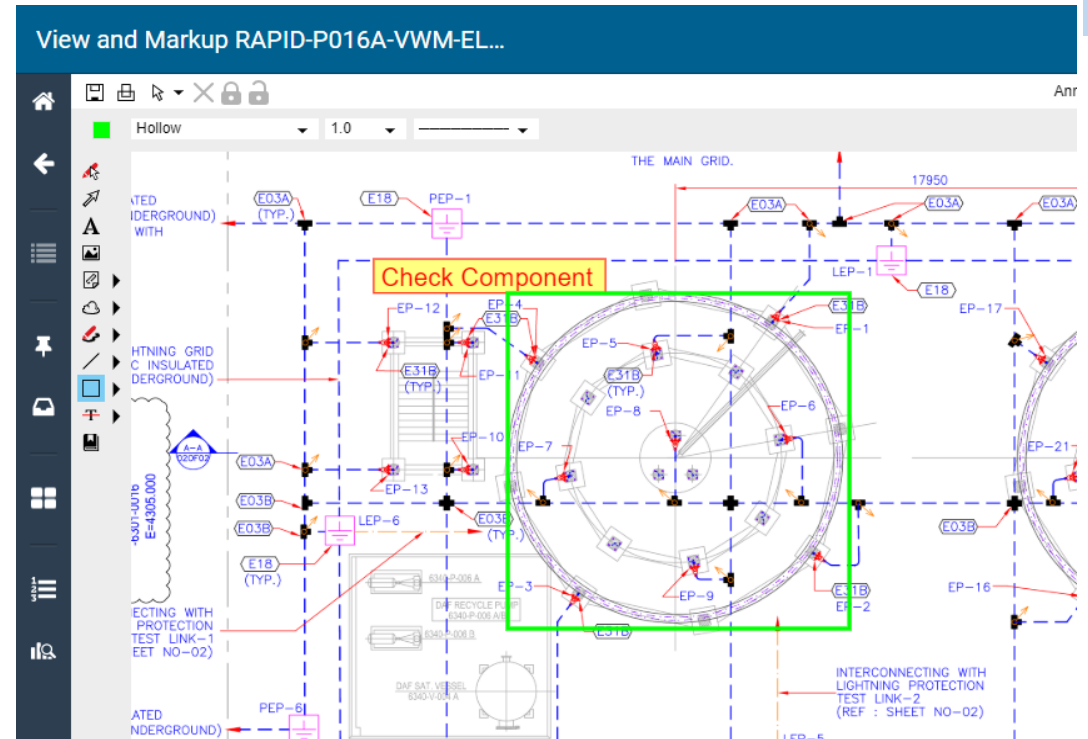
- Note: Text window will prompt the user to input comments.

DOCUMENT MANAGEMENT FOR USER

- Users may strikethrough items that need to be deleted by using Strikethrough command.



- Items with comments may be boxed in red by using the Rectangle command. A cloud may be used for this purpose as well.



5

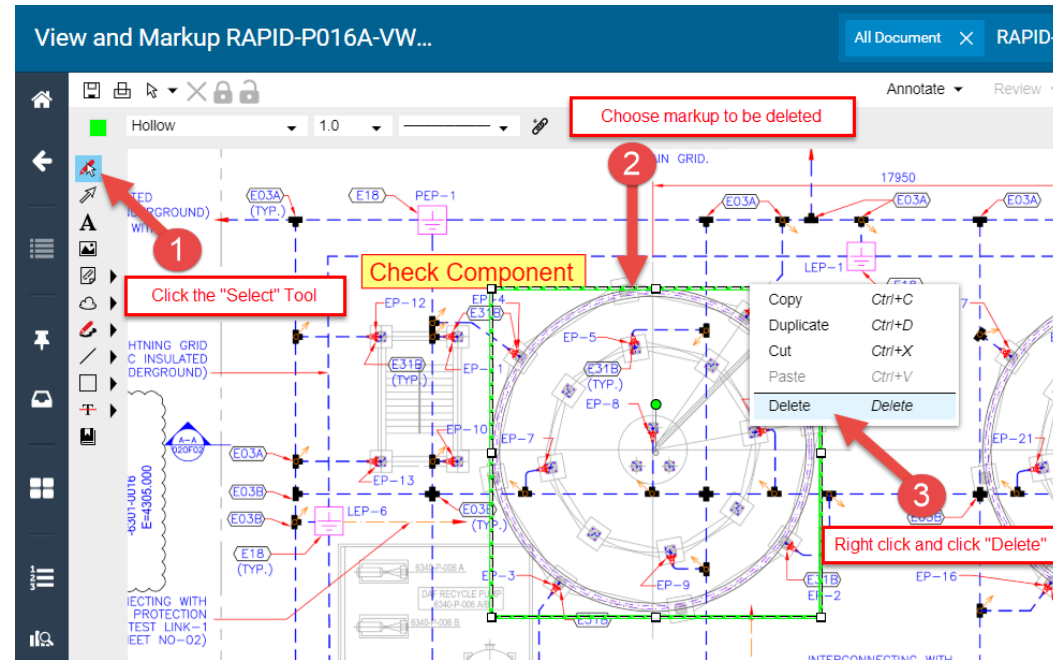
Markup Tool:
Strikethrough
and Rectangle

DOCUMENT MANAGEMENT FOR USER

- Click on **Select** tool.
- Select the **Markup** to be deleted.
- To delete:
 - Press **Delete** button.
 - Right click on the selected markup and click Delete.

5

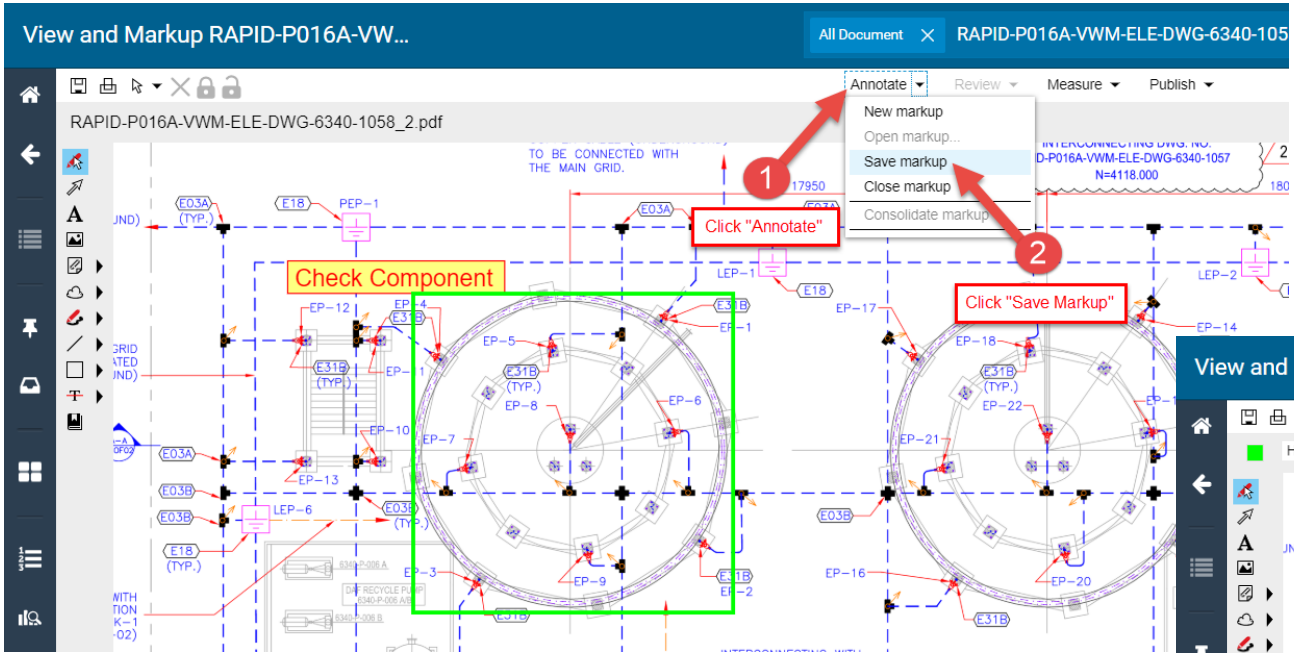
Markup
Tool:
Delete Markup



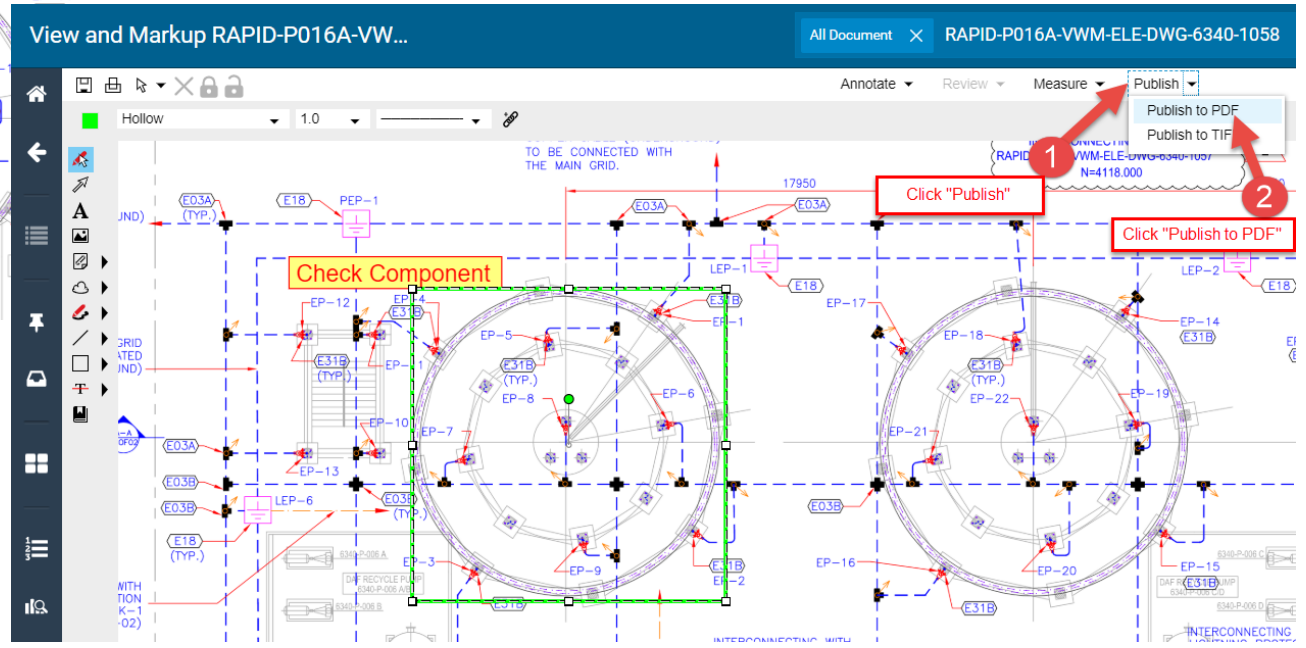
DOCUMENT MANAGEMENT FOR USER

- Click on **Save** button.
- Click **Annotate > Save markup**.

5
Markup
Tool:
Save and
Publish Markup



- Markups may be published to PDF by clicking in **Publish > Publish to PDF** option.



DOCUMENT MANAGEMENT FOR USER



Test it Out Further

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

5. Markup

6. Create Document Tag Relationship

7. Document Review

- Review Step of the Workflow
- Consolidate Step of the Workflow
- Approval Step of the Workflow

6

Create
Document Tag
Relationship

DOCUMENT MANAGEMENT FOR USER

6
Create Document Tag Relationship

- Click Action button on selected document.
- Click **“Manage relationships”**.
- Click on **“Search”** tab.
- Select on document type (Example: Equipment) and click on search button.
- Select document to relate by ticking the box.
- Click on **“RELATE”** button.

Selected Items: PRPCUF-P0025-GTS-ARC-AWR-0001-0001
CREATE TAG-DOC RELATIONSHIP

Relationship Items: Pins Search Existing

Equipment X

✓	Name	Description	Tool	Tag Type	Unit Group	Status	SCE?	Criticality	Smart Do
<input type="checkbox"/>	6300-P-602B	ETP ACC COLLECTION PUMP - B	PID,SPIOP	P	P016A				COM,PID
<input type="checkbox"/>	6300-P-602A	ETP ACC COLLECTION BASIN-2 PUMPS	PID,SPIOP	P	P016A				COM,PID
<input type="checkbox"/>	6300-P-601A	ETP ACC COLLECTION PUMP FOR BASIN - 1 PUMPS	PID,SPIOP	P	P016A				COM,PID
<input type="checkbox"/>	6300-P-601B	ETP ACC COLLECTION PUMP- B FOR BASIN - 1	PID,SPIOP	P	P016A				COM,PID
<input type="checkbox"/>	6300-T-602	ETP ACC COLLECTION BASIN - 2	PID,SPIOP	T	P016A				COM,PID
<input type="checkbox"/>	6300-A-001		SPIOP	A	P016A				COM
<input type="checkbox"/>	6300-A-602	ETP ACC SLOP OIL SKIMMING & TRANSFER PACKAGE	PID,SPIOP	A	P016A				COM,PID
<input type="checkbox"/>	6300-WS-001		SPIOP	WS	P016A				COM
<input type="checkbox"/>	6350-WS-002		SPIOP	WS	P016A				COM
<input type="checkbox"/>	6340-WS-003		SPIOP	WS	P016A				COM
<input type="checkbox"/>	6300-P-606A	POTABLE WATER PUMPS	PID,SPIOP	P	P016A				COM,PID
<input type="checkbox"/>	6300-T-003	CAUSTIC DOSING TANK	PID,SPIOP	T	P016A				COM,PID
<input checked="" type="checkbox"/>	6300-T-004	ACID DOSING TANK	PID,SPIOP	T	P016A				COM,PID
<input type="checkbox"/>	6300-T-601	ETP ACC COLLECTION BASIN - 1	PID,SPIOP	T	P016A				COM,PID
<input type="checkbox"/>	6300-FT-0002		SPIOP	FT	P016A				COM
<input type="checkbox"/>	6300-FT-0003		SPIOP	FT	P016A				COM
<input type="checkbox"/>	6300-A-003A	UTILITIES EFFLUENT FILTRATION PACKAGE	PID,SPIOP	A	P016A				COM,PID
<input checked="" type="checkbox"/>	6300-T-603	BACKWASH WASTE RECOVERY PIT	PID,SPIOP	T	P016A				COM,PID
<input type="checkbox"/>	6300-P-001A	OFF-SPEC TREATED EFFLUENT PUMPS	PID,SPIOP	P	P016A				COM,PID
<input type="checkbox"/>	6300-P-001B	OFF-SPEC TREATED EFFLUENT PUMP	PID,SPIOP	P	P016A				COM,PID
<input type="checkbox"/>	6300-P-010A	OFF-SPEC TREATED EFFLUENT TANK RECIRCULATIO...	PID,SPIOP	P	P016A				COM,PID
<input type="checkbox"/>	6300-P-010B	OFF-SPEC TREATED EFFLUENT TANK RECIRCULATIO...	PID,SPIOP	P	P016A				COM,PID

Page 1 of 158

1 - 25 of 3948 items

Relate items to: PRPCUF-P0025-GTS-ARC-AWR-0001-0001

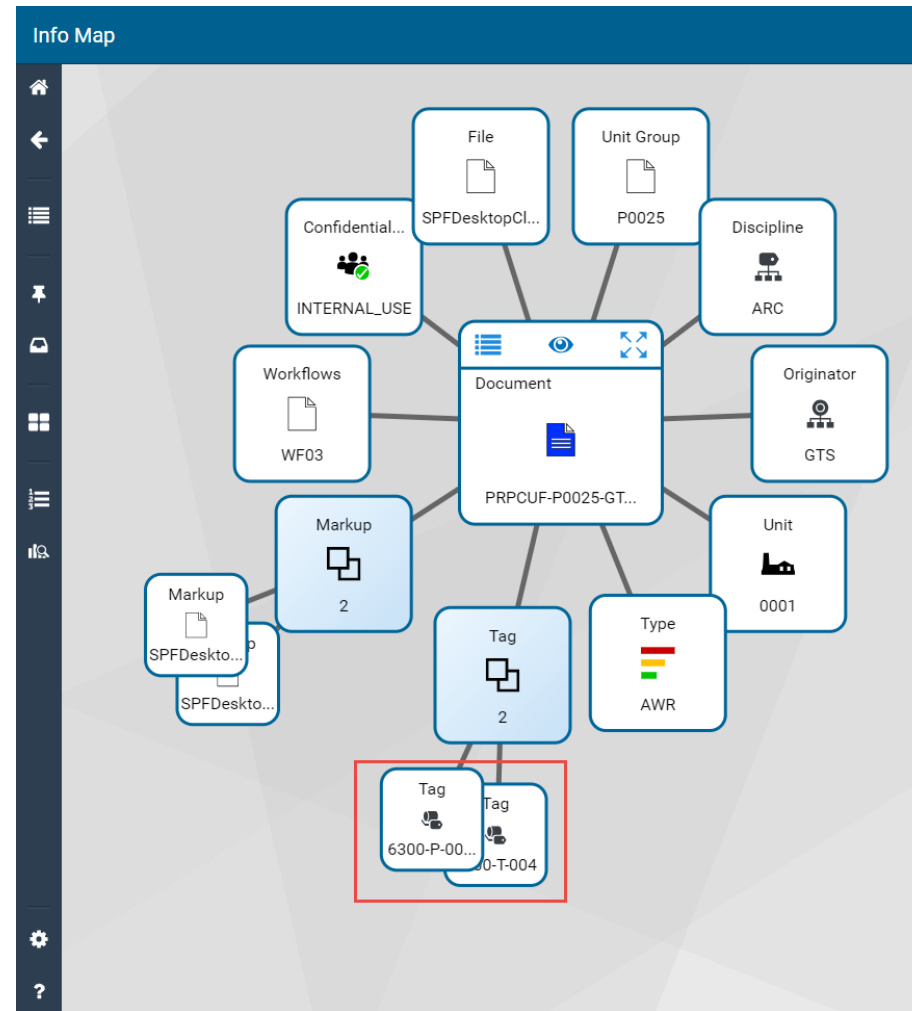
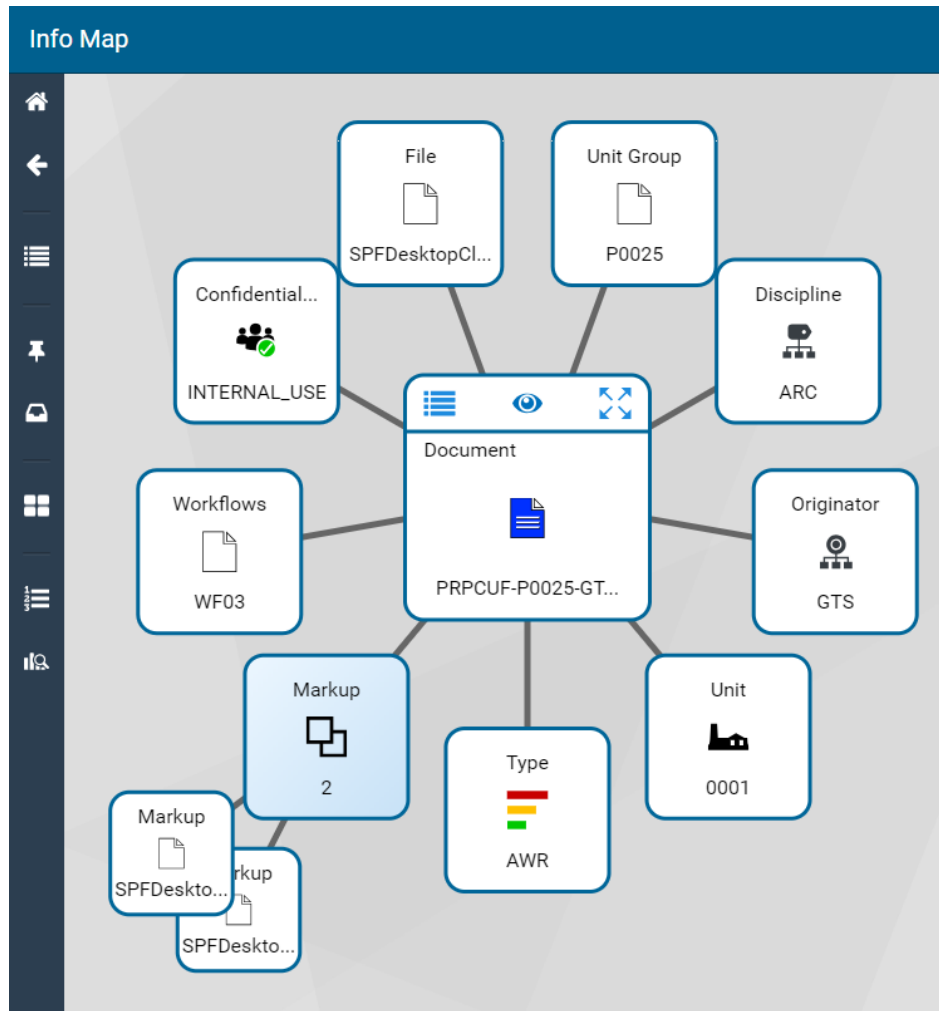
Apply to similar items

Selected Items	Available Relationships
6300-T-004	Tag
6300-T-603	Tag

CANCEL OK

- Click **“OK”**.

DOCUMENT MANAGEMENT FOR USER



After relating the tags to the document, the tag objects can be seen in the InfoMap

AGENDA

CONTEXT SETTING

1

Safety Moment

2

Opening Remarks

3

Learning Journey & Objectives

4

New Ways of Working

APPLICATION & PROCESS OVERVIEW

5

P-EDMS Overview and User Functionalities

6



P-EDMS Document Review

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 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

5. Markup

6. Create Document Tag Relationship

7. Document Review

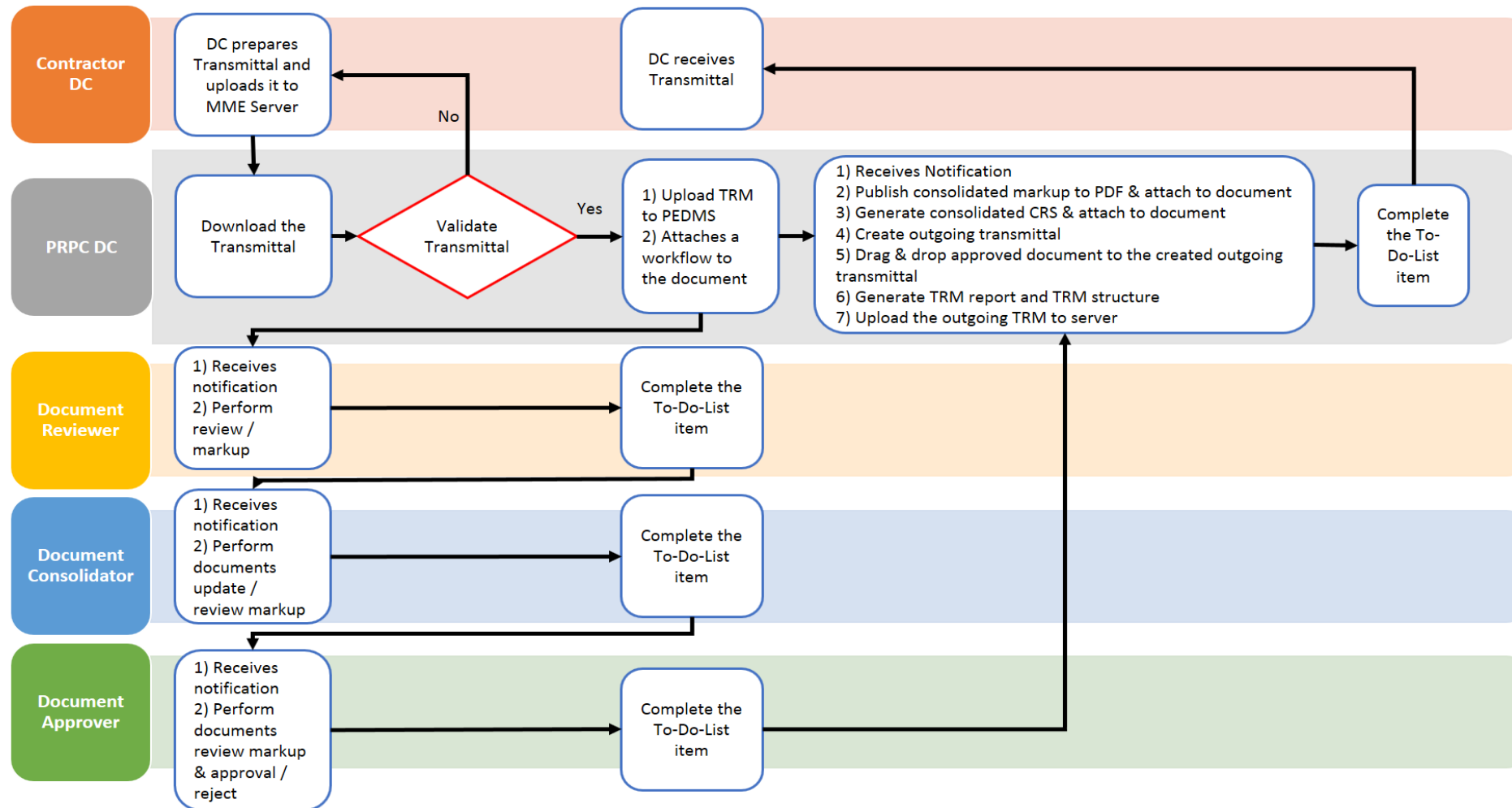
- Review Step of the Workflow
- Consolidate Step of the Workflow
- Approval Step of the Workflow

7

Document
Review

DOCUMENT MANAGEMENT FOR USER

- Document Review Work Process



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

5. Markup

6. Create Document Tag Relationship

7. Document Review

- **Review Step of the Workflow**
- Consolidate Step of the Workflow
- Approval Step of the Workflow

7

Document
Review

DOCUMENT MANAGEMENT FOR USER

- Search for a document to attach a workflow

Results : All Document

PRPCUF-CTMS-ACE-AP... ALL

Name	Workflow Item
P016B-4850-XML	
PRPCUF-CTMS-ACE-APC-ALT-4300-0001	
PRPCUF-CTMS-ACE-APC-ALT-4300-0002	
PRPCUF-CTMS-ACE-APC-ALT-4300-0003	
PRPCUF-CTMS-ACE-AWR-0001-0001	
PRPCUF-CTMS-ACE-AWR-0001-0002	
PRPCUF-CTMS-ACE-MOM-0001	
PRPCUF-CTMS-ACE-NVT-TCH-1110-0001	
PRPCUF-P0014-ACE-APC-ALT-4300-0001	
PRPCUF-P0014-ACE-APC-BOM-5211-0001	
PRPCUF-P0014-ACE-ELE-CAL-0011-0001	
PRPCUF-P0014-GTS-APC-DOS-0001-0001	
PRPCUF-P0014-GTS-CMM-AWR-0001-0001	
PRPCUF-P0014-GTS-MEM-0001	

Actions:

- Document
- Edit
- Files
- List Edit
- Manage Relationship
- Workflow **2**
- Attach and Edit Workflow
- Attach Workflow... **3**
- Relationships

- Workflow task assignment appears in the To-do List

To Do List

To Do List: Overview ALL

Name	Workflow Item
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-VWM-CON-MST-0043
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016B-LLWT-MEC-TDS-4850-0001
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0025-GTS-ARC-AWR-0001-0001
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-MEM-0001
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-CMM-AWR-0001-0001
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P012A-GTS-INC-DWG-1211-0001
(7/7) - PREPARE OUTGOING TRANSMITT...	RAPID-P016A-VWM-IPMT-LTR-0351
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P016B-LLWT-ICT-PSD-9810-0001
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-IPMT-ENG-GEN-0001
(2/7) - TO REVIEW	PRPCUF-CTMS-ACE-APC-ALT-4300-0001

Summary:

- All: 22
- Overdue: 15
- Management of Change: 12
- Document Revision: 10 **2**

Attach Workflow

WF03

CANCEL **OK**

Inbox 2

- Drafts
- Sent Items
- Deleted Items
- Archive
- Junk Email

Today

- P-EDMS Support (T&E/PETH)
FYI: (1/7) - FOR INFOR., PRPCUF-CTMS-AC... 4:24 PM
P-EDMS Workflow Notification
- P-EDMS Support (T&E/PETH)
FYA: (2/7) - TO REVIEW, PRPCUF-CTMS-A... 4:24 PM
P-EDMS Workflow Notification

- E-mail notification received
 - (1/7) For Information
 - (2/7) To Review

7

Review Step of the Workflow

DOCUMENT MANAGEMENT FOR USER

- Open Outlook & check for e-mail notification from P-EDMS Support

Inbox 2

Drafts
Sent Items
Deleted Items
Archive
Junk Email

Today

P-EDMS Support (T&E/PETH)
FYA: (1/7) - FOR INFOR., PRPCUF-CTMS-AC... 4:24 PM
P-EDMS Workflow Notification

P-EDMS Support (T&E/PETH)
FYA: (2/7) - TO REVIEW, PRPCUF-CTMS-A... 4:24 PM
P-EDMS Workflow Notification

PS P-EDMS Support (T&E/PETH)
FYI: (1/7) - FOR INFOR., PRPCUF-CTMS-ACE-APC-ALT-4300-0002, TEST DOCUMENT

PS P-EDMS Support (T&E/PETH)
FYA: (2/7) - TO REVIEW, PRPCUF-CTMS-ACE-APC-ALT-4300-0002, TEST DOCUMENT

P-EDMS Workflow Notification

Dear

A document is submitted to P-EDMS for your action ((2/7) - TO REVIEW):

You can access the document from the link below:

Document Number	Title	Rev	Status	Class
PRPCUF-CTMS-ACE-APC-ALT-4300-0002	TEST DOCUMENT	A0	IFR	X

Note: This document is due on 11/30/2018. Click [here](#) to open workflow task.

Thank you

PRPC UTILITIES AND FACILITIES SDN. BHD.

PETRONAS Engineering Data Management System (P-EDMS™)

[THIS IS SYSTEM AUTO-GENERATED NOTIFICATION]
Do not reply to this email as it is a system generated notification. If you are experiencing any technical issues, please contact P... regarding PETRONAS Group ICT, please email ask.ict@petronas.com



To Do List

ALL

Name	Workflow Item
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-VWM-CON-MST-0043
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016B-LLWT-MEC-TDS-4850-0010
CH (03/56) Review and Endorse Change Pro...	EMOC-PRPCUF-6350-2018-0001
CH (08/55) Select Scope, Project Planning (...)	EMOC-PRPCUF-2018-0010
CH (44/55) Update PSI Document, Check Lis...	EMOC-PRPCUF-2018-0011
CH (44/55) Update PSI Document, Check Lis...	EMOC-PRPCUF-2018-0012
CH (15/28) Work Execution Approved	EMOC-PRPCUF-6760-2018-0001
CH (01/33) Initiate Change and Present To S...	EMOC-PRPCUF-6300-2018-0003
CH (35/56) Update PSI Documents	EMOC-PRPCUF-6360-2018-0005
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0025-GTS-ARC-AWR-0001-0001
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-MEM-0001
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-CMM-AWR-0001-00...
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P012A-GTS-INC-DWG-1211-0001
(7/7) - PREPARE OUTGOING TRANSMITT...	RAPID-P016A-VWM-IPMT-LTR-0351
CH (01/56) Initiate Change	EMOC-PRPCUF-0001-2018-0009
CH (01/56) Initiate Change	EMOC-PRPCUF-0001-2018-0010
CH (01/31) Initiate Change and Present To S...	EMOC-PRPCUF-4000-2018-0009
CH (03/56) Review and Endorse Change Pro...	EMOC-PRPCUF-6350-2018-0002
CH (07/56) Verification of Proposal and Rea...	EMOC-PRPCUF-6300-2018-0007
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P016B-LLWT-ICT-PSD-9810-0001
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-IPMT-ENG-GEN-0001
(2/7) - TO REVIEW	PRPCUF-CTMS-ACE-APC-ALT-4300-0002



Review Step of the Workflow

DOCUMENT MANAGEMENT FOR USER

- Click on the “**Action**” button and under the Document options, click on View & Markup () to load the document for mark-up and review.

Name	Workflow Item	Workflow Item Description	Targeted Date	Du
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-VWM-CON-MST-0043	METHOD STATEMENT FOR CABL...	26/11/2018	2
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016B-LLWT-MEC-TDS-4850-0010	EARTHING AND LIGHTNING LAYO...	25/10/2018	2
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0025-GTS-ARC-AWR-0001-0001	CREATE TAG-DOC RELATIONSHIP	26/11/2018	2
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-MEM-0001	mom for coc meeting	26/11/2018	2
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-CMM-AWR-0001-00...	test test	26/11/2018	2
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P012A-GTS-INC-DWG-1211-0001	TESTING days 2	26/11/2018	2
(7/7) - PREPARE OUTGOING TRANSMITT...	RAPID-P016A-VWM-IPMT-LTR-0351	Submission of Tax Invoice for P10...	31/10/2018	1
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P016B-LLWT-ICT-PSD-9810-0001	TESTING DOC FOR SR	15/11/2018	2
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-IPMT-ENG-GEN-0001	RAPID-SP3D-PATCH-0011	26/11/2018	2
(2/7) - TO REVIEW	PRPCUF-CTMS-ACE-APC-ALT-4300-0002	TEST DOCUMENT	30/11/2018	5

7
Review Step of the Workflow

- Refer to section 2.1.11 for guide on document mark-up process, and upon completion, save the mark-up and select “**Reviewed**” under Types of Markup.

Create Markup File

Main details

Name: * TBA: To be allocated using ENS

Description: Review Step 1

Ownership Details

Item owning group: INTERNAL_USE

Markup File Details

Type of markup: * Reviewed

DOCUMENT MANAGEMENT FOR USER

- After completing the review process, complete the review step of the workflow by clicking on “Actions”, under “Workflow”, click on “Completed”

Name	Workflow Item	Workflow Item Description	Targeted Date	Duration
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-VWM-CON-MST-0043	METHOD STATEMENT FOR CABL...	26/11/2018	2
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016B-LLWT-MEC-TDS-4850-0010	EARTHING AND LIGHTNING LAYO...	25/10/2018	2
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0025-GTS-ARC-AWR-0001-0001	CREATE TAG-DOC RELATIONSHIP	26/11/2018	2
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-MEM-0001	mom for coc meeting	26/11/2018	2
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-CMM-AWR-0001-00...	test test	26/11/2018	2
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P012A-GTS-INC-DWG-1211-0001	TESTING days 2	26/11/2018	2
(7/7) - PREPARE OUTGOING TRANSMITT...	RAPID-P016A-VWM-IPMT-LTR-0351	Submission of Tax Invoice for P10...	31/10/2018	1
(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P016B-LLWT-ICT-PSD-9810-0001	TESTING DOC FOR SR	15/11/2018	2
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-IPMT-ENG-GEN-0001	RAPID-SP3D-PATCH-0011	26/11/2018	2
(2/7) - TO REVIEW	PRPCUF-CTMS-ACE-APC-ALT-4300-0002	TEST DOCUMENT	30/11/2018	5

- Pop-up to enter comments and message to the next step will appear.

Completed

Comments:

Message to next step:

[CANCEL](#) [OK](#)

7
Review Step of
the Workflow

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

5. Markup

6. Create Document Tag Relationship

7. Document Review

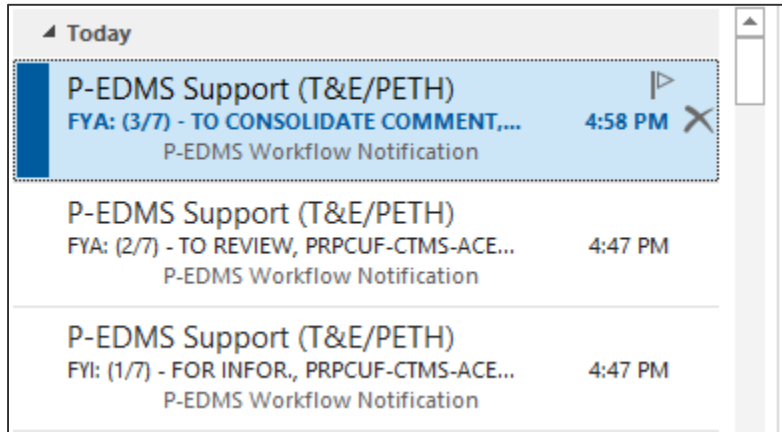
- Review Step of the Workflow
- **Consolidate Step of the Workflow**
- Approval Step of the Workflow

7

Document
Review

DOCUMENT MANAGEMENT FOR USER

- Open Outlook & check for e-mail from P-EDMS Support



PS P-EDMS Support (T&E/PETH) |
FYA: (3/7) - TO CONSOLIDATE COMMENT, PRPCUF-CTMS-ACE-APC-ALT-4300-0002

i If there are problems with how this message is displayed, click here to view it in a web browser.

P-EDMS Workflow Notification

Dear

A document is submitted to P-EDMS for your action ((3/7) - TO CONSOLIDATE COMMENT):

You can access the document from the link below:

Document Number	Title	Rev	Status	Class
PRPCUF-CTMS-ACE-APC-ALT-4300-0002	TEST DOCUMENT	A0	IFR	X

Note: This document is due on 11/27/2018. Click [here](#) to open workflow task.

Thank you

PRPC UTILITIES AND FACILITIES SDN. BHD.

PETRONAS Engineering Data Management System (P-EDMS™)

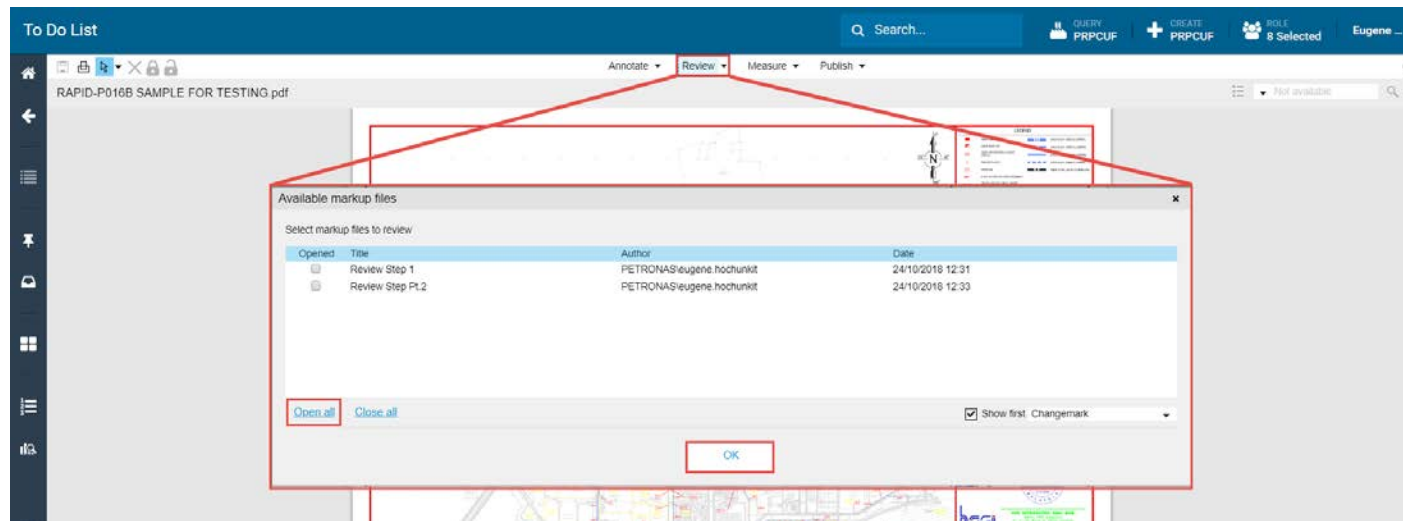
[THIS IS SYSTEM AUTO-GENERATED NOTIFICATION]
Do not reply to this email as it is a system generated notification. If you are experiencing any technical issues, please contact P regarding PETRONAS Group ICT, please email ask.ict@petronas.com

7

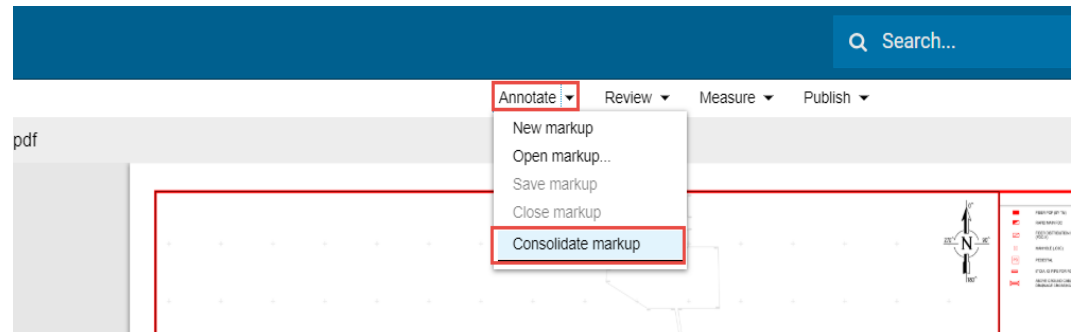
Consolidate
Step of the
Workflow

DOCUMENT MANAGEMENT FOR USER

- Open the document and consolidate the mark-ups from the review step by clicking “Review”, tick “Open All” then “OK”.



- Next, click on “Annotate” and then “Consolidate Markup”.
- *Note: make any minor change on any of the markup items then save the new consolidated layer.



7
Consolidate
Step of the
Workflow

DOCUMENT MANAGEMENT FOR USER

- Select “**Consolidated**” from the “**Type of Markup**” list.

Create Markup File

▼ Main details

Name: * TBA: To be allocated using ENS

Description: Consolidated Markup

▼ Ownership Details


Item owning group: INTERNAL_USE

▼ Markup File Details

Type of markup: * Consolidated

7

Consolidate Step of the Workflow

- Close the drawing and return to the To-do List.
- Click on the “**Action**” button and under the Document options, click on Update CRS Response Status () which will load the CRS Response Status form. Select a Response Status and click Update.

To Do List

(3/7) - TO CONSOLIDATE...

Name	Workflow Item	Workflow Item Description
(2/7) - TO REVIEW	RAPID-P016A-IPMT-ENG-GEN-0001	RAPID-SP3D-PATCH-0011
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016B-LLWT-MEC-TDS-4850-0010	EARTHING AND LIGHTNING LAYO...
(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016B-ACE-VEN-AWR-9910-0001	Test Doc for WC WF

Update CRS Response Status

Update RAPID-P016B-ACE-VEN-AW...

▼ CRS Response Status

Response Status: * Please select...

- Please select...
- Accepted With Minor Comment (Minor Content, Cosmetic Error i.e. Typo, etc), Accepted With Minor Comment (Minor Content, Cosmetic Error i.e. Typo, etc)
- Accepted Without Comments, Accepted Without Comments
- Rejected (Major Errors etc), Rejected (Major Errors etc)
- Returned With Comments (Technical Comments), Returned With Comments (Technical Comments)

DOCUMENT MANAGEMENT FOR USER

- Click on “Action” again and under “Actions”, click on “Completed”. Pop-up to enter comments and message to next step will appear

The screenshot shows a 'To Do List' interface with a table of workflow items. The sidebar on the left contains a list of actions, with 'Completed' highlighted by a red box and a red circle with the number '2'. The table has columns for Name, Workflow Item, Workflow Item Description, Targeted Date, and Duration. The first row of the table is highlighted with a red circle and the number '1'.

	✓		Name	Workflow Item	Workflow Item Description	Targeted Date	Dur
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-VWM-CON-MST-0043	METHOD STATEMENT FOR CABL...	26/11/2018	2
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016B-LLWT-MEC-TDS-4850-0010	EARTHING AND LIGHTNING LAYO...	25/10/2018	2
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0025-GTS-ARC-AWR-0001-0001	CREATE TAG-DOC RELATIONSHIP	26/11/2018	2
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-MEM-0001	mom for coc meeting	26/11/2018	2
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-CMM-AWR-0001-00...	test test	26/11/2018	2
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P012A-GTS-INC-DWG-1211-0001	TESTING days 2	26/11/2018	2
▶	☰	👤	(7/7) - PREPARE OUTGOING TRANSMITT...	RAPID-P016A-VWM-IPMT-LTR-0351	Submission of Tax Invoice for P10...	31/10/2018	1
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P016B-LLWT-ICT-PSD-9810-0001	TESTING DOC FOR SR	15/11/2018	2
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-IPMT-ENG-GEN-0001	RAPID-SP3D-PATCH-0011	26/11/2018	2
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-CTMS-ACE-APC-ALT-4300-0002	TEST DOCUMENT	27/11/2018	2

7

Consolidate Step of the Workflow

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

5. Markup

6. Create Document Tag Relationship

7. Document Review

- Review Step of the Workflow
- Consolidate Step of the Workflow
- **Approval Step of the Workflow**

7

Document
Review

DOCUMENT MANAGEMENT FOR USER

- Open Outlook & check for e-mail from P-EDMS Support

▲ Today

P-EDMS Support (T&E/PETH)
FYA: (4/7) - TO APPROVE, PRPCUF-CTMS-... 1:10 AM
P-EDMS Workflow Notification

▲ Yesterday

P-EDMS Support (T&E/PETH)
FYA: (3/7) - TO CONSOLIDATE COMMENT, P... Fri 4:58 PM
P-EDMS Workflow Notification

P-EDMS Support (T&E/PETH)
FYA: (2/7) - TO REVIEW, PRPCUF-CTMS-ACE... Fri 4:47 PM
P-EDMS Workflow Notification

P-EDMS Support (T&E/PETH)
FYI: (1/7) - FOR INFOR., PRPCUF-CTMS-ACE... Fri 4:47 PM
P-EDMS Workflow Notification

PS

P-EDMS Support (T&E/PETH)

FYA: (4/7) - TO APPROVE, PRPCUF-CTMS-ACE-APC-ALT-4300-0002

P-EDMS Workflow Notification

Dear

A document is submitted to P-EDMS for your action ((4/7) - TO APPROVE):

You can access the document from the link below:

Document Number	Title	Rev	Status	Class
PRPCUF-CTMS-ACE-APC-ALT-4300-0002	TEST DOCUMENT	A0	IFR	X

Note: This document is due on 11/27/2018. Click [here](#) to open workflow task.

Thank you

PRPC UTILITIES AND FACILITIES SDN. BHD.

PETRONAS Engineering Data Management System (P-EDMS™)

[THIS IS SYSTEM AUTO-GENERATED NOTIFICATION]

Do not reply to this email as it is a system generated notification. If you are experiencing a at ict.servicedesk@petronas.com For enquiries regarding PETRONAS Group ICT, please em.

7

Consolidate
Step of the
Workflow

DOCUMENT MANAGEMENT FOR USER

- Go to the To-do List. On the document in Workflow, click on “**Actions**” and under the Actions option, click on “**Approve**” or “**Reject**” to complete the step.

The screenshot shows the 'To Do List' interface for document management. The top bar indicates 'All Document' and 'PRPCUF-P0025-GTS-ARC-AWR-0001-0001'. The left sidebar shows a list of actions, with 'Approve' highlighted. The main table lists workflow items with columns for Name, Workflow Item, Workflow Item Description, Targeted Date, and Du. A red circle with the number '1' is placed over the 'To Do List' icon in the top left of the table, and a red circle with the number '2' is placed over the 'Approve' action in the sidebar.

	✓	Name	Workflow Item	Workflow Item Description	Targeted Date	Du
		(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-VWM-CON-MST-0043	METHOD STATEMENT FOR CABL...	26/11/2018	2
		(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016B-LLWT-MEC-TDS-4850-0010	EARTHING AND LIGHTNING LAYO...	25/10/2018	2
		(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0025-GTS-ARC-AWR-0001-0001	CREATE TAG-DOC RELATIONSHIP	26/11/2018	2
		(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-MEM-0001	mom for coc meeting	26/11/2018	2
		(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-CMM-AWR-0001-00...	test test	26/11/2018	2
		(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P012A-GTS-INC-DWG-1211-0001	TESTING days 2	26/11/2018	2
		(7/7) - PREPARE OUTGOING TRANSMITT...	RAPID-P016A-VWM-IPMT-LTR-0351	Submission of Tax Invoice for P10...	31/10/2018	1
		(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P016B-LLWT-ICT-PSD-9810-0001	TESTING DOC FOR SR	15/11/2018	2
		(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-IPMT-ENG-GEN-0001	RAPID-SP3D-PATCH-0011	26/11/2018	2
		(4/7) - TO APPROVE	PRPCUF-CTMS-ACE-APC-ALT-4300-0002	TEST DOCUMENT	27/11/2018	2

- Pop-up to enter comments and message to the next step will appear. Click **OK**.

Completed

Comments:

Message to next step:

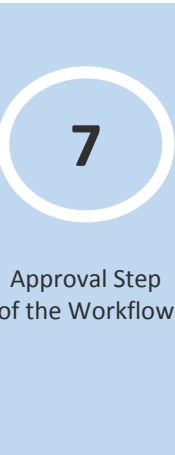
CANCEL OK

7

Approval Step of the Workflow

DOCUMENT MANAGEMENT FOR USER

- Steps 5 and 6 have been automatically completed by the system
- Document Status has been changed from “**Working**” to “**Current**” as the document has been signed off automatically after the document review has been approved
- The document controller may proceed to prepare the outgoing transmittal, which requires creation of an outgoing transmittal, relating the workflow document to the transmittal document, then generating and attaching the CRS report to the document using the system (only on DTC) and finally exporting the transmittal and sending that to the designated recipient.
- After the transmittal is prepared, the workflow step can be completed the same way as the other steps and the workflow object will disappear from the to-do list.



To Do List All Document X PRPCUF-P0025-GTS-AR

ALL

	✓		Name	Workflow Item	Workflow Item Description	Targeted Date	Durati
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-VWM-CON-MST-0043	METHOD STATEMENT FOR CABL...	26/11/2018	2
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016B-LLWT-MEC-TDS-4850-0010	EARTHING AND LIGHTNING LAYO...	25/10/2018	2
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0025-GTS-ARC-AWR-0001-0001	CREATE TAG-DOC RELATIONSHIP	26/11/2018	2
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-MEM-0001	mom for coc meeting	26/11/2018	2
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P0014-GTS-CMM-AWR-0001-00...	test test	26/11/2018	2
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P012A-GTS-INC-DWG-1211-0001	TESTING days 2	26/11/2018	2
▶	☰	👤	(7/7) - PREPARE OUTGOING TRANSMITT...	RAPID-P016A-VWM-IPMT-LTR-0351	Submission of Tax Invoice for P10...	31/10/2018	1
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	PRPCUF-P016B-LLWT-ICT-PSD-9810-0001	TESTING DOC FOR SR	15/11/2018	2
▶	☰	👤	(3/7) - TO CONSOLIDATE COMMENT	RAPID-P016A-IPMT-ENG-GEN-0001	RAPID-SP3D-PATCH-0011	26/11/2018	2
▶	☰	👤	(7/7) - PREPARE OUTGOING TRANSMITT...	PRPCUF-CTMS-ACE-APC-ALT-4300-0002	TEST DOCUMENT	26/11/2018	1

AGENDA

CONTEXT SETTING

- 1 Safety Moment
- 2 Opening Remarks
- 3 Learning Journey & Objectives
- 4 New Ways of Working


APPLICATION & PROCESS OVERVIEW

- 5 P-EDMS Overview and User Functionalities
- 6 Introduction to Engineering Management Applications

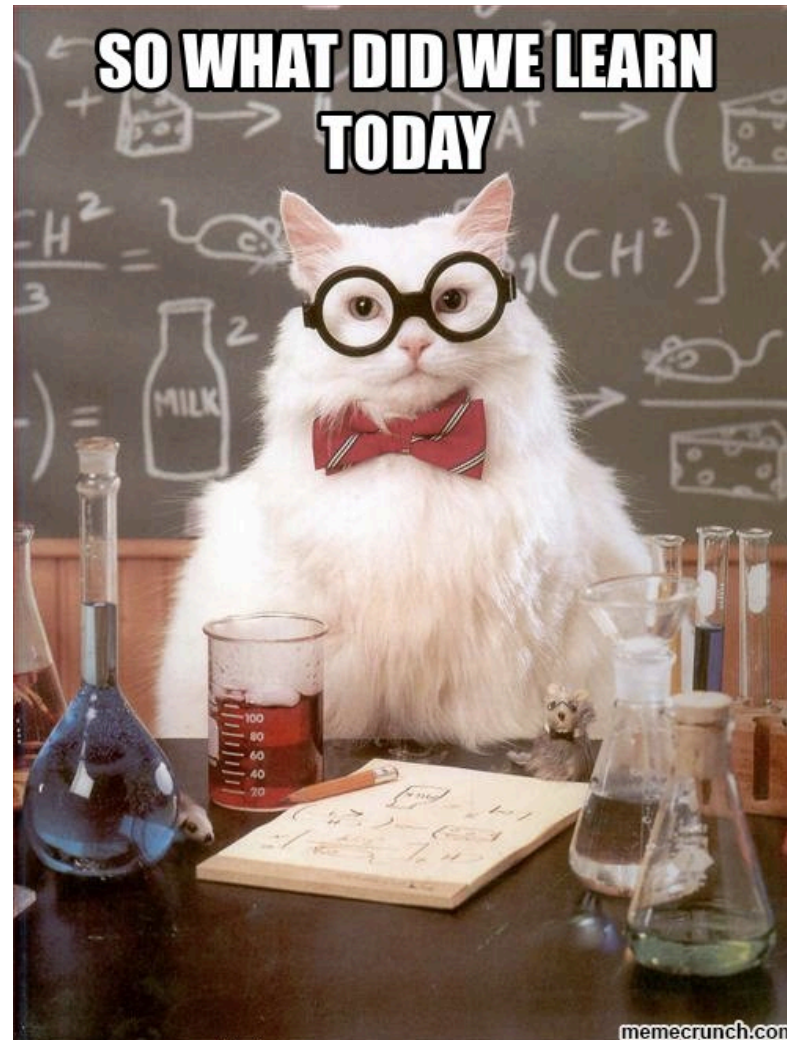
APPLICATION DEEP DIVE

- 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 MODEL FLOW



PIC Tenants

- Users can contact PIC SSC through the following channels:



Self Service Portal



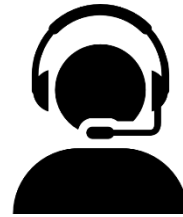
Call



Email



Web Chat



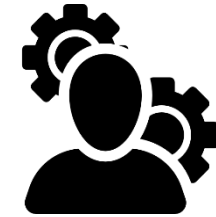
PIC SSC Call Centre

Target State

- Performs first call resolution and initial troubleshooting to resolve users issue for PIC specific applications
- Escalates to correct Support Teams if no resolution can be provided at this level

Interim

- Performs 'catch and dispatch' - escalating all incident tickets to the correct Level 2 Support Teams



PRPC ICT Support Teams

Application Management (Level 2 & 3)

- Provide functional and technical application management support

Infrastructure Management (Level 3)

- Provide network, facilities and systems management support service

ICT Security (Level 3)


- Provide solutions and support service to any security issues

End User Computing (Level 2)

- Provide non-application computer support service
- Business Services Support Team (Level 2)
- Resolve tickets by investigating issues surrounding the request


INCIDENT ESCALATION – CONTACT PIC SSC

Should you encounter any technical issues, you can reach out to the PIC Shared Service Centre through the following channels:




Log an Issue on PIC SSC Portal

Step 1 Access the PIC SSC Portal
You may access the portal [here](http://picssc.petronas.com) (picssc.petronas.com)

Step 2 Log an Issue for ICT Services
Select this icon to log a new issue: 

Step 3 Complete the required fields
Click "Submit" once the required fields are completed.




Email PIC Call Centre


pic.callcentre@petronas.com

Step 1 Include these descriptions in the email:

- Your contact name
- What system is having the problem (i.e.: Safety & Environment – Process Safety) Application) on brief description
- Plant/Department name of user
- Nature description of the problem (e.g. access issue, cannot save etc.)
- Error message as it appears or description.
- Number of affected users (affecting other users? Department)




(.msg)



Contact PIC Call Centre agents through web chat


Step 1 Access the PIC SSC Portal
You may access the portal [here](http://picssc.petronas.com) (picssc.petronas.com)

Step 2 Launch Application
Select the chat icon in the PIC SSC Portal: 

Step 3 Ask our PIC SSC Virtual Agent
Enter your question in the chatbox. You will be provided with a list of knowledge articles that may answer your question.

Step 4 Chat with a PIC Call Centre Agent
If you have further enquiries, select the Chat Now icon to contact a PIC call centre executive.

[Chat Now](#)



Call PIC Call Centre

Location	Operation Hours	Number
Inter-Department in Pengerang	24 hours Monday to Sunday	1 1000
Internal in Pengerang		8 481 1000
External of Pengerang		07 817 1000

AGENDA

CONTEXT SETTING

- 1 Safety Moment
- 2 Opening Remarks
- 3 Learning Journey & Objectives
- 4 New Ways of Working


APPLICATION & PROCESS OVERVIEW

- 5 P-EDMS Overview and User Functionalities
- 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

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.



AGENDA

CONTEXT SETTING

- 1 Safety Moment
- 2 Opening Remarks
- 3 Learning Journey & Objectives
- 4 New Ways of Working

APPLICATION & PROCESS OVERVIEW

- 5 P-EDMS Overview and User Functionalities
- 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

REFLECTION



AGENDA

CONTEXT SETTING

- 1 Safety Moment
- 2 Opening Remarks
- 3 Learning Journey & Objectives
- 4 New Ways of Working

APPLICATION & PROCESS OVERVIEW

- 5 P-EDMS Overview and User Functionalities
- 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



We Want **YOUR**
FEEDBACK

<https://www.surveymonkey.com/r/8S5228K>



THANK YOU

© 2019 PETROLIAM NASIONAL BERHAD (PETRONAS)

All rights reserved. No part of this document may be reproduced, stored in a retrieval system or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) without the permission of the copyright owner.