Desludging Management System (DMS)

USER MANUAL

Version 1.0

Main Office

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1 INTRODUCTION

Desludging Management System (DMS) is a web-based application designed to enable Desludging Business Unit (DBU) team to manage Desludging Work.

This new developed system will replace existing Customer Operation Enquiry & Desludging System (COEDS) which it can be accessible directly via web browser. DMS has the following functionalities:

- Configurable System Parameter
- User Access Management
- Property Management, including Main/Sharing record maintenance
- Docket Management
- Workorder Management

2 GETTING STARTED

2.1 User Access, Role and Privileges

Each users will be assigned to specific role based on their role & responsibilities. Table below explains the different level of the access rights and corresponding explanation for each role. Is it important to note that the given role is not necessarily identical to actual staff position.

There are four (4) types of access rights (roles) available in DMS application:

Role	Description
DMS_SysAdmin	System administrator which able to access System Parameter Setup and reference data for all Unit Offices. User management and reference data (Zone, Unit Office, Property, etc.) will be managed by this group of user.
DMS_UOAdmin	System administrator at specific Unit Office which able to manage Reference data related to the **assigned Unit Office only**.
DMS_Scheduler	Users which can manage Workorder information in the system. It consist of creating and updating Workorder record.
DMS_DeslClerk	Granted users are able to update Visit record(s) and record follow-up information with the customers.

2.2 How to Access

1) Open browser (**recommended to use Google Chrome**) and type in the following URL at the address bar:

   http://i.iwk.com.my

2) Click on icon as per snapshot in Figure 1.0 below.

Figure 2.0: DMS Shortcut Link

3) Enter **Username** and **Password**.
   Make sure to use your own **IWK Network ID** to login into the system. There is no separate login account which previously used when accessing COEDS application.

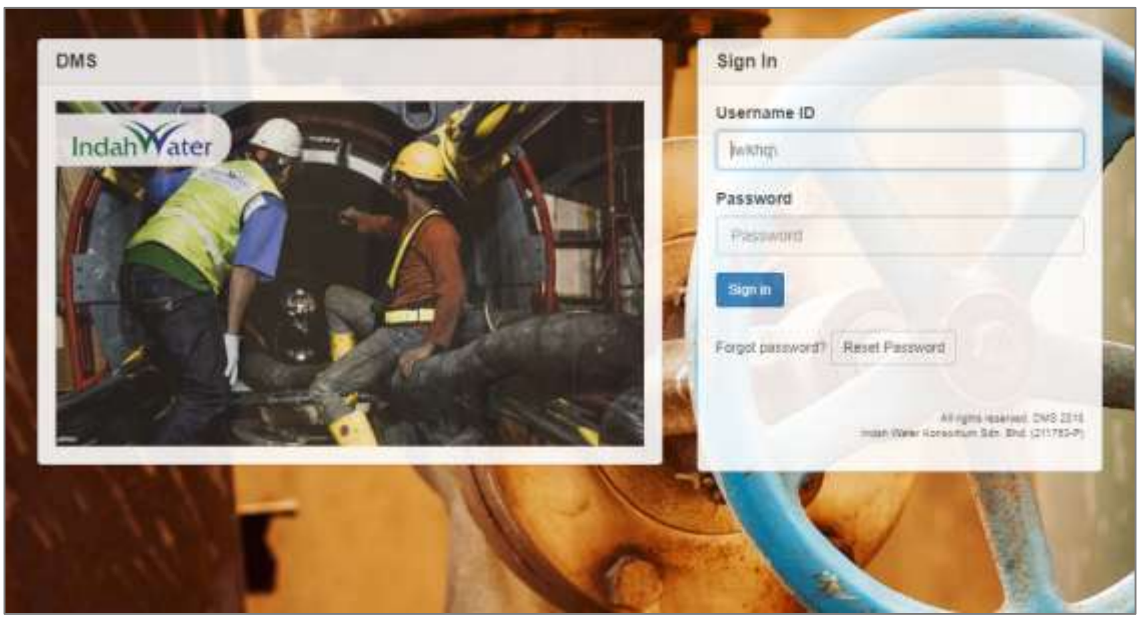


Figure 2.1: DMS Login Page

4) To proceed, click on “Sign in” button.

Username and password are CASE-SENSITIVE. Make sure you are using the correct case for each letter in your username and password.

5) System will prompt the following message if the combination are not valid.

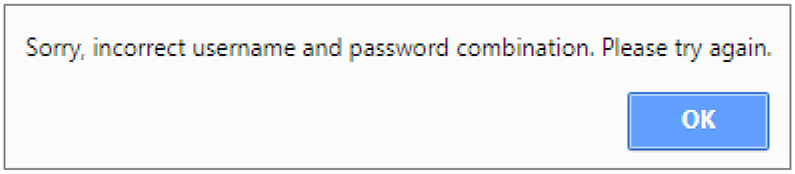


Figure 2.2: Invalid Login Message

3 MAIN SYSTEM INTERFACE

Once combination Username and Password matched the credential, DMS Main Desktop Interface will be displayed. Refer to Figure 3.0.

Figure 3.0: Main System Interface

Each logged-in user will have different menu link available based on the granted roles. List of menu and brief explanation are as follows:

Main Menu	Sub Menu	Description
Home		Navigate to Main System Interface. User able to view key highlight on **Status Indicator** for the following: ▪ Total Unassigned Workorder ▪ Total Outstanding SAN Update by CBCD ▪ Total Rejected SAN by CBCD
Modules	Docket	Perform Docket Registration and Assignment, Re-assignment, Cancellation and Return.
	Demand	Assign available enquiries to external contractor.
	Scheduled	Related to Scheduled Desludging where users able to identify properties and generate Desludging Notice. Users also able to update customer feedback from the submitted notice.
	Workorder	Generate, assign and manage Workorder to the respective team.
Search	Property	Perform Property search based on the pre-defined criteria(s).

	STP	Perform STP search based on the pre-defined criteria(s). STP information extracted from Asset Mgmt Information System (AMIS).
	Main/Sharing	Perform search and manage Main & Sharing Tank information. These information will be synchronized with BRAINS system.
	CBCD Update	Access by CBCD users to update completed Desludging record without Sewerage Account No (SAN) information. The updated record(s) will be synchronized with BRAINS system.
Report		Collection of reports related to Desludging Works.
Codes and Control		Accessible by users granted with DMS_SysAdmin and DMS_UOAdmin to manage all System Parameter used by DMS.
Logout		To exit from the system.

Please refer to the following section on the detail functionalities for the available menus.

4 MODULES

4.1 Docket

A. Registration

The screen is used to register and assign dockets to staff or external contractor.

- Click on the menu **Modules > Docket > Registration**. Docket Registration screen as per figure 4.1.A-1 will be displayed.

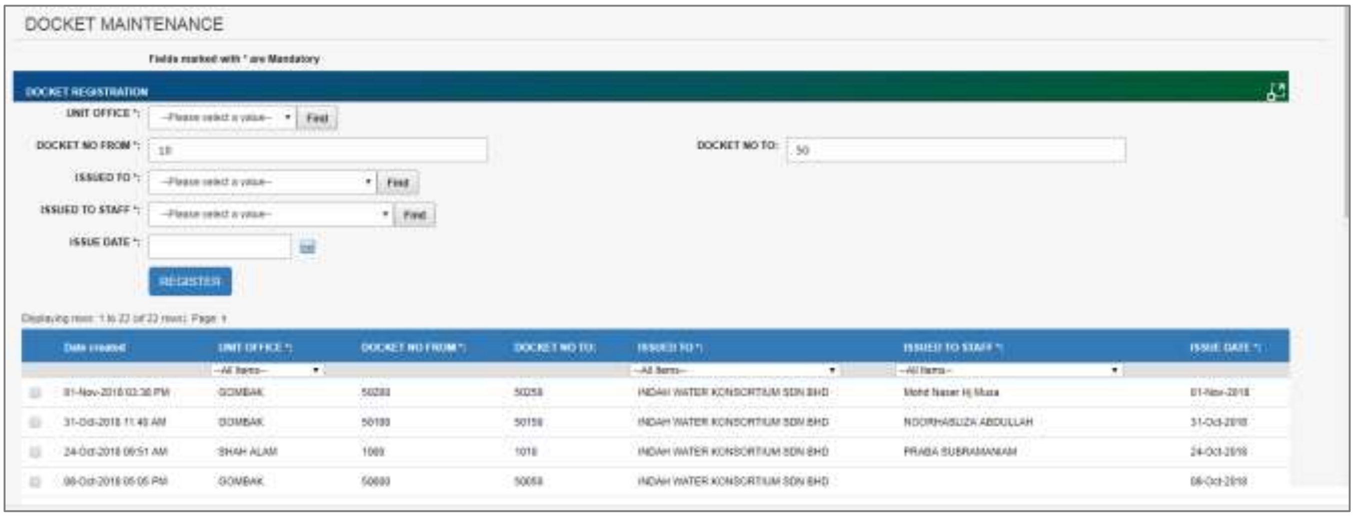


Figure 4.1.A-1: Docket Registration

- User able to perform the following transaction depending on the granted access:
  - **Register new docket**
    1. Refer to Figure 4.1.A-1, enter the information as follows:

Field Name	Description
Unit Office	Select the Unit Office
Docket No From	The docket start number
Docket No To	The docket end number (must be greater than docket no from)
Issued To	Select the company to issue the docket
Issued To Staff	Select the staff to issue the docket
Issued Date	Choose the issue date

    2. Click on "**Register**" button to register the dockets.

3. A prompt message as figure 4.1.A-2 will be displayed

Figure 4.1.A-2: Docket Registration prompt message

- **Dynamic records sorting**
    1. From the Docket Registration page (refer to Figure 4.1.A-1), click on the target column header (mark in red from Figure 4.1.A-3 below). System will dynamically rearrange record sequence order based on the selected column.

Figure 4.1.A-3: Docket Registration – Header

- **Dynamic records filtering**
    1. Choose on target record filter at the Docket Registration page. Available selection for “Unit Office”, “Issued To” and “Issued To Staff”. Once selected, system will show record(s) related to the filter criteria only.

- **View docket registration details**
    1. From the Docket Registration list page (refer to Figure 4.1.A-1), click on the target record. System will display detail docket registration information for the selected record. Refer to Figure 4.1.A-4.

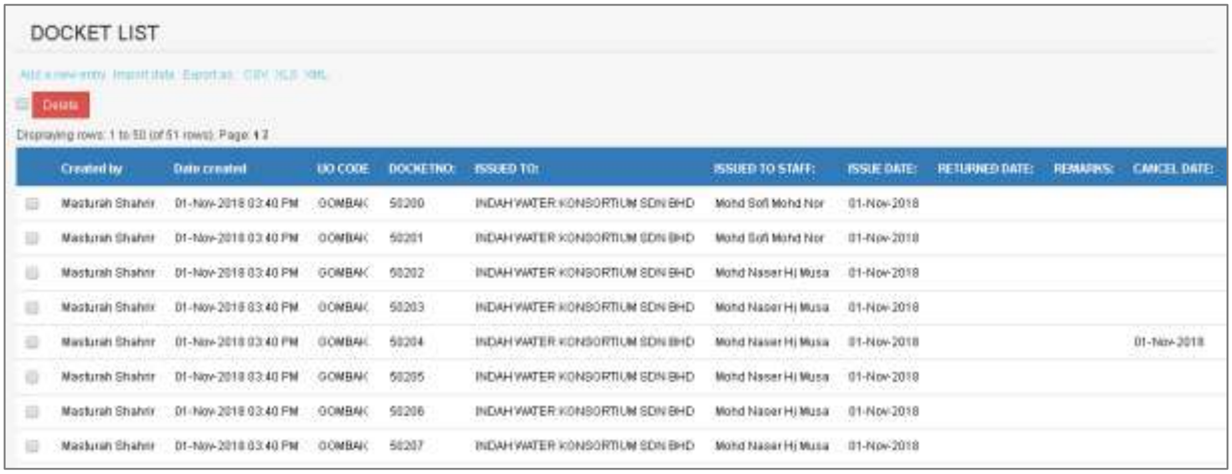


Figure 4.1.A-4: Detail Docket List

B. Re-assign

1. Click on the menu **Modules > Docket > Re-assign**. Docket Re-assign screen as per figure 4.1.B-1 will be displayed.

Figure 4.1.B-1: Docket Re-assign

2. Enter the information as follows:

Field Name	Description
Unit Office	Select the Unit Office
Docket No From	The docket start number
Docket No To	The docket end number (must be greater than docket no from)
Reissued To	Select the company to re-issue the docket
Reissued To Staff	Select the staff to re-issue the docket
Reassign Date	Choose the re-assign date

Remarks	Remarks of the re-assignment

3. Click on “**Re-assign**” button to register the dockets.
4. A prompt message as figure 4.1.B-2 will be displayed

Figure 4.1.B-2: Docket Re-assign message

C. Cancellation

1. Click on the menu **Modules > Docket > Cancellation**. Docket Cancellation screen as per figure 4.1.C-1 will be displayed.

Figure 4.1.C-1: Docket Cancellation

2. Enter the information as follows:

Field Name	Description
Unit Office	Select the Unit Office
Docket No From	The docket start number
Docket No To	The docket end number (must be greater than docket no from)
Cancellation Date	Choose the Cancellation date
Cancellation Reason	Select the cancellation reason
Remarks	Remarks of the Cancellation

3. Click on “**Cancel**” button to register the dockets.
4. A prompt message as figure 4.1.C-2 will be displayed

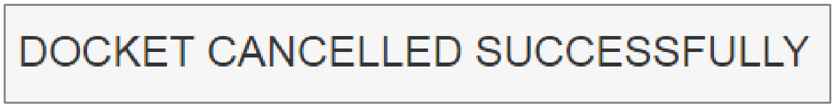


Figure 4.1.C-2: Docket Cancellation prompt message

D. Return

1. Click on the menu **Modules > Docket > Return**. Docket Return screen as per figure 4.1.D-1 will be displayed.

Figure 4.1.D-1: Docket Return

2. Enter the information as follows:

Field Name	Description
Unit Office	Select the Unit Office
Docket No From	The docket start number
Docket No To	The docket end number (must be greater than docket no from)
Return Date	Choose the return date
Remarks	Remarks of the return

3. Click on "**Return**" button to register the dockets.
4. A prompt message as figure 4.1.D-2 will be displayed

Figure 4.1.D-2: Docket Return prompt message

4.2 Demand

1. To schedule demand desludging, click on menu **Modules > Demand**. Assigned Scheduled Date & Contractor screen as per figure 4.2-1 will be displayed.

Figure 4.2-1: Assigned Scheduled Date & Contractor screen

2. You may search by Enquiry Date and Unit Office or/and Enquiry Ref No. Enquiry date is a mandatory.
3. System will display the list as per your selection. Refer figure 4.2-2.

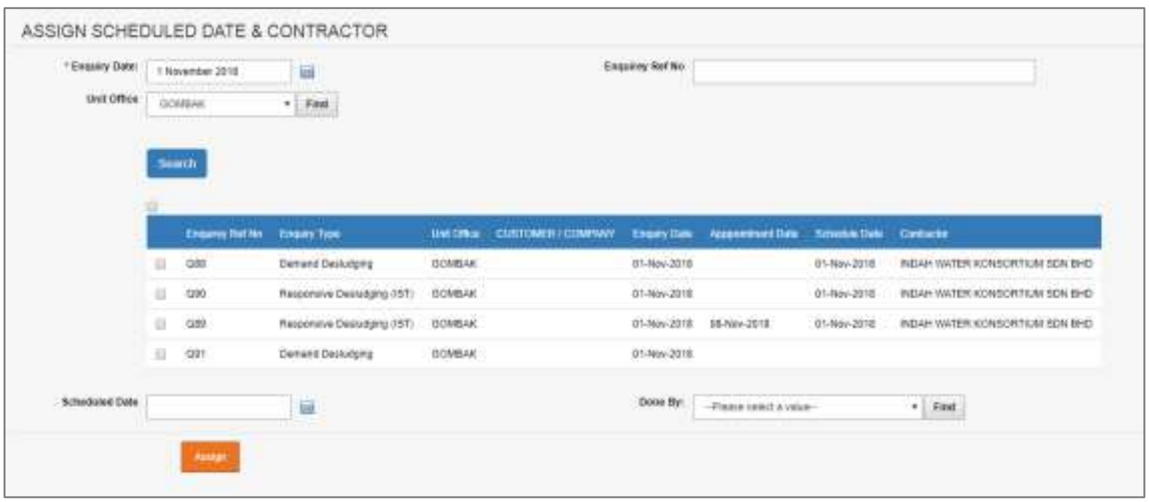


Figure 4.2-2: Assigned Scheduled Date & Contractor list

4. Click on checkbox button for to select the enquiry ref no. You may select more than one.
5. Choose the Schedule Date and Done By.
6. Click on "**Assign**" button to assign the enquiries.
7. A prompt message as figure 4.2-3 will be displayed

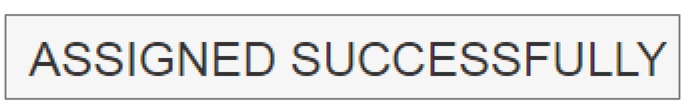


Figure 4.2-3: Enquiry assigned prompt message

4.3 Schedule

E. Generate Notice

To generate notice for scheduled desludging, click on menu **Modules > Schedule > Generate Notice**. Generate Notice screen as per figure 4.3.A-1 will be displayed.

Figure 4.3.A-1: Generate Notice screen

- **Generate notice for property**

1. Refer to Figure 4.3.A-1, You may search by below fields:

Field Name	Description
State	State of the property(Mandatory fields)
LA	Local Authority of the property
Classification	Property classification
Not Desludge for	Period of the property not desludge in months format
SAN	Sewerage Account No
Area	Area of the property
Building Name	Name of the building
Due for Desludging	Due for desludging

2. Click on the “**Search Property**”, system will display the list as per your selection. Refer figure 4.3.A-2.

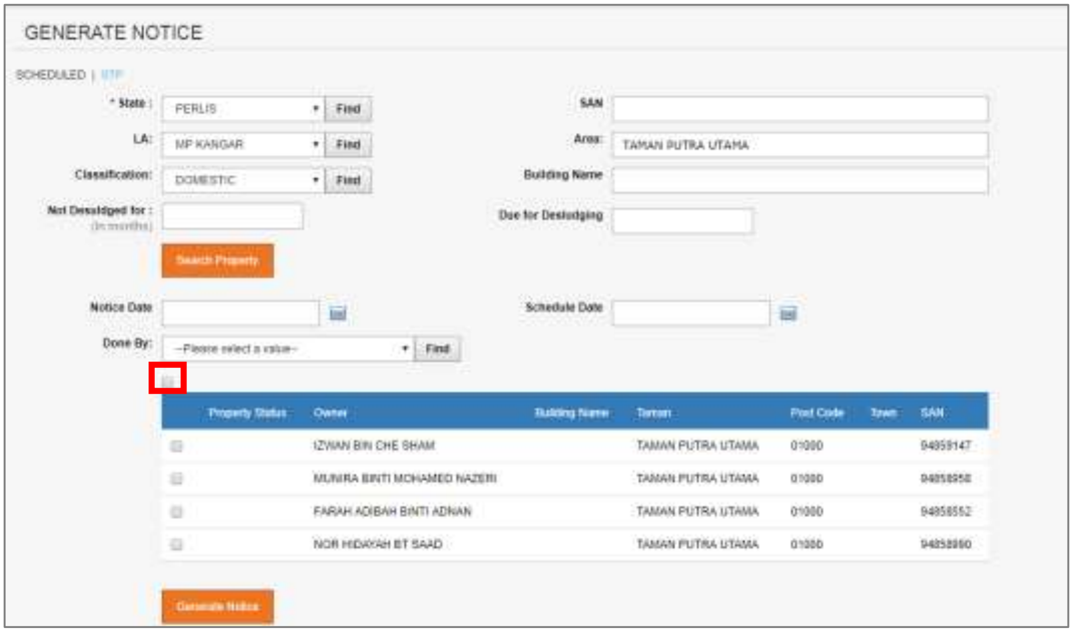


Figure 4.3.A-2: Generate Notice list

3. Click on checkbox button to select the property. You may select more than one. To select all listed properties, click on on top of the header. Refer to Figure 4.3.A-2.
4. Choose the Notice Date; the Schedule Date will be automatically set 7 days from the Notice Date.
5. Select Done By.
6. Click on "**Generate Notice**" button to generate the notice.
7. The Notice will be displayed as per Figure 4.3.A-3.
8. Click on the Back to Generate Notice to return to generate Notice Screen. Refer to Figure 4.3.A-3.

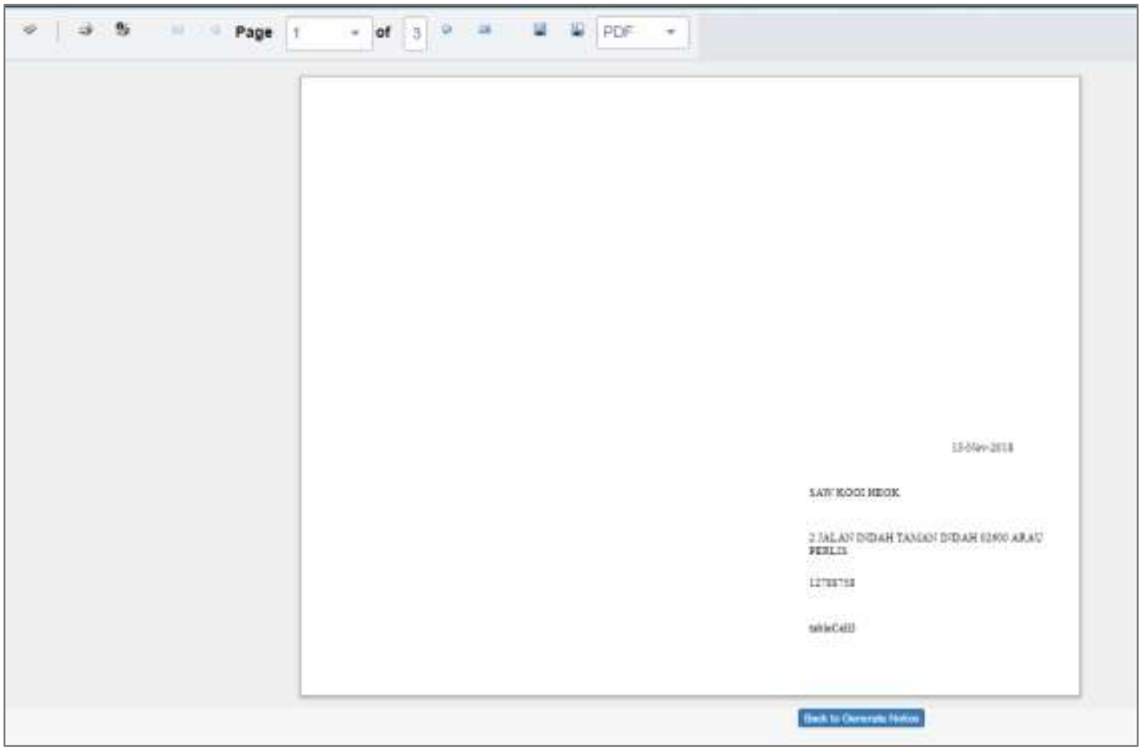


Figure 4.3.A-3: Notice screen

- **Generate notice for STP**
   1. Refer to Figure 4.3.A-4, click on the STP.

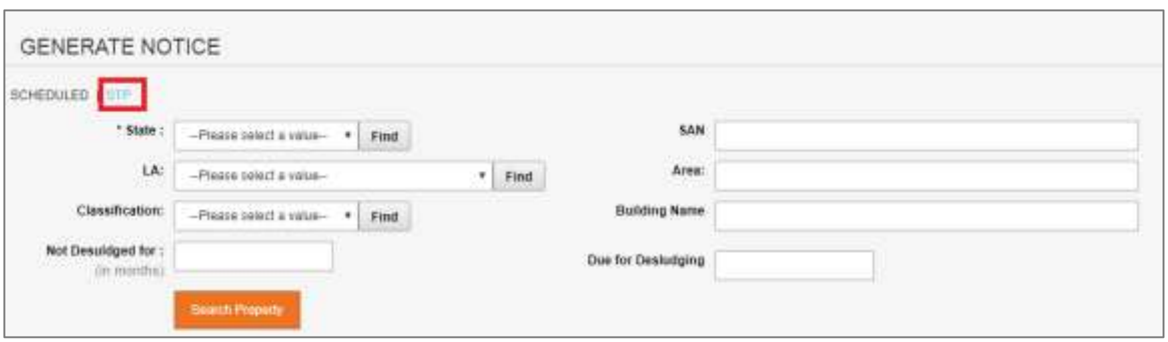


Figure 4.3.A-4 – Generate Notice

2. System will display Generate Notice screen as per Figure 4.3.A-5

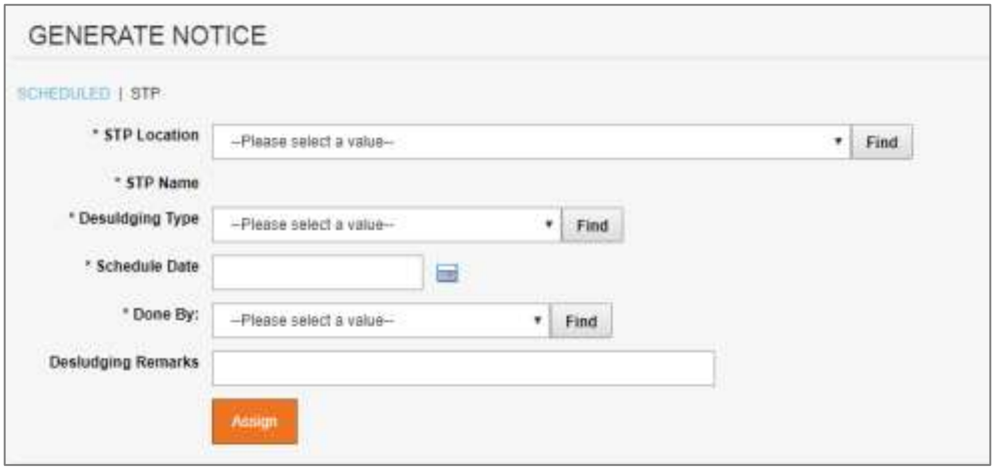


Figure 4.3.A-5 – Generate Notice by STP

3. Enter the information as below:

Field Name	Description
STP Location	STP Location
STP Name	STP name will be populated based on the location selected
Desludging Type	Desludging type
Schedule Date	Schedule date to do delsudging
Done By	The company who will do the desludging
Desludging Remarks	Remarks

4. Click on "**Generate Notice**" button to generate the notice.
5. The Notice will be displayed as per Figure 4.3.A-3.
6. Click on the Back to Generate Notice to return to generate Notice Screen. Refer to Figure 4.3.A-2.

F. Notice Feedback

1. To update notice feedback, go to menu **Modules > Schedule > Notice Feedback.** Notice Feedback screen as per figure 4.3.B-1 will be displayed.

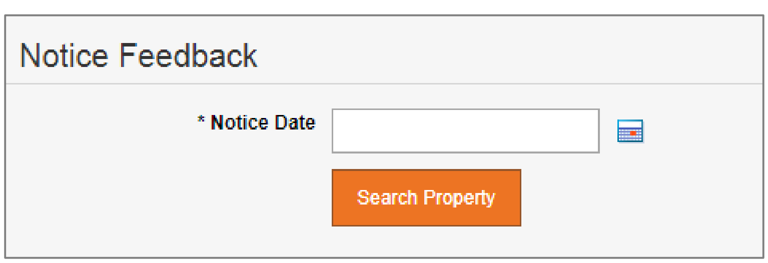


Figure 4.3.B-1 – Notice Feedback screen

2. Select the notice date. Then click on the **"Search Property"** button. System will display list of property for the selected notice date. Refer to Figure 4.3.B-2.

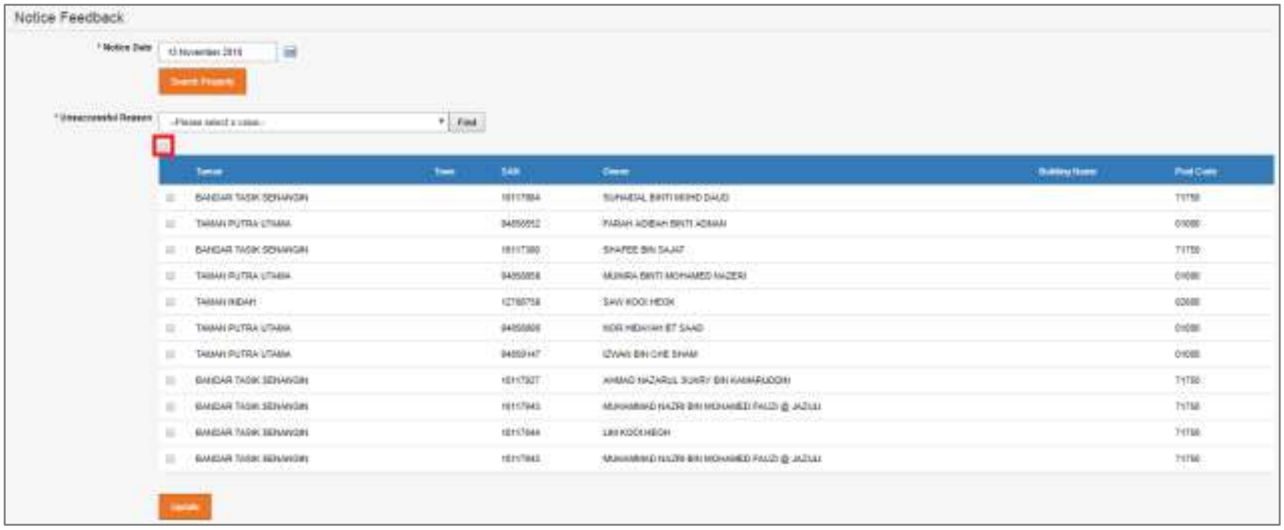


Figure 4.3.B-2 – Notice Feedback screen

3. Select the Unsuccessful Reason.
4. Then Click on checkbox button to select the property. You may select more than one. To select all listed properties, click on on top of the header. Refer to Figure 4.3.A-2.
5. Click on the "**Update**" button to update the unsuccessful reason code.
6. A prompt message as figure 4.3.B-3 will be displayed

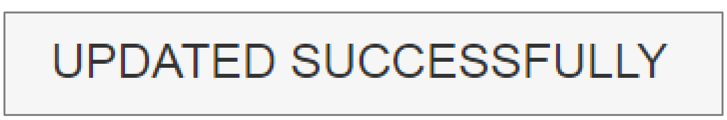


Figure 4.3.B-3: Notice Feedback prompt message

G. Unsuccessful Properties

1. To view list unsuccessful properties, go to menu Modules > Schedule > Unsuccessful Properties. Unsuccessful Properties screen as per Figure 4.3.C-1 will be displayed schedule by property.

Figure 4.3.C-1: Unsuccessful Properties screen

2. Select the Notice Date, then click on "**Search Property**" button. System will display list of property for the selected notice date. Refer to Figure 4.3.C-2.

Figure 4.3.C-2: List of Unsuccessful Properties screen

4.4 Workorder

A. Create & Assign

To Create & assign for work order, click on menu **Modules > Work order > Create & Assign**. Work order screen as per figure 4.4.A-1 will be displayed.

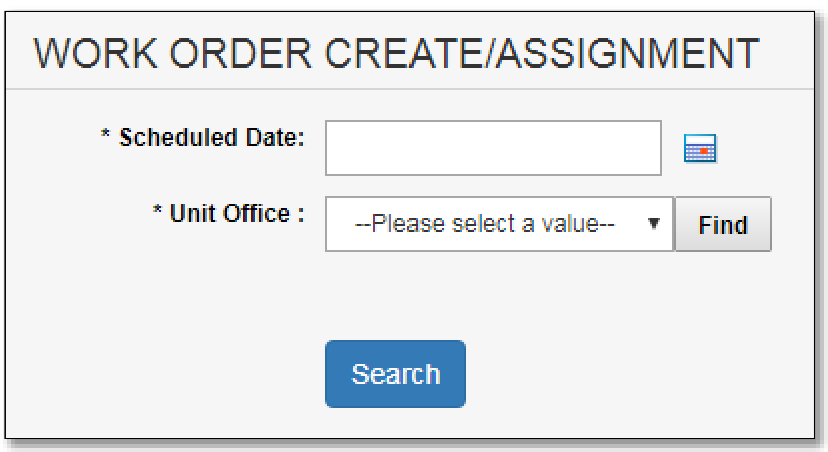


Figure 4.4.A-1: List of Unsuccessful Properties screen

1. Select the schedule date & unit office. Then click on the **"Search"** button**.** System will display list of property for the selected schedule date. Refer to Figure 4.4.B-2.

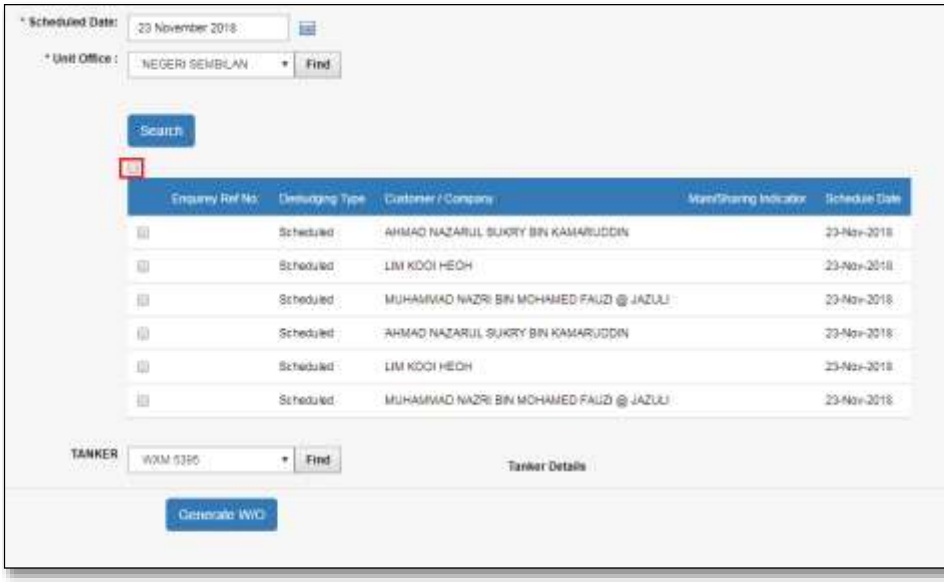


Figure 4.4.A-2: List of Properties on create & assign screen

2. Then Click on checkbox button to select the property. You may select more than one. To select all listed properties, click on on top of the header. Refer to Figure 4.4.A-2.
3. Select the tanker then, Click on the "**Generate W/O**" button to set selected properties in one work order form.
4. The work order form will be displayed as per Figure 4.4.A-3.
5. Click on the Back to Work order create/assign to return to Work order create/assign Screen. Refer to Figure 4.3.A-3 & 4.3.A.4.

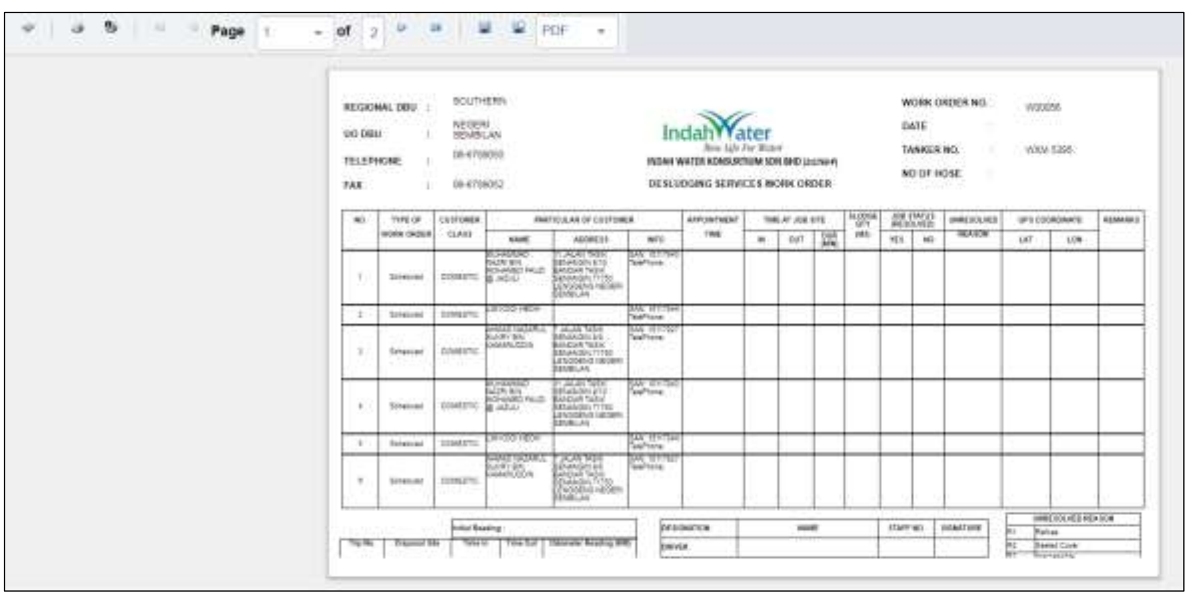


Figure 4.4.A-3: List of Properties on create & assign screen

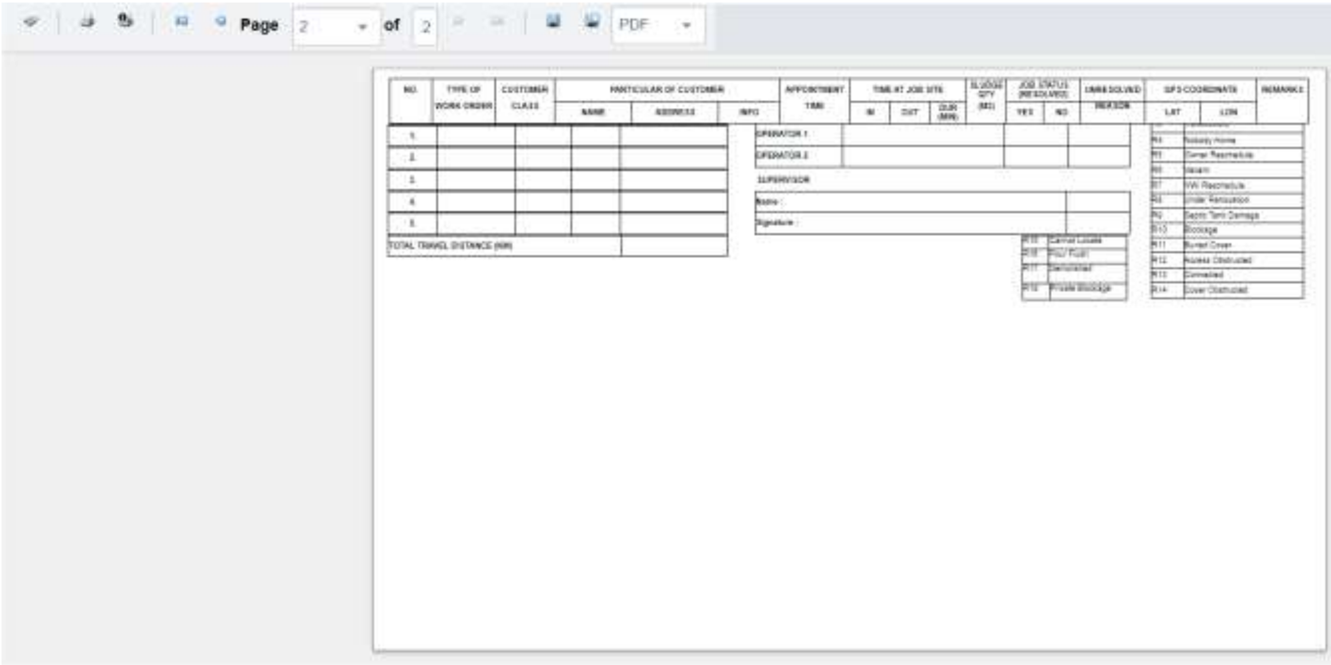
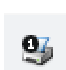
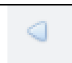
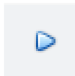
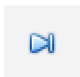


Figure 4.4.A-4: List of Properties on create & assign screen

icon	*Purpose*
	*To search*
	*Print the report*
	*Print the current page*
	*First page*
	Previous page

	
	*Range number of page*
	*Next Page*
	*Last Page*
	*Export a report & save it to the disk*
	*Export a report and show it in new window*

B. Update

1. To Update for work order, click on menu **Modules > Work order > Update**. Work order update screen as per figure 4.4.B-1 will be displayed.

Figure 4.4.B-1: Work Order Update screen

2. Select the schedule date, Enquiry Ref No, Work order No, Docket No or SAN. Then click on the **"Search"** button. System will display list of property for the selected criteria. Refer to Figure 4.4.B-2.

Field Name	Description
Schedule date	Date work to be Visit by team
Enquiry Ref No	Number's for customer enquiry
SAN	Customer's Sewerage Account Number
Work Order No	Number's for work order
Docket No	Number's desludging details for demand/schedule

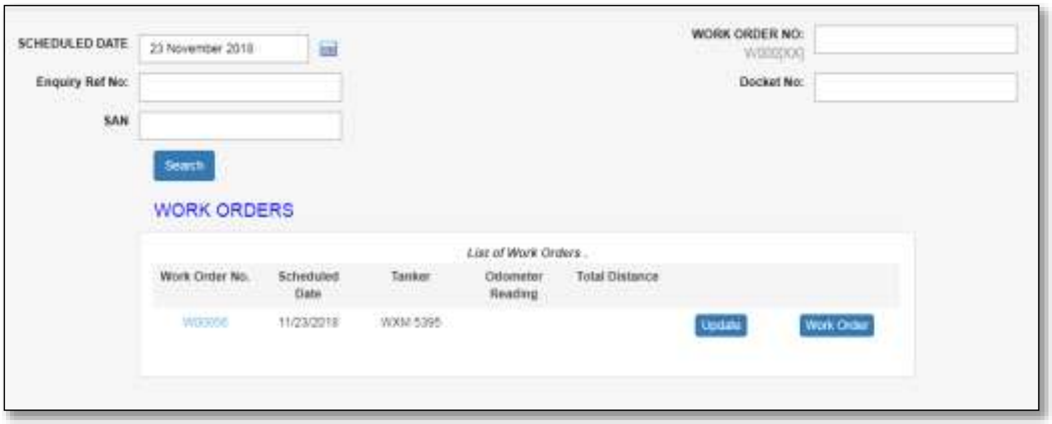


Figure 4.4.B-2: List of Work Orders screen

3. Click on Update Button. System will display work order create/assignment to update Initial odor meter reading. Refer to figure 4.4.B-3

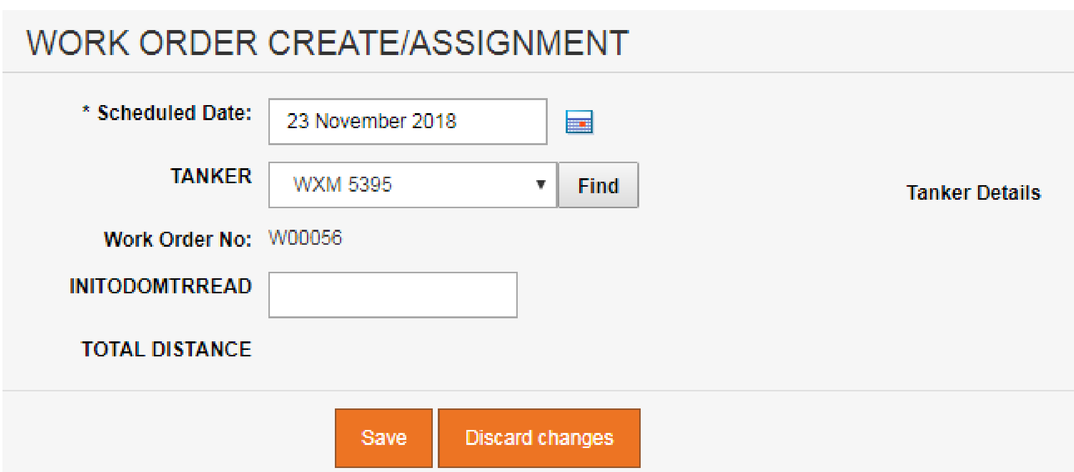


Figure 4.4.B-3: Work order create/assignment screen

4. To review work order form, click on work order button and step as shown at *Figure 4.4.A-3.*

5. Next click on the targeting link of work order No W00056 . System will display Works details,disposal sites and employee data entry screen. Refer to Figure 4.4.B-4.

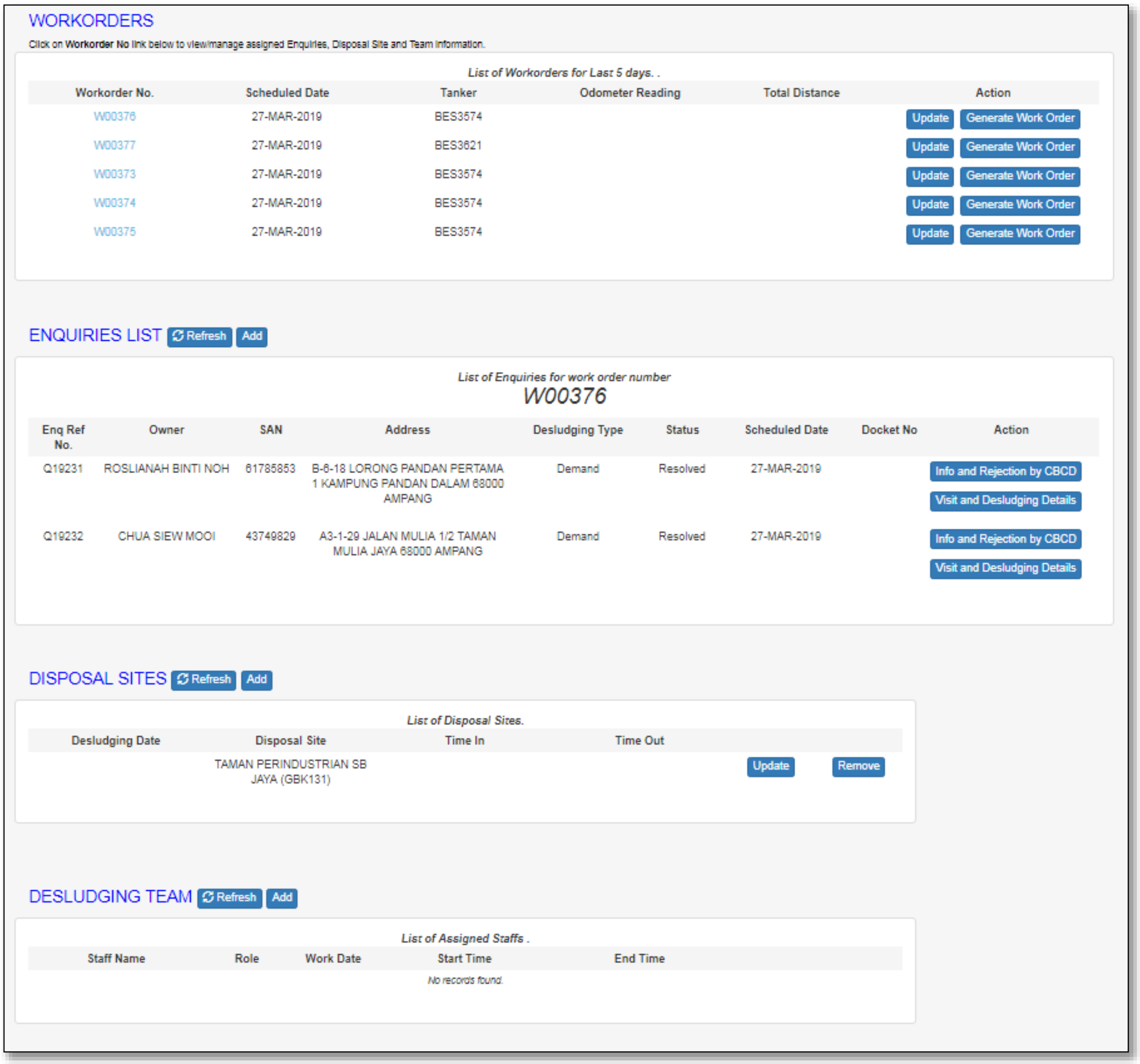


Figure 4.4.B-4: Manage desludging detail screen

6. At the Works Part, have three action enabled is used to manage desludging detail.
   a. Works - Update
      1. Click on update button to add details for Visit & desludging

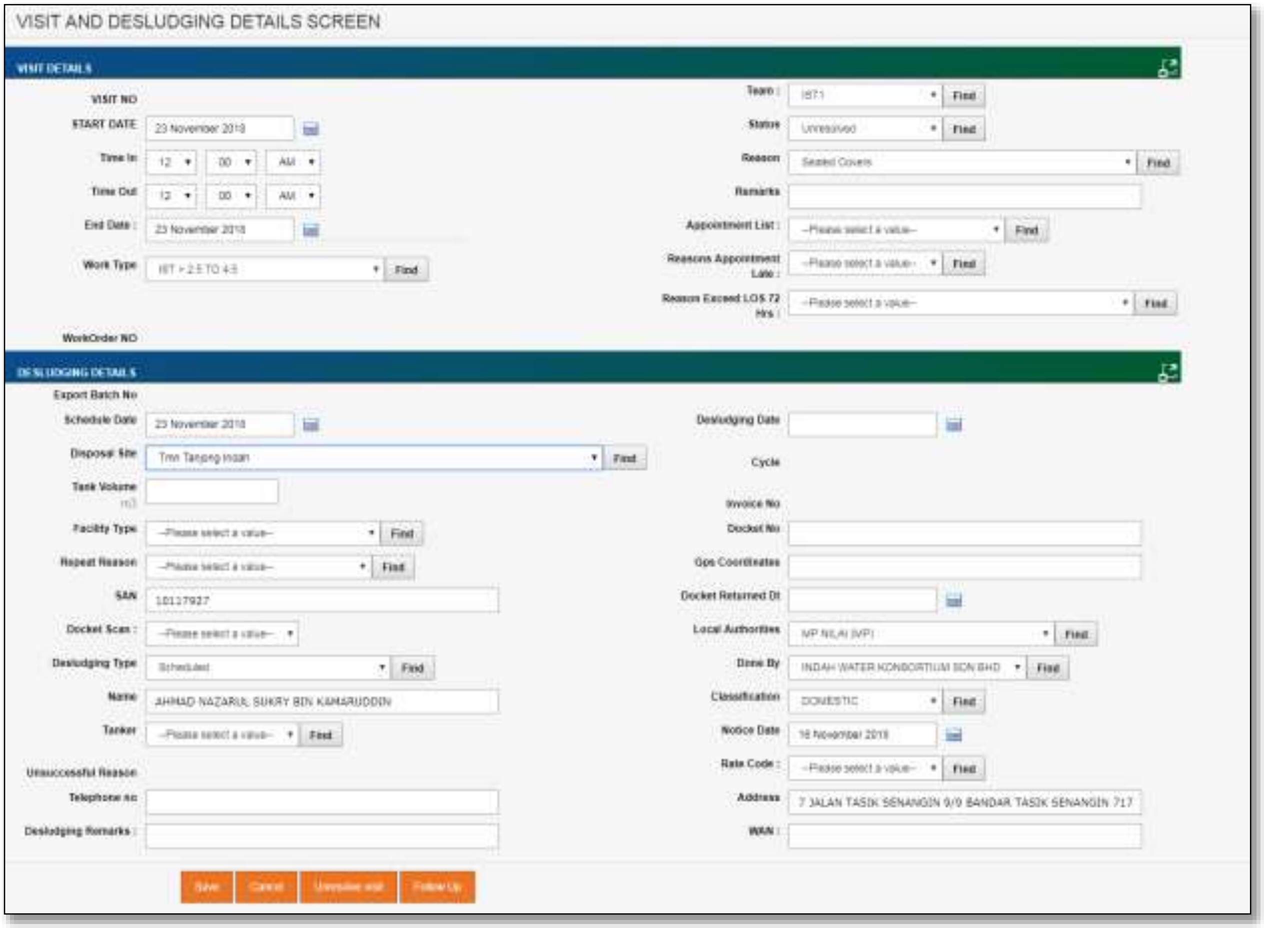


Figure 4.4.B-5: Visit & desludging detail screen

2. After updating visit and desludging details. Click on the save button to save entry. On this same screen,User is allowed to control status for visit and desludging details.
   - Unresolved Visit - Unresolved button is enabled when the desludging record is not export yet into BRAINS

Figure 4.4.B-6: message prompt visit set to unresolved

- Follow up – User is needed to update follow up details before update status to Resolved.

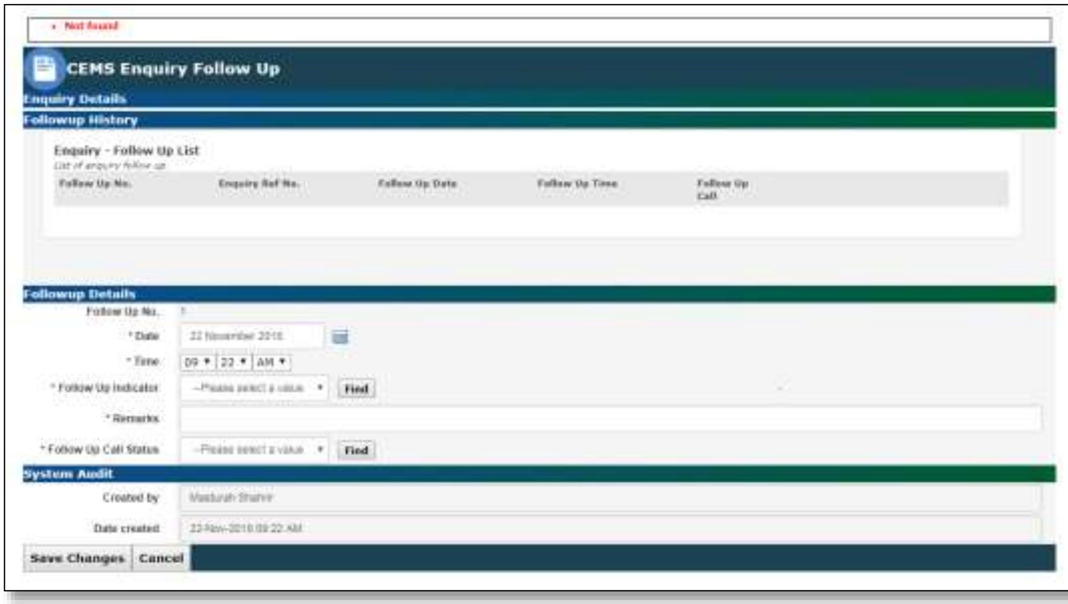


Figure 4.4.B-7: Follow up screen

b. Works - View

1. Next click on the view button on the screen work order update screen part works to view desludge record for each enquiry and schedule property.

Figure 4.4.B-8: Desludging Info screen

c. Works - Remove

1. On the same part at works under List of enquiries. Click on remove button to exclude any enquiries or schedule property from generated work order to move another work order.
2. System will prompt message box as show below. Click 'OK' to remove an enquiries.

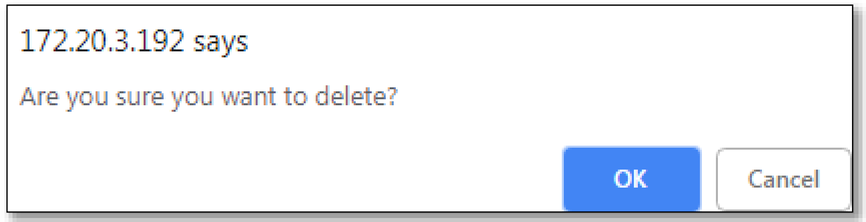


Figure 4.4.B-8: Message box to remove enquiry.

7. On the part DISPOSAL SITES click on add button Add , to update TRIP\ODOR METER READING as shown below :-

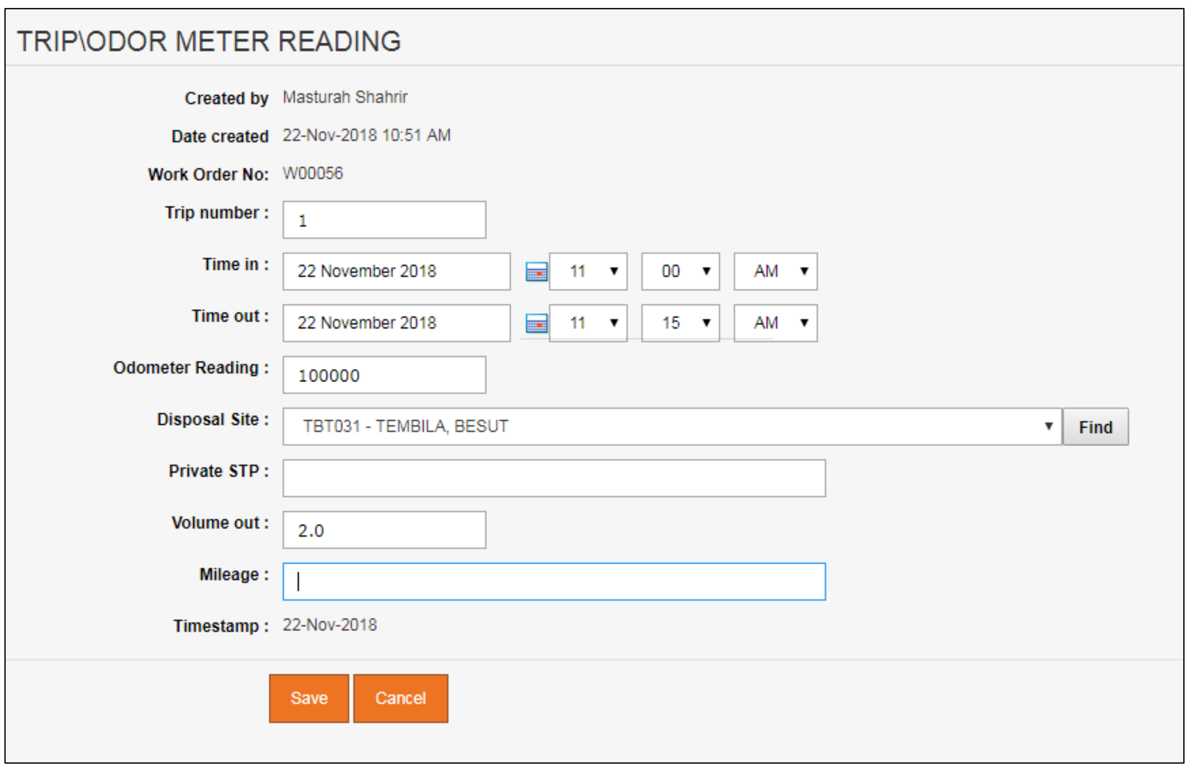
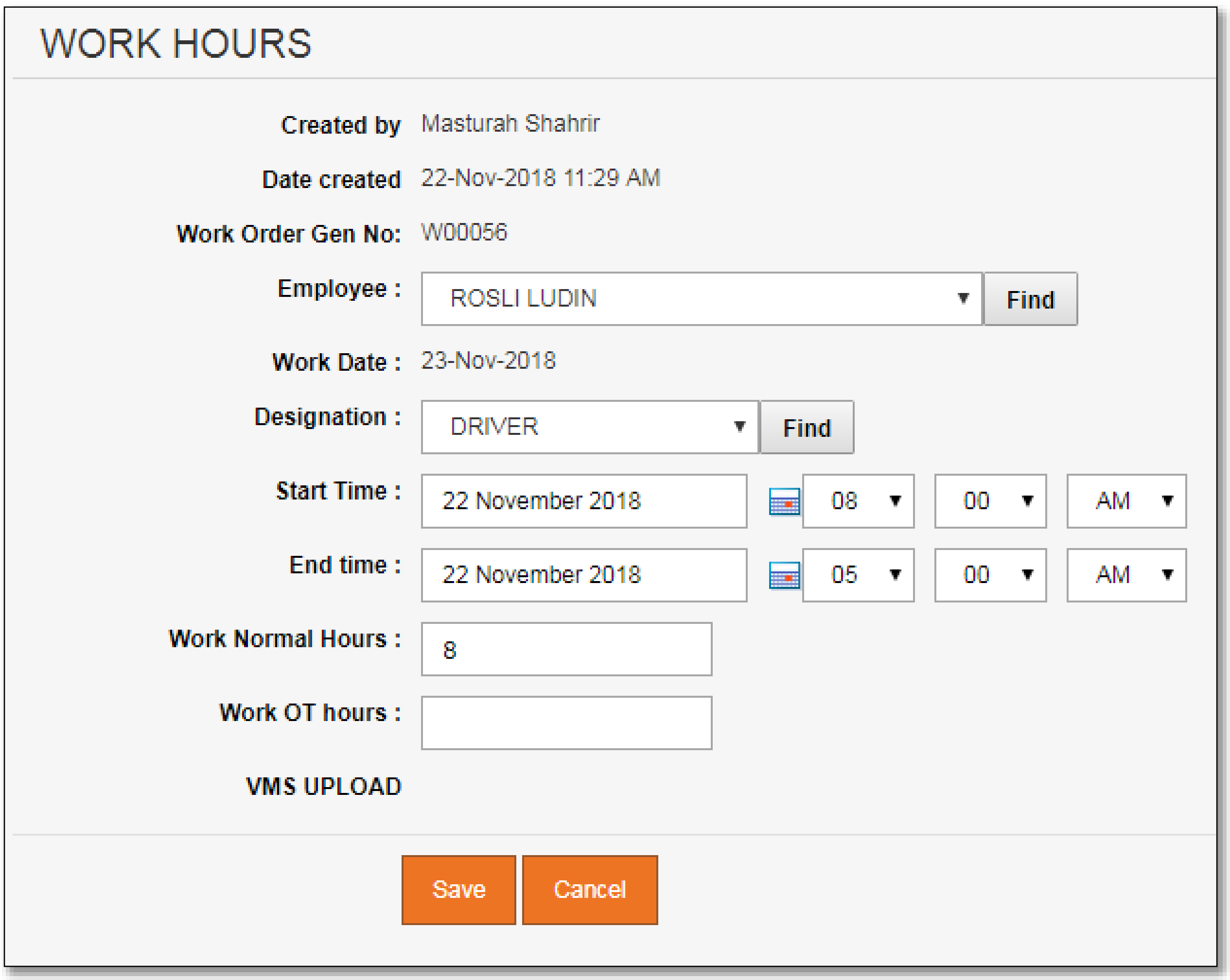


Figure 4.4.B-9 Trip\Odor meter reading screen.

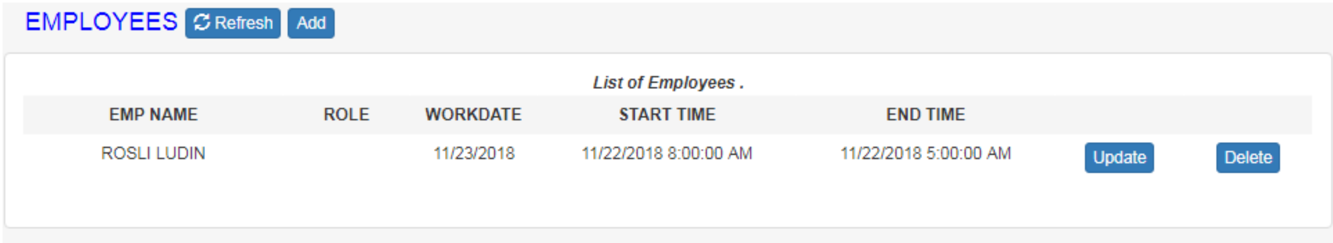
8. Next click on save button, then detail trip will be added into disposal site view by clicking Refresh button and details shown as below.

Figure 4.4.B-10 Disposal Sites list screen.

9. On the part EMPLOYEES. Click on add button Add , to update WORK HOURS each employee as shown below :-



10. Next click on save button, then works hours will be added into employee view by clicking Refresh and details shown as below



5 SEARCH

5.1 Search Property

- **Search Property data**

1. Click on the menu **Search > Search Property**. Search Property screen as per Figure 5.1-1 will be displayed.

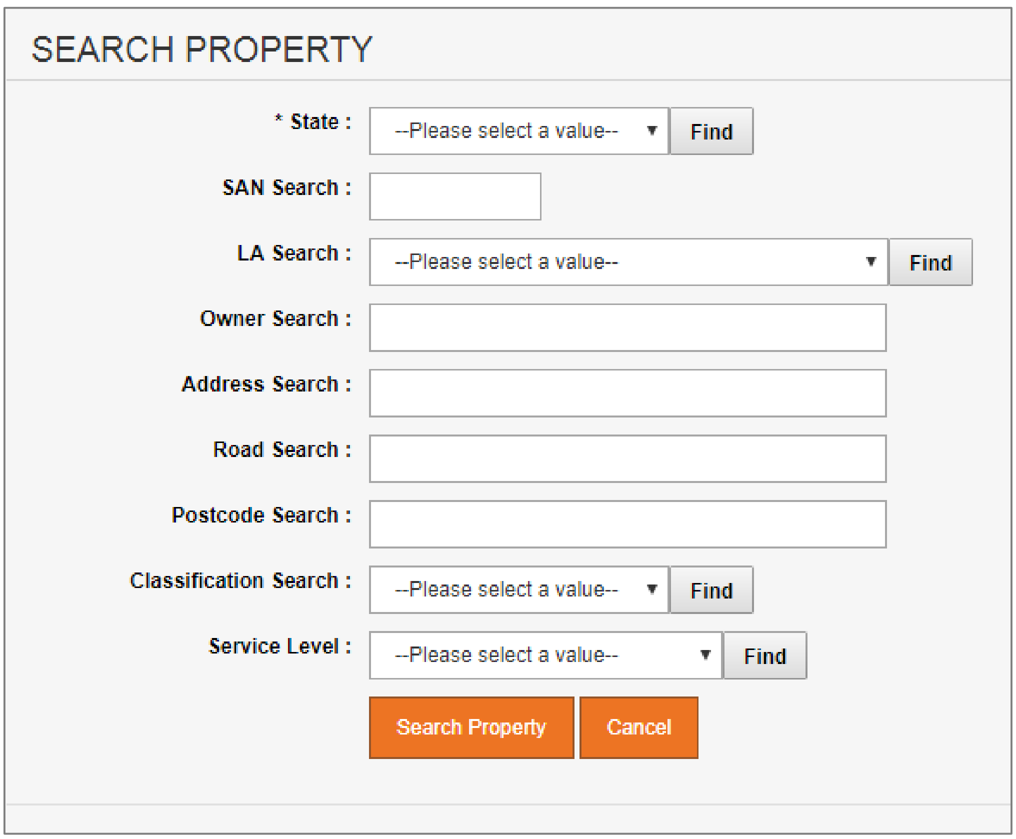


Figure 5.1-1: Search Property screen

2. User can search by below fields:

Field Name	Description
State	State (Mandatory Field)

SAN	Customer’s Sewerage Account Number
LA	Local Authority
Owner	Properties’ owners’ name
Address	Address of the property
Road	Road name of the property
Postcode	Postcode of the property
Classification	Classification of the property
Service Level	Service Level of the property

3. Click on “**Search Property**” button. System will display list of property for the selected fields value. Refer to Figure 5.1-2.

Figure 5.1-2: Search Property result screen

4. To use wildcard search for fields Owner, Address, Road and Postcode, just enter the value. E.g: To find all property with Road name that contains “sada”. Refer to Figure 5.1-3

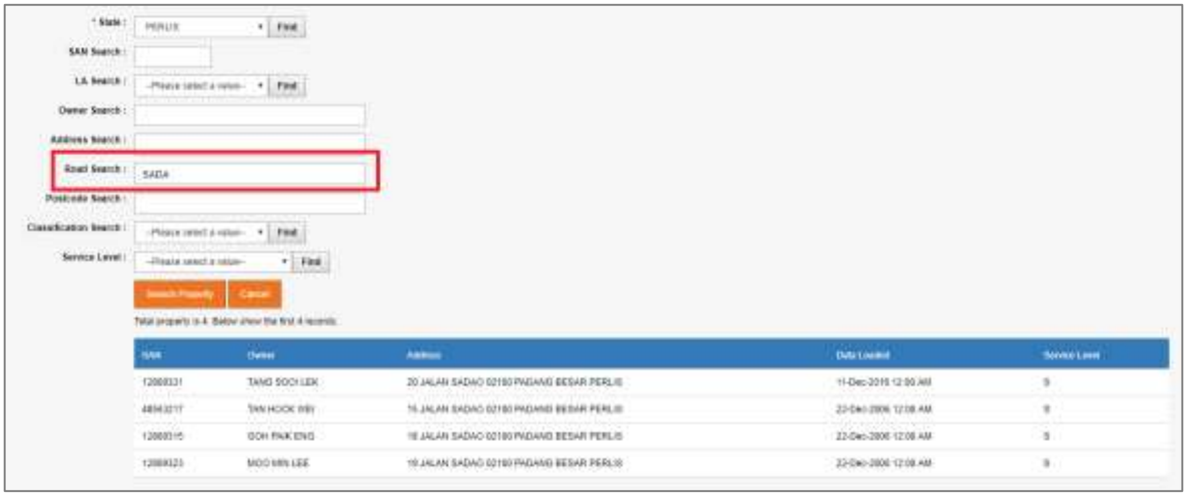


Figure 5.1-3: Search Property result screen

- **Update existing Property data**

1. From the Search Property list page (refer to Figure 5.1-2), click on target record. System will display detail Search Property information for the selected Position. Refer to Figure 5.1-3

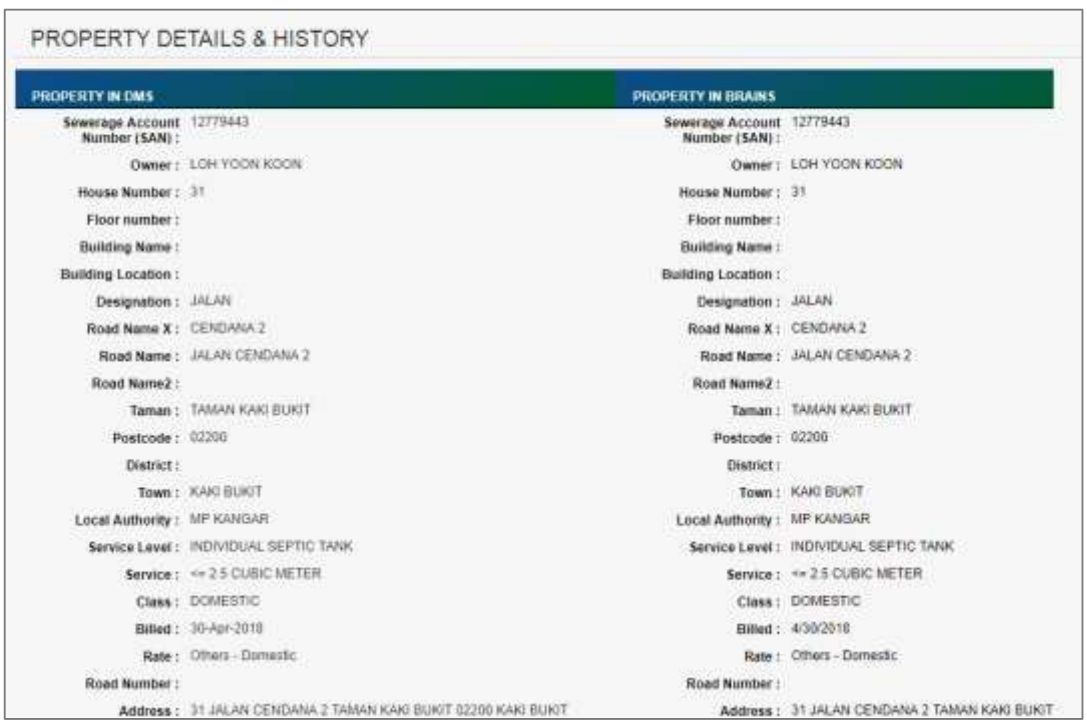


Figure 5.1-3: Property Details & History screen

2. Click on "**Edit data**" button to update the record. System will display current record in editable mode.

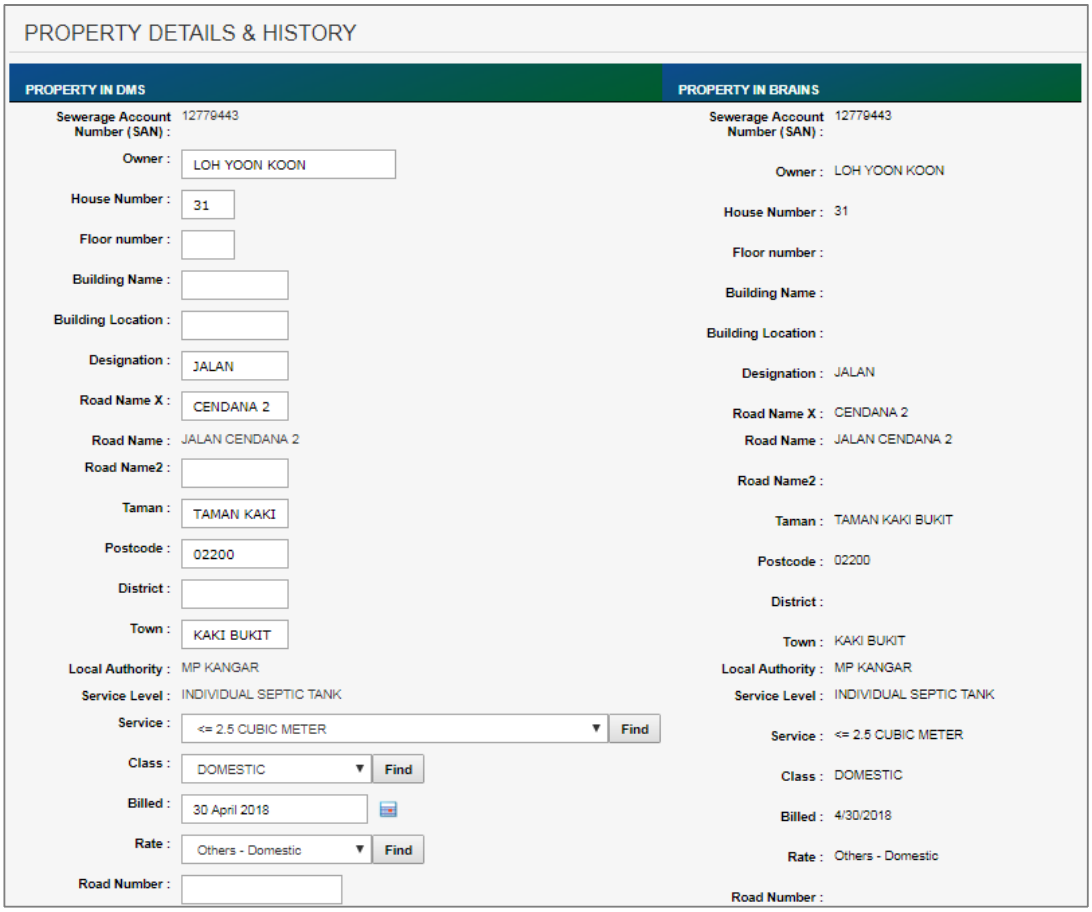


Figure 5.1-4: Update Property Details

3. Edit the information and click "**Save**" to update the record.
4. Click on "**Discard changes**" button to cancel the transaction and system will navigate to the Property detail screen (refer to Figure 5.1-3)

5.2 Search STP

1. Click on the menu **Search > Search STP**. Search STP screen as per Figure 5.2-1 will be displayed.

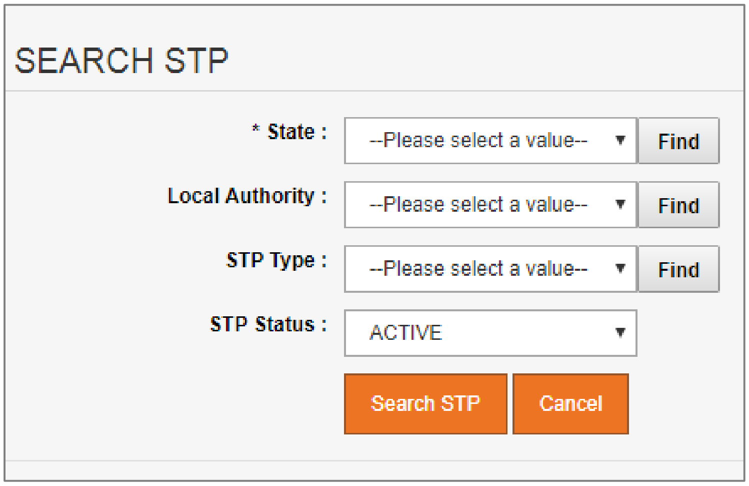


Figure 5.2-1: Search STP screen

2. User can search by below fields:

Field Name	Description
State	State (Mandatory Field)
LA	Local Authority
STP Type	STP type
STP Status	STP status (active or inactive)

3. Click on "**Search STP**" button. System will display list of STP for the selected field's value. Refer to Figure 5.2-2.

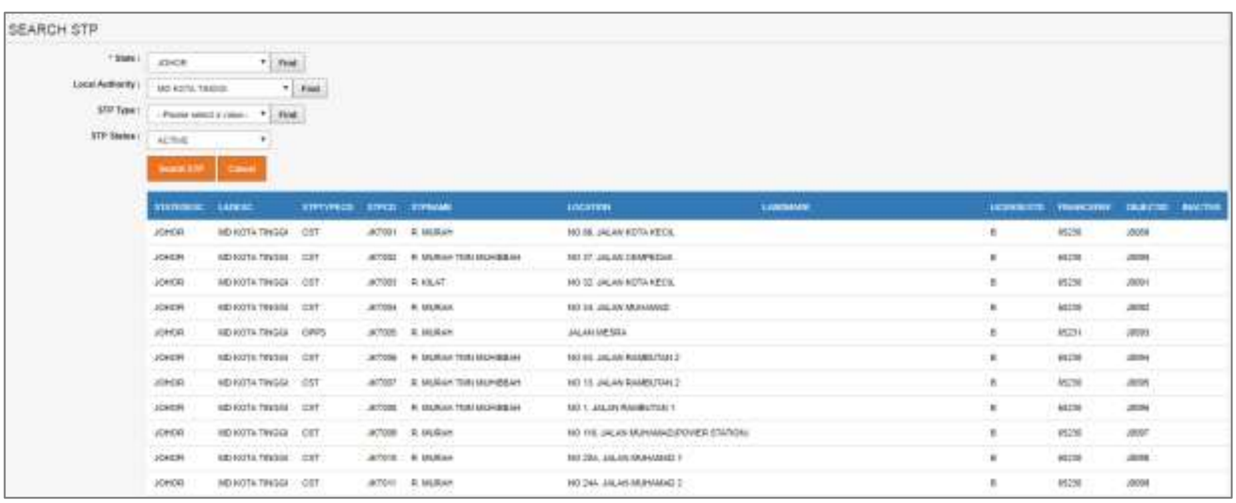


Figure 5.2-2: Search STP result screen

5.3 Search Main / Sharing Tank

- **Search Main / Sharing Tank data**

1. Click on the menu **Search > Search Main / Sharing Tank**. Search Main / Sharing Tank screen as per Figure 5.3-1 will be displayed.

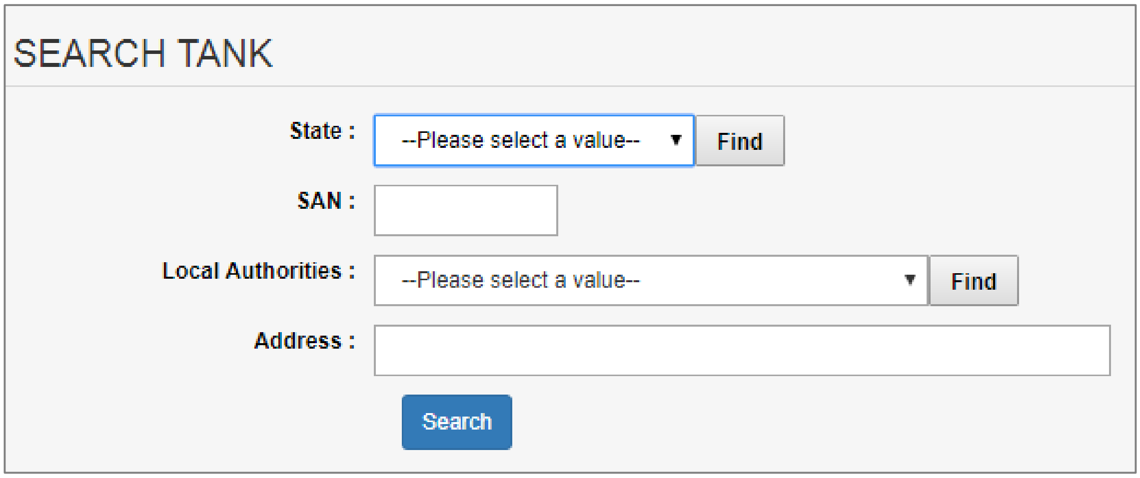


Figure 5.3-1: Search Main / Sharing Tank screen

2. User can search by below fields:

Field Name	Description
State	State (Mandatory Field)
SAN	Customer's Sewerage Account Number
LA	Local Authority
Address	Address of the property

3. Click on "**Search**" button. System will display list of tank for the selected fields' value. Refer to Figure 5.3-2.

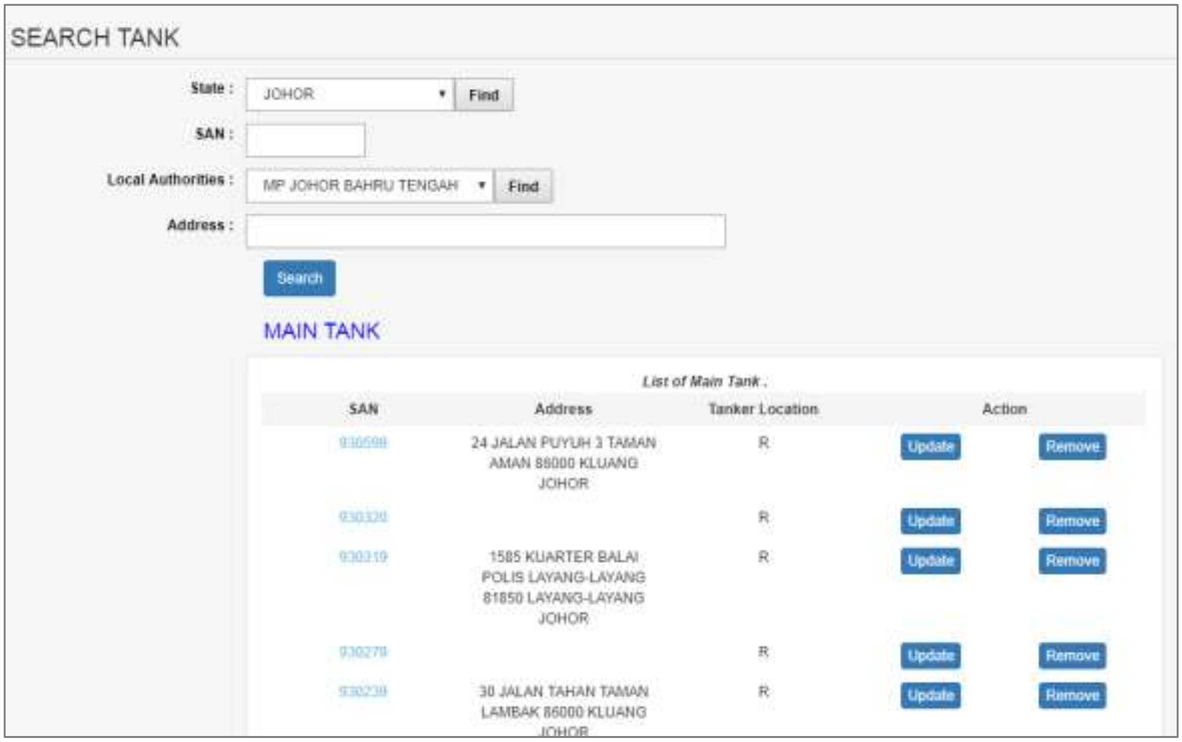


Figure 5.3-2: Search Main / Sharing Tank result screen

4. To use wildcard search for field Address, enter the value in Address field.. Refer to Figure 5.3-3

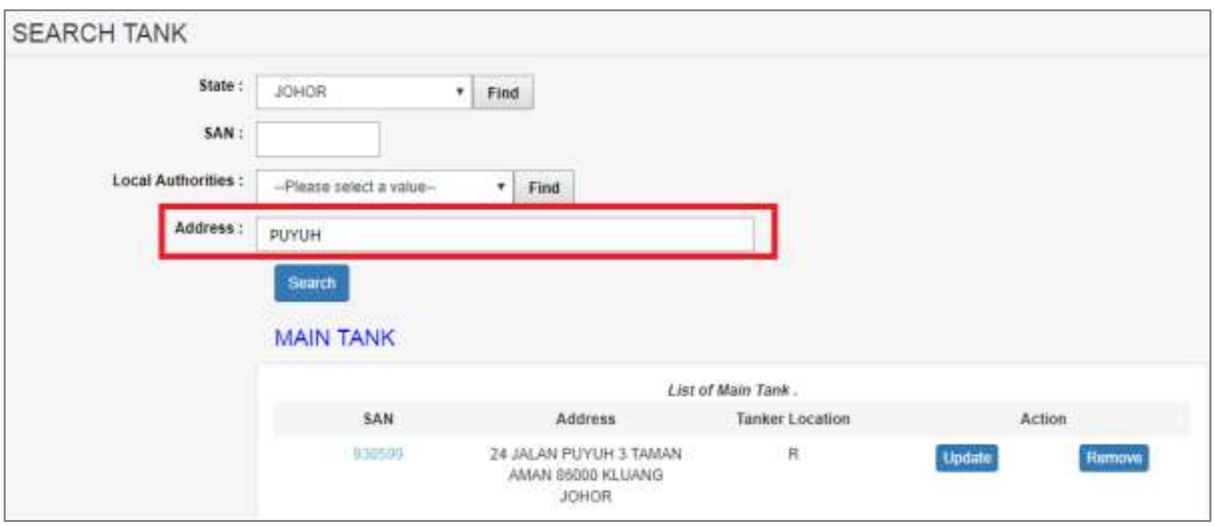


Figure 5.3-3: Search Main & Sharing Tank result screen

- **Update existing tank information**

1. From the Search Main & Sharing Tank list page (refer to Figure 5.3-2), click on target "**Update**" button. System will display current record in editable mode. Refer to Figure 5.3.3.

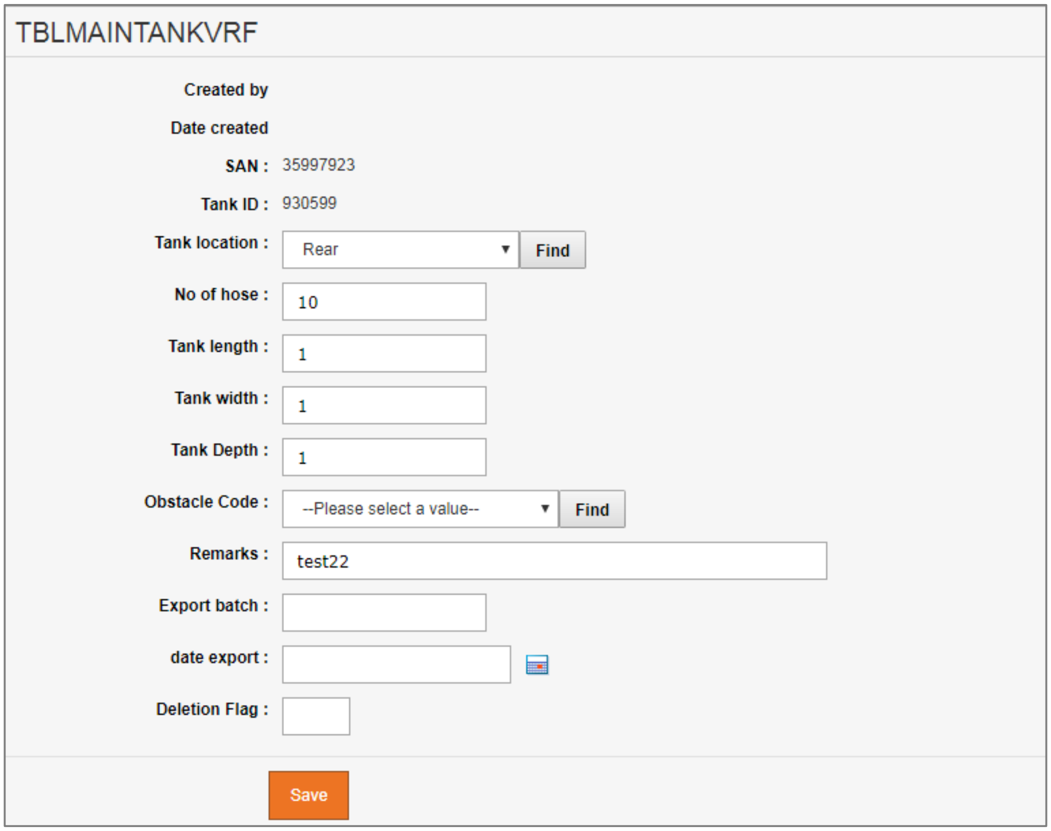


Figure 5.3-3: Tank detail screen

2. Edit the information and click "**Save**" to update the record.

- **Add sharing tank information**

1. From the Search Main & Sharing Tank list page (refer to Figure 5.3-2), click on target tank ID.
2. Scroll to the bottom of the page to add/edit property sharing tank. Refer to Figure 5.3.4.

Figure 5.3-3: Share Tank screen

3. Click "**Add**" button to add new property for the sharing tank. System will display Share_tank screen to add detail information. Refer Figure 5.3-4.

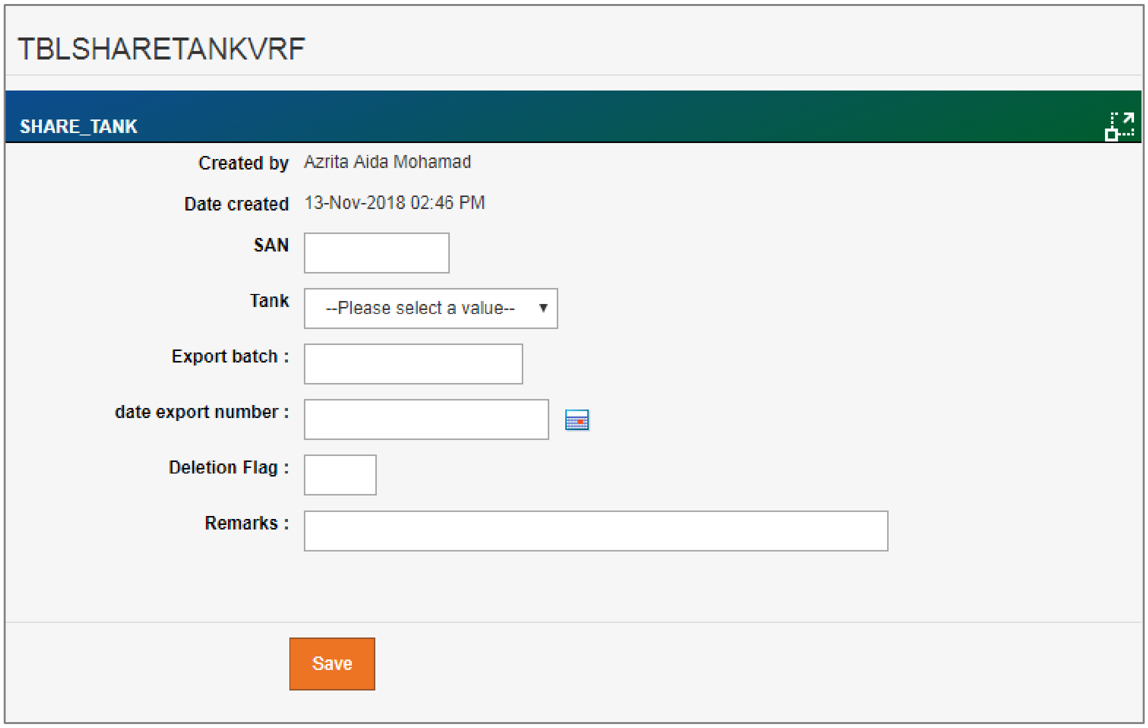


Figure 5.3-4: Share Tank screen

4. Enter share tank information for available fields as follows:
5. Click on "**Save**" button to save the information. System will redirect to Main

Field Name	Description
SAN	Sewerage Account Number
Tank	Tank ID
Export batch	Export batch number
Date Export Number	Date of the export batch
Deletion Flag	Deletion Flag
Remarks	Remarks

5.4 SAN Update (CBCD)

- Search SAN

1. Click on the menu **Search > SAN Update (CBCD)**. SAN Update CBCD screen as per Figure 5.4-1 will be displayed.

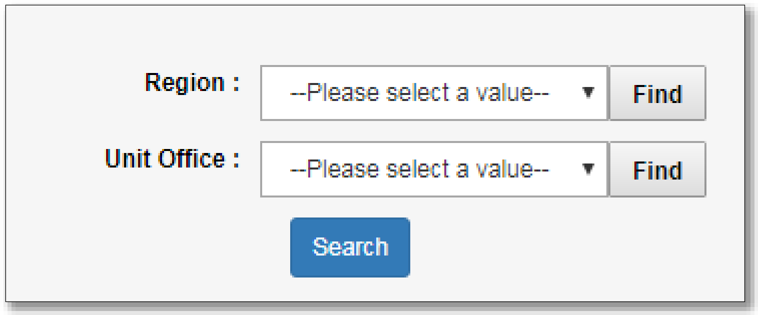


Figure 5.4-1: Search SAN update (CBCD)

2. User can search by below fields:

Field Name	Description
Region	Selected region based on User mapping
Unit Office	Selected unit office

3. Click on "**Search**" button. System will display list of update san for desludged record for the selected fields' value. Refer to Figure 5.4.2.

Figure 5.4-2*: Result to update san screen*

- Update SAN – Desludging

1. On the part action refer to figure 5.4.2, click on 'Update' Button. Screen update SAN as per figure 5.4.3 will displayed.

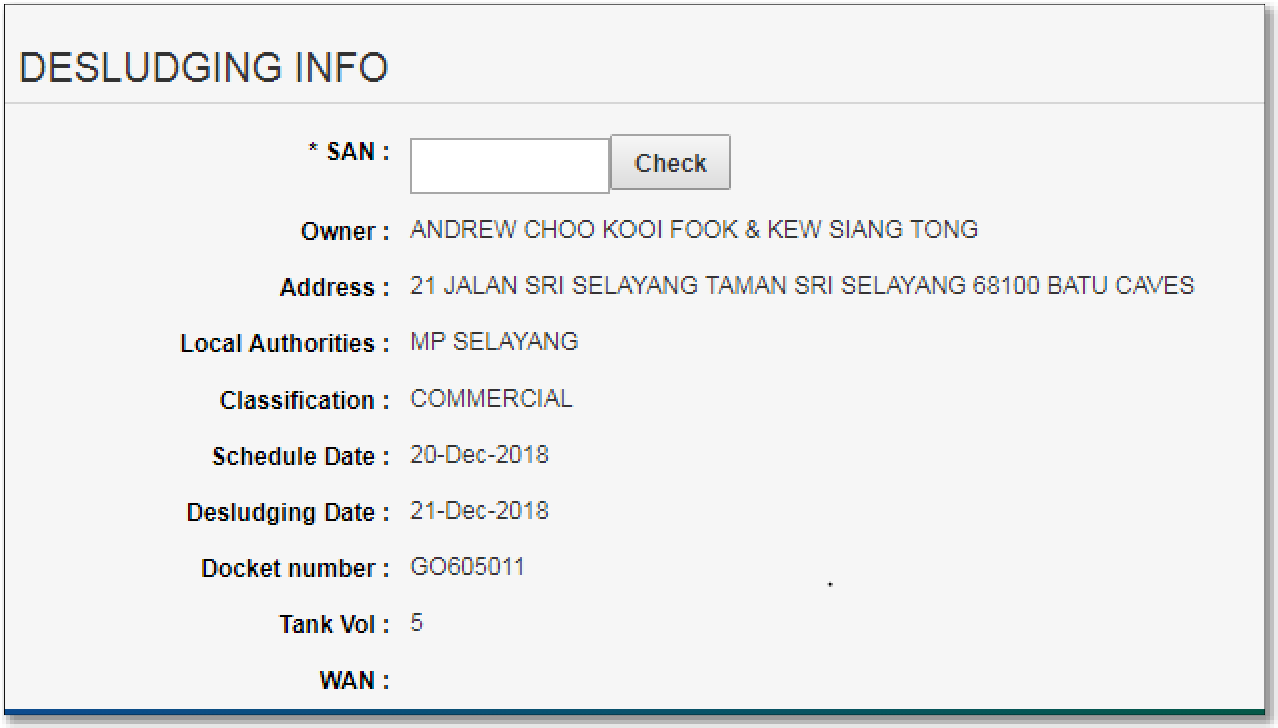


Figure 5.4-3*: Update san screen*

2. Enter match SAN at the screen as figure 5.4.3, then click save Button screen as per figure 5.4.4

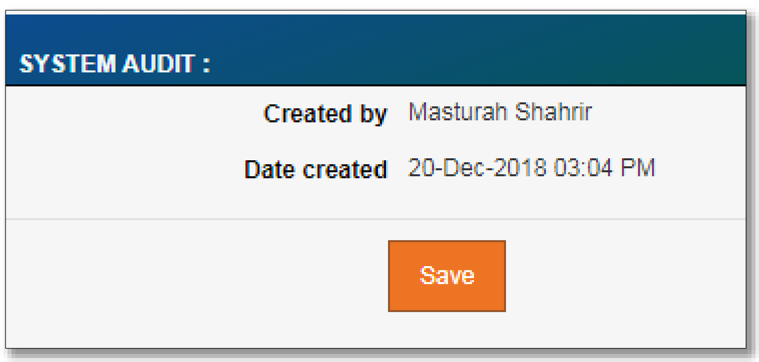


Figure 5.4-4*: save desludging info*

- Reject SAN

1. On the part action refer to figure 5.4.2, click on ‘Reject’ Button. Screen rejct SAN as per figure 5.4.5 will displayed.

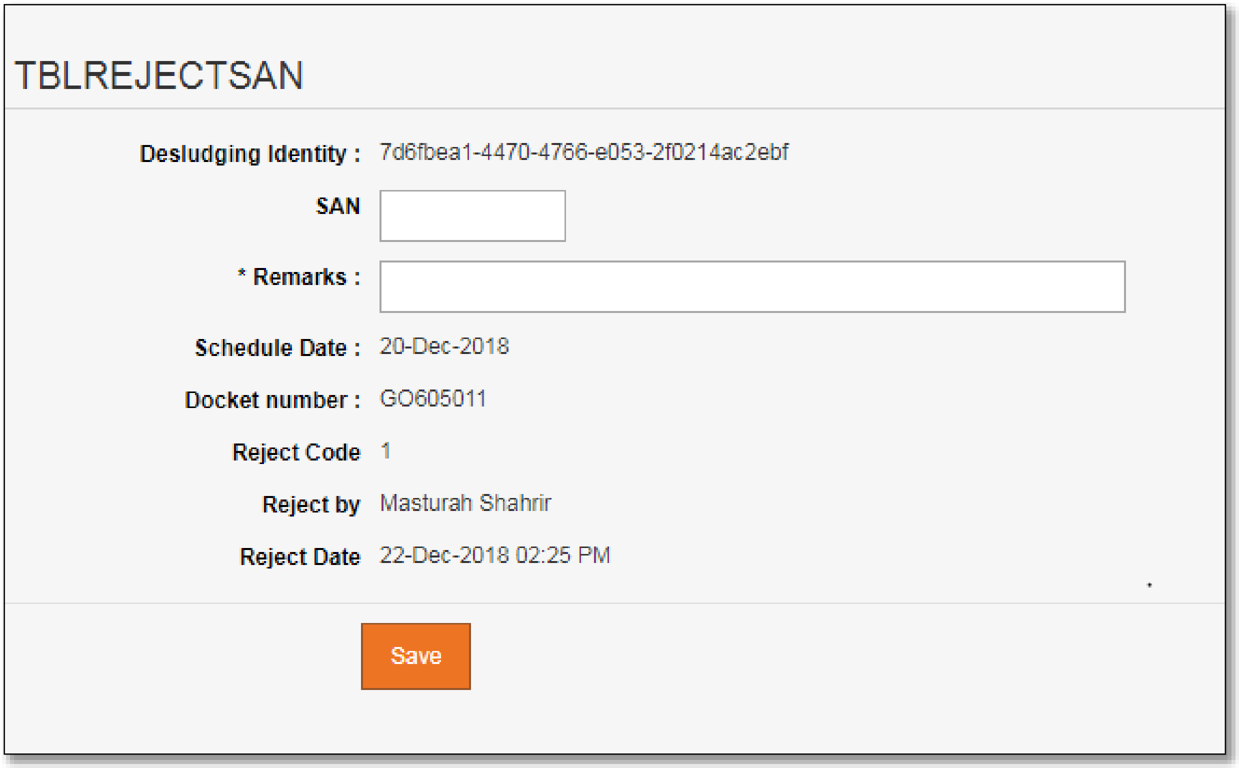


Figure 5.4-5*: Reject SAN screen*

2. Enter rejected SAN at the screen as figure 5.4.5, then click save button screen as per figure 5.4.5.

- Extract List of SAN in Excel

1. Result update SAN refers to figure 5.4.2, It can be export to export as many format. Click on 'Convert to Excel'
2. New tab to view list of san in format report refer to screen Figure 5.4.6.

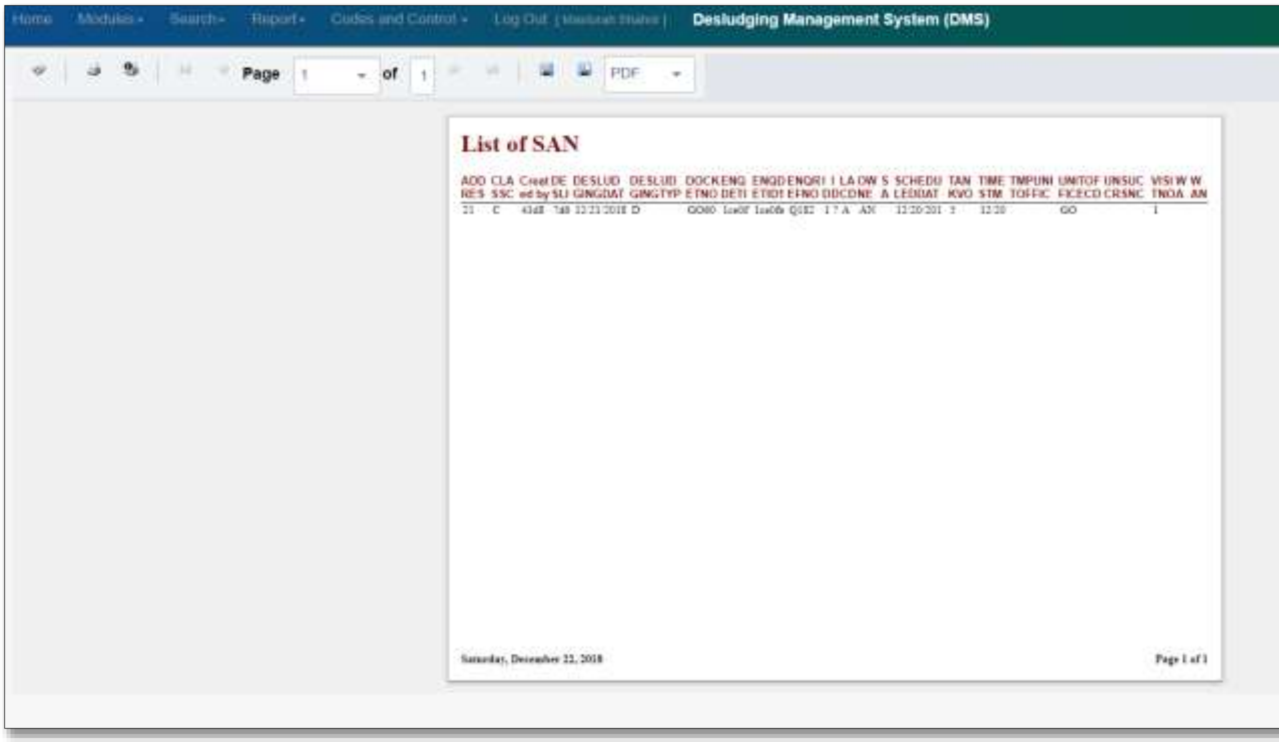


Figure 5.4-6*: List of SAN screen*

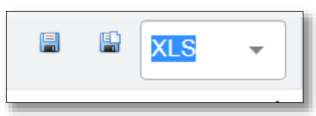
3. Change format as,  then click on , Export a report & save it to the disk and show it in new window button.
4. Report List of SAN generated on browser and automatically save in local PC as per figure 5.4.7

Figure 5.4-7*: Output for Report list of SAN*

6 REPORT

1. Click on the menu **Report\Dashboard > Report**. List of report as per Figure 5.2-1 will be displayed.

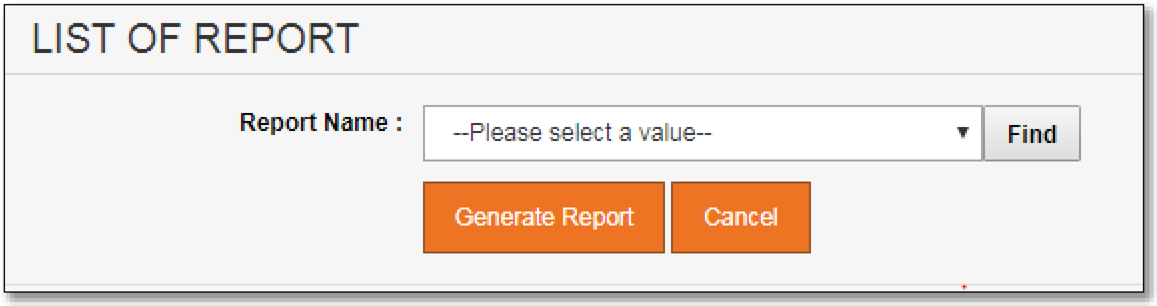
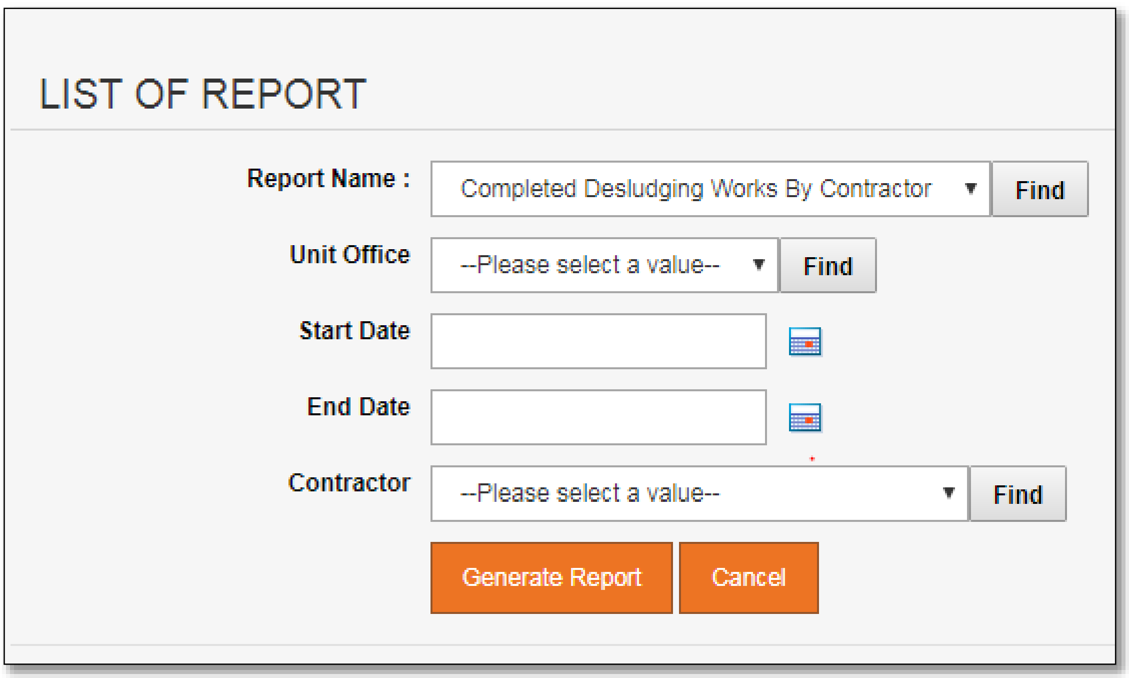


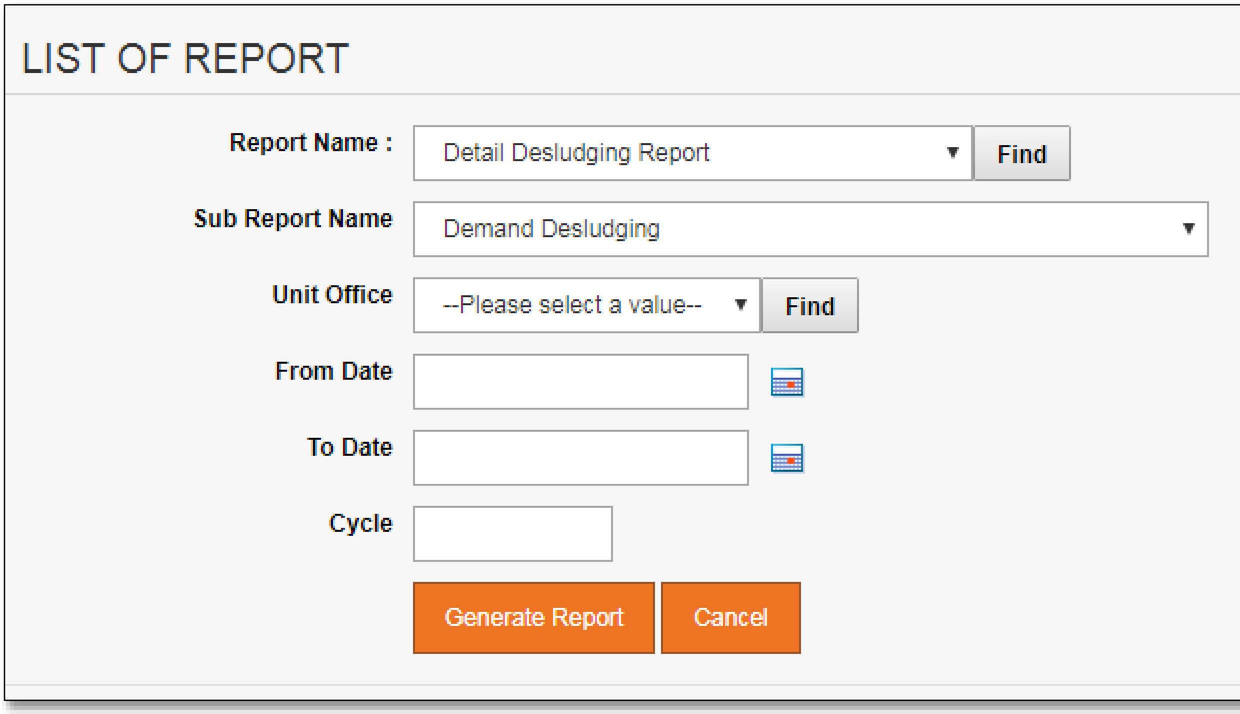
Figure 6.1-: List of report name screen

2. Select selected report name :-

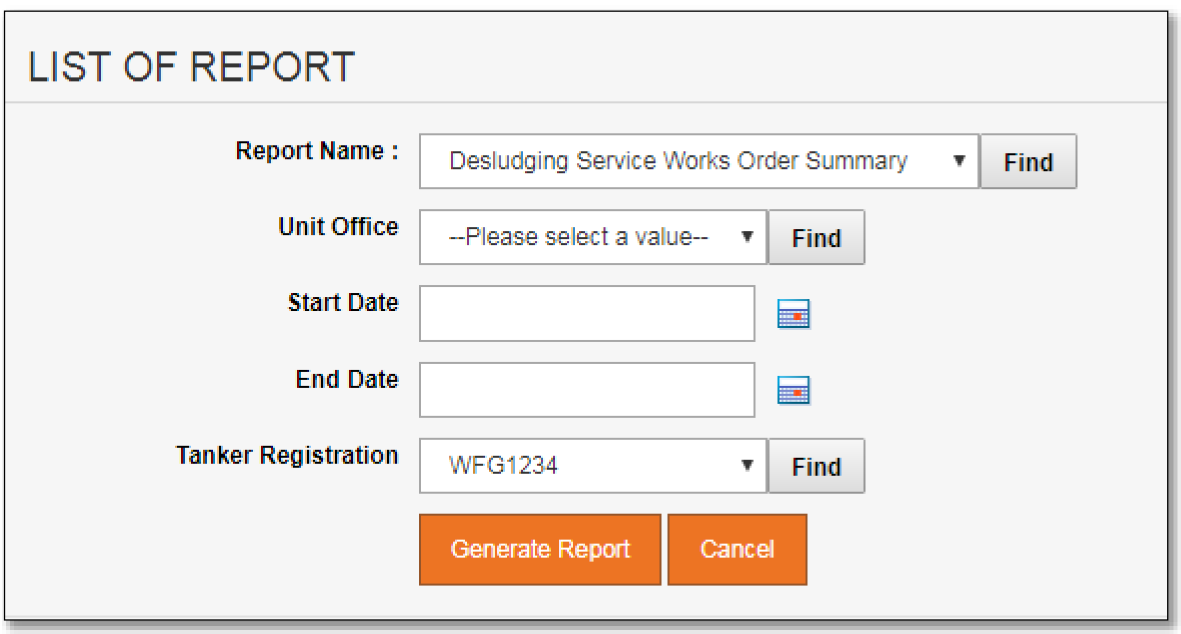
A. Desludging Works By Contractor



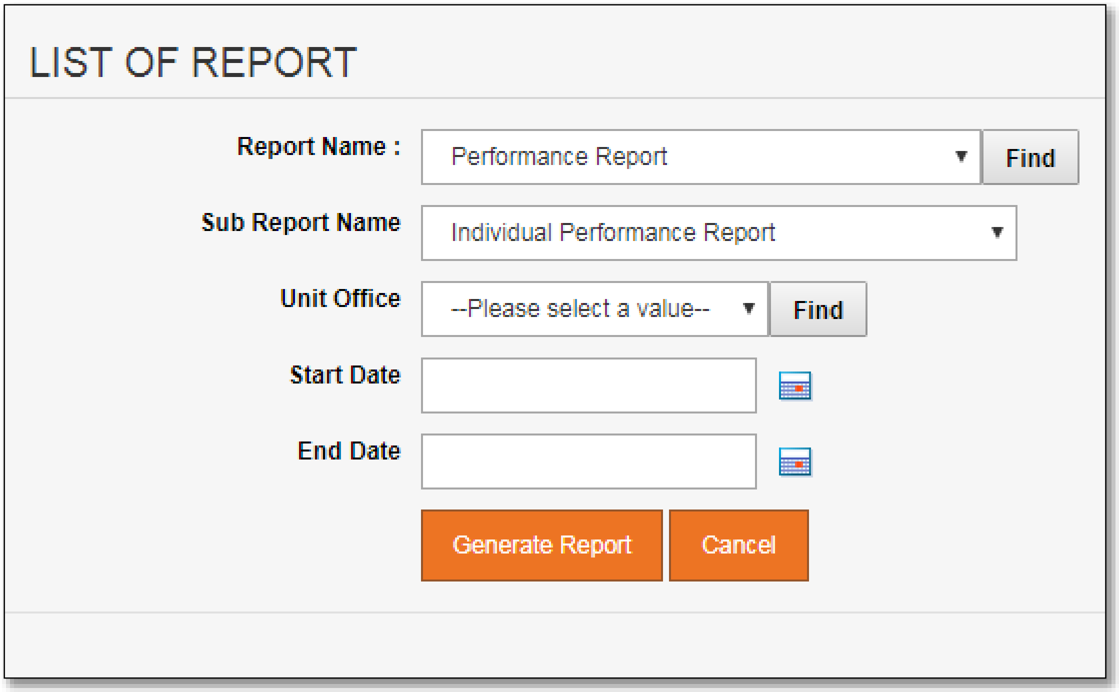
B. Detail Desludging Report



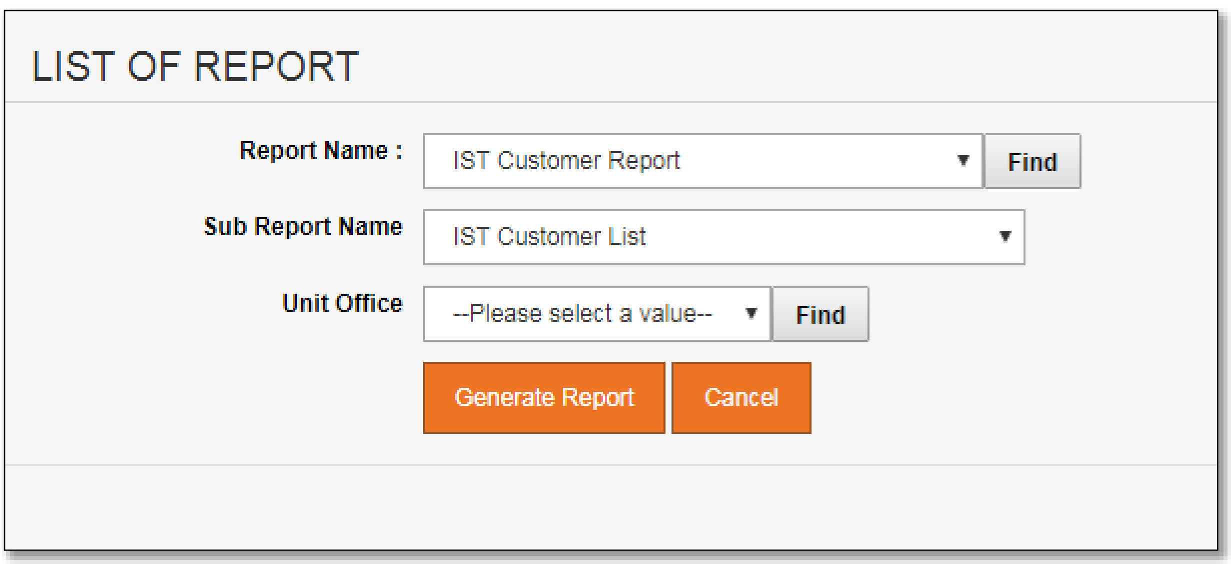
C. Desludging Service Works Order Summary



D. Performance Report

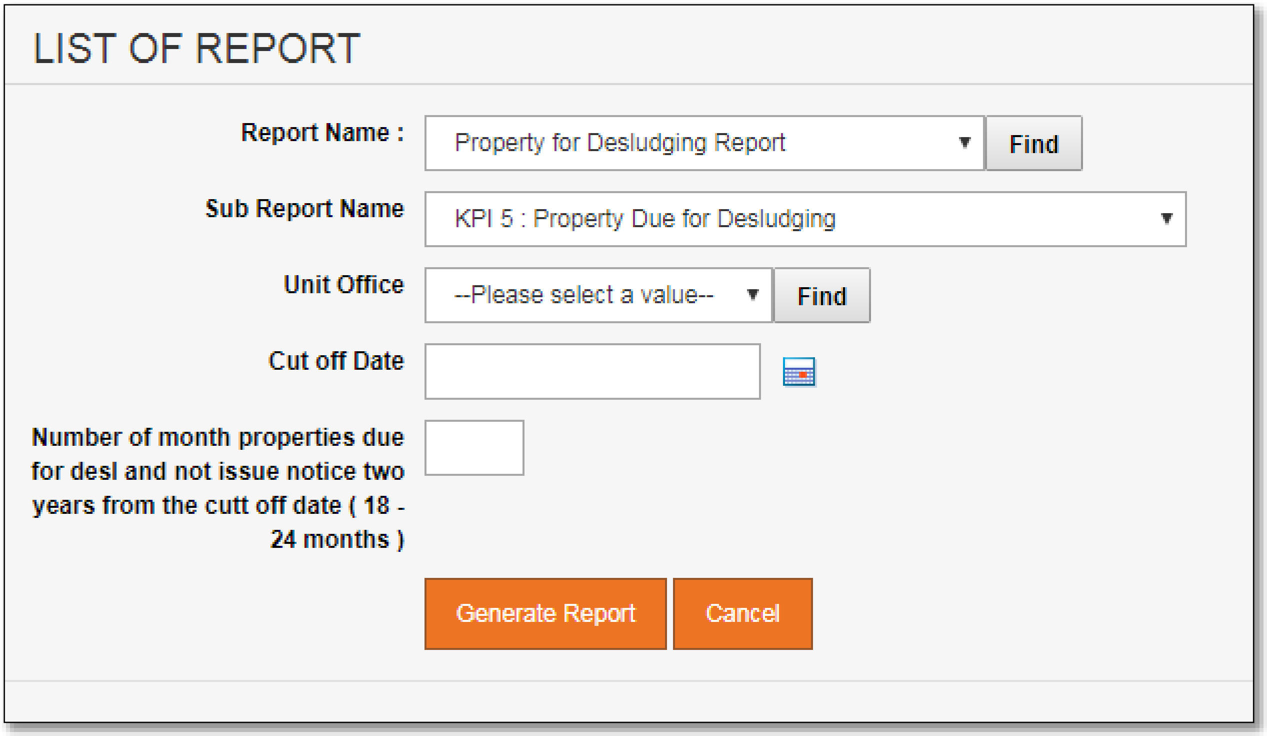


E. IST Customer Report

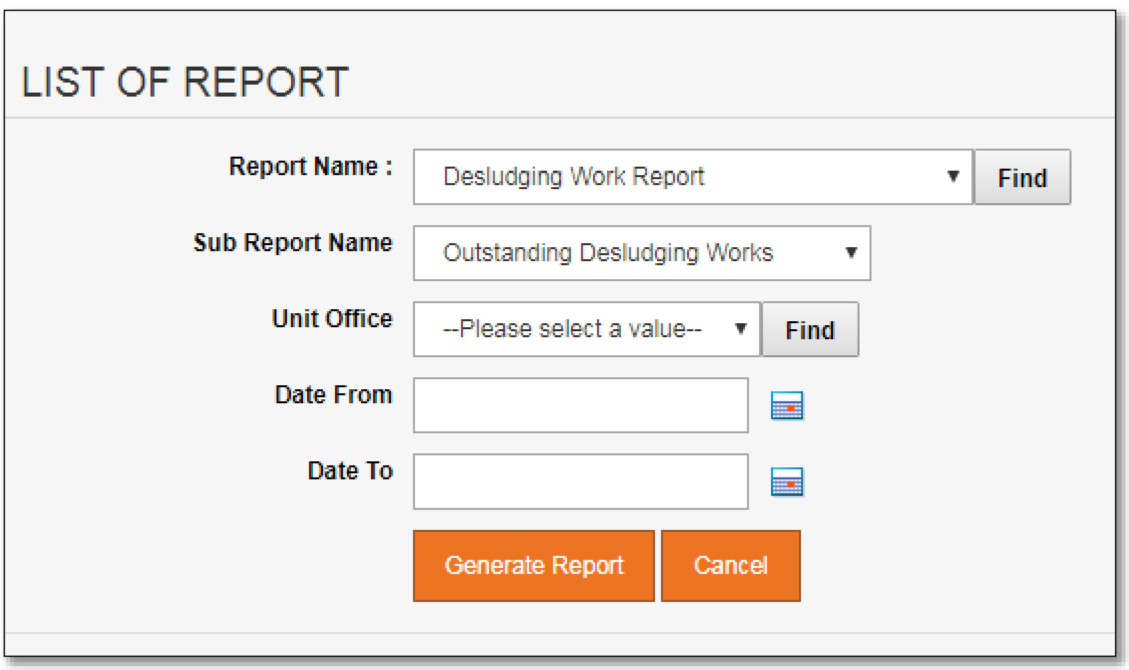


Property for desludging Report

F. Property for Desludging Report

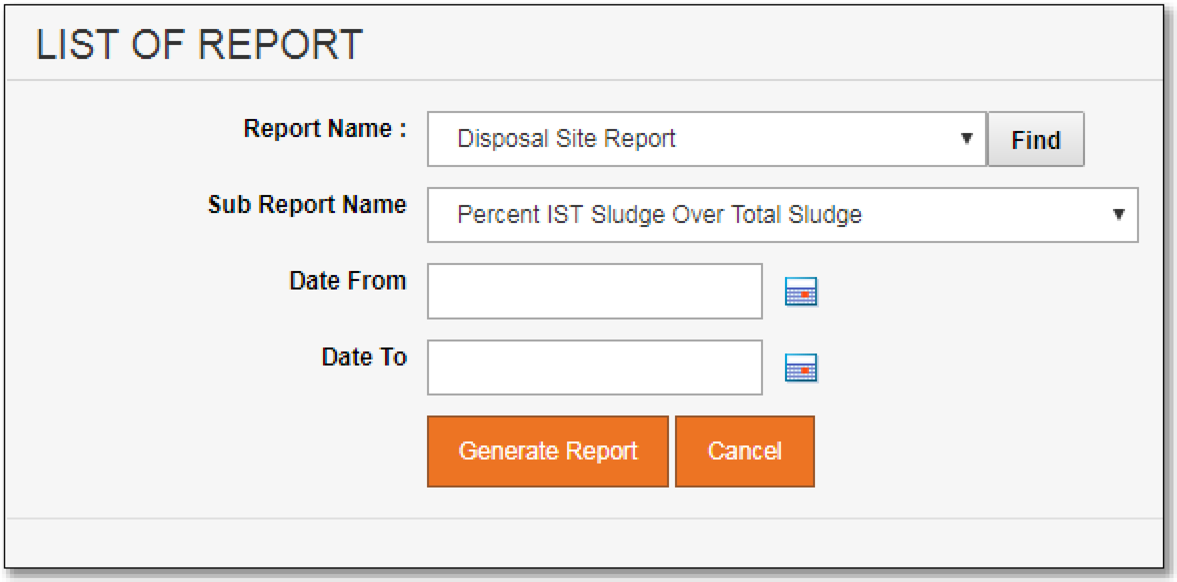


G. Desludging Work Report



Disposal sites

H. Disposal Sites



7 CODES AND CONTROL

There are four (4) sub-sections under Codes & Control which accessible by users with privilege DMS_SysAdmin or DMS_UOAdmin.

7.1 Parameter Setting

System parameters available under **Parameter Setting section** as per Figure 7.1 below. Detail functionalities for each parameter describe in following section.

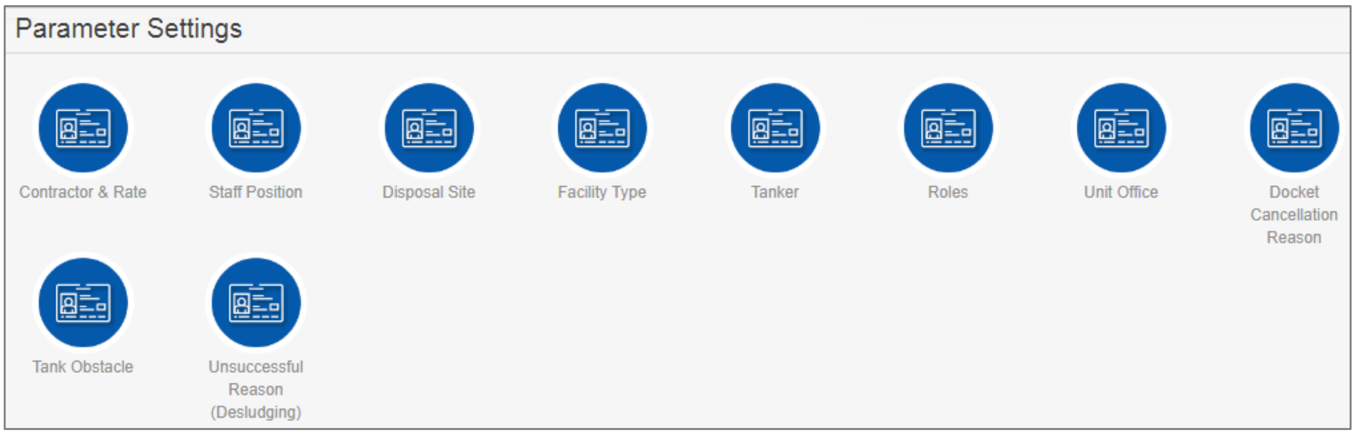


Figure 7.1: List of Options under 'Parameter Settings' Section

H. Contractor & Rate

Granted users will be able to maintain both Contractor and Rate information.

- Click on "**Contractor & Rate**" icon as shown in Figure 7.1.A-1 below.

Figure 7.1.A-1: Contractor & Rate Icon Link

- System will display list of registered contractor. Refer to Figure 7.1.A-2.

Figure 7.1.A-2 List of Registered Contractor

- User able to perform the following transaction depending on the granted access:
  - **Add new Contractor**

    1. Click on “**Add a new entry**” link on top of the list. Refer to Figure 7.1.A-2.

Figure 7.1.A-3: Add New Entry link

    2. System will display Contractor & Rate entry page as below.

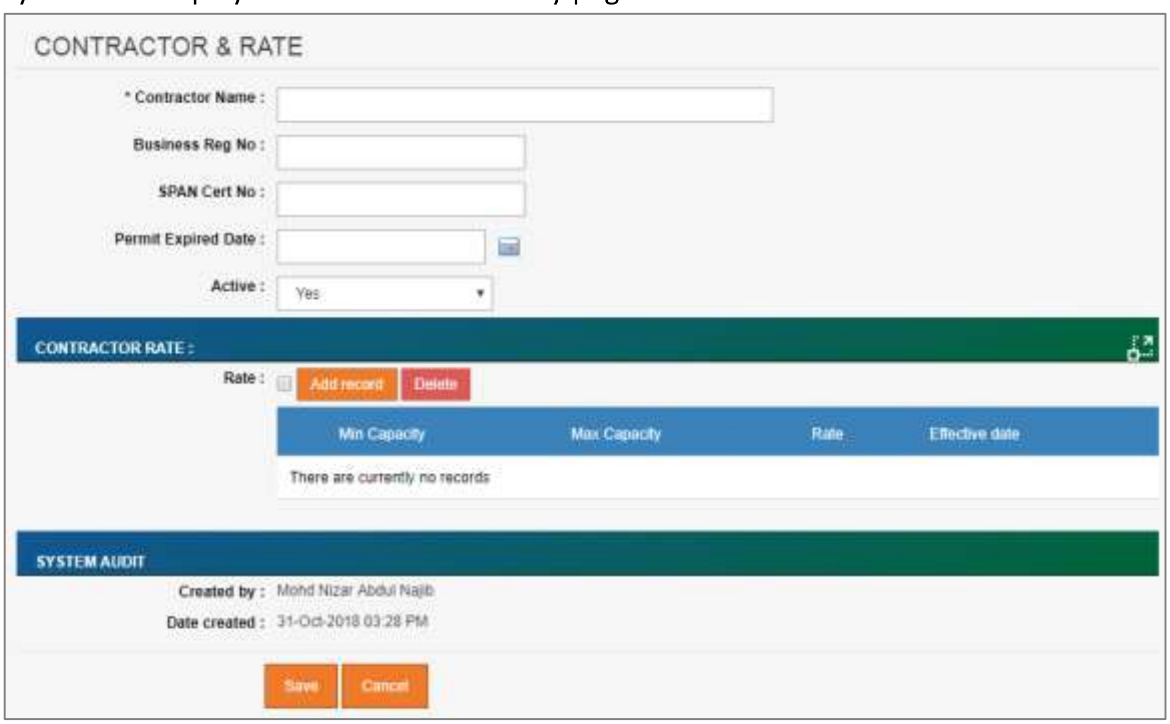


Figure 7.1.A-4: Contractor & Rate Entry Screen

    3. Enter Contractor information for available fields as follows:

Field Name	Description

Contractor Name	Company name
Business Reg No	Company registration no
SPAN Cert No	Certificate no issued by SPAN
Permit Expired Date	Current permit expiry date
Active	Selection: ▪ Yes – Record will be available under respective screen(s) selection. ▪ No – Record will be excluded from selection in respective screen(s).

4. Click on "**Add record**" button under **Contractor Rate section** to register Service Rate for the registered contractor. System will display the following page.

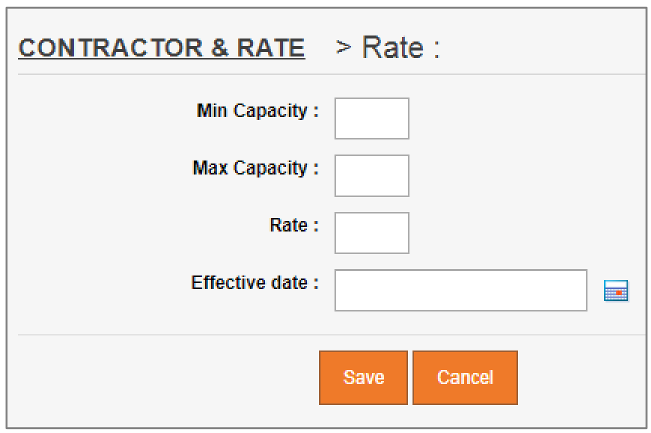


Figure 7.1.A-5: Register Rate for the Contractor

5. Enter Rate information for available fields as follows:

Field Name	Description
Min Capacity	Minimum capacity for the rate (in m3)
Max Capacity	Maximum capacity for the rate (in m3)
Rate	Total rate
Effective Date	Rate effective date

6. Click on "**Save**" button to save the record. System will navigate user to Contractor & Rate entry page as per Figure 7.1.A-4. Click on "Cancel" button if user need to revert to the entry page.
7. From the entry page, click on "**Save**" button to save Contractor record information or "**Cancel**" to redirect to Contractor List page.

- **Update existing Contractor**
  1. From the Contractor List page (refer to Figure 7.1.A-2), click on target record.
  2. System will display detail profile and rate information for the selected Contractor. Refer to Figure 7.1.A-6.

Figure 7.1.A-6: View Selected Contractor Detail

  3. Click on “Edit data” button to update the record. System will display current record in editable mode.

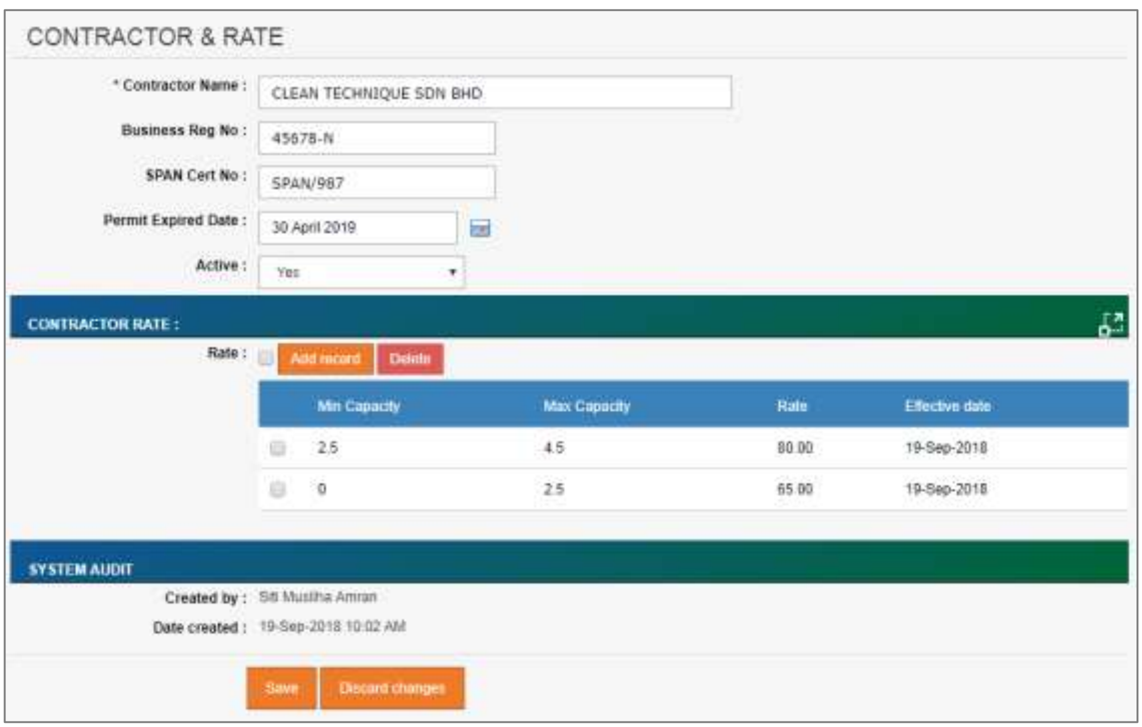


Figure 7.1.A-7: Update Selected Contractor Detail

4. User can perform the following actions:
5. Update contractor profile information and click on "Save" button to update the profile.
6. Click on "Add record" button to register new rate record for the contractor.
7. Click on checkbox button for the target Contractor rate and click on "Delete" button to remove the selected record.
8. Click on target registered rate to update the rate information. System will open new page to update rate information. Click on "Save" button to complete the transaction.
9. Click on "Discard changes" button to cancel the transaction and navigate to the Contractor List page.

- **Delete registered contractor**

1. From the Contractor List page (refer to Figure 7.1.A-2), click on checkbox button for the target record, click on "**Delete**" button.
2. System will prompt Delete Confirmation Message as shown in Figure 7.1.A-8 below.

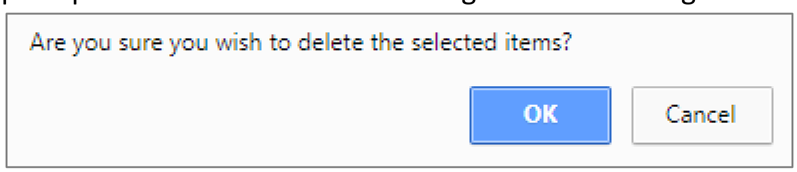


Figure 7.1.A-8: Delete Contractor Confirmation Message

3. Click "**OK**" button to proceed with deletion or "**Cancel**" button to cancel the transaction.

- **Export record(s) in CSV, XLS format**

1. From the Contractor List page (refer to Figure 7.1.A-2), click on the preferred export format; either in CSV or XLS.

Figure 7.1.A-9: Export Format Selection

2. User will be able to view generated file as shown in Figure 7.1.A-10 below.

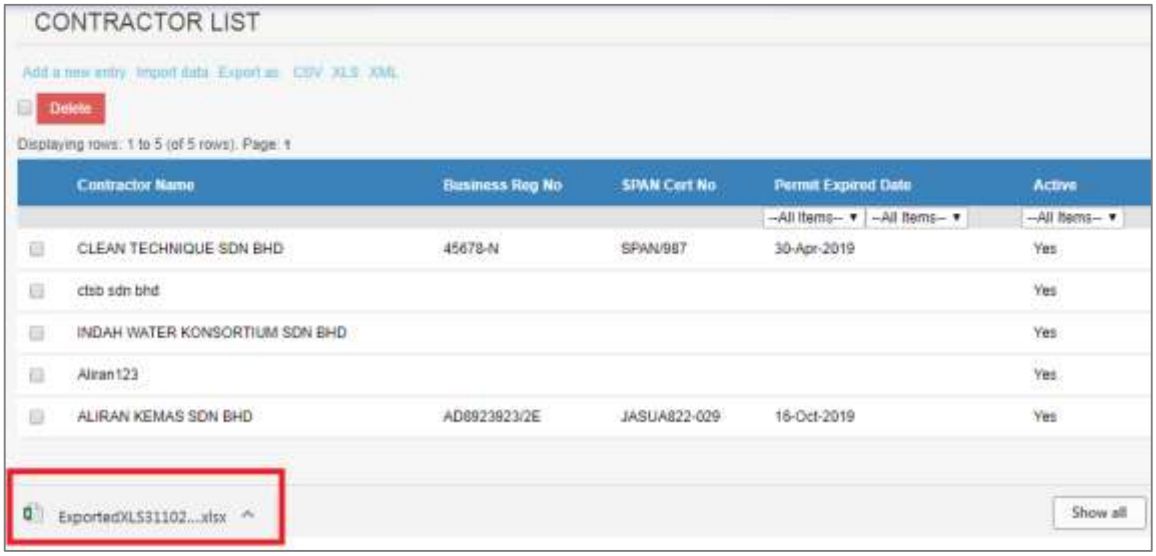


Figure 7.1.A-10: Exported File

- **Dynamic records sorting**
  1. From the Contractor List page (refer to Figure 7.1.A-2), click on the target column header (mark in red from Figure 7.1.A-11 below).
     System will dynamically rearrange record sequence order based on the selected column.

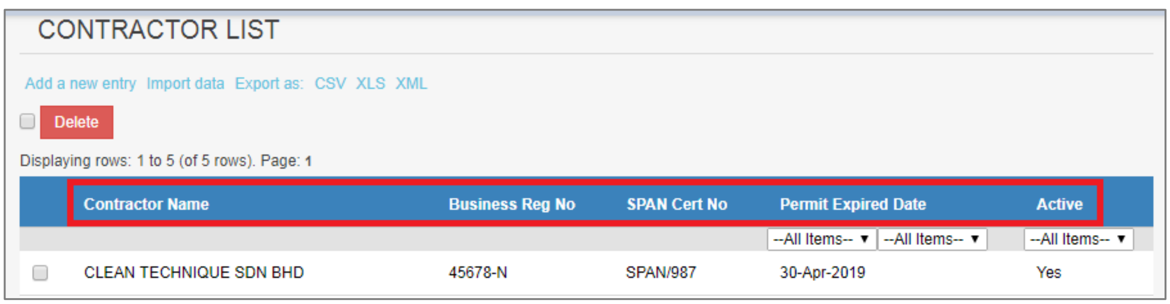


Figure 7.1.A-11: Contractor List – Header

- **Dynamic records filtering**
  1. Choose on target record filter at the Contractor List page. Available selection for "Permit Expired Date" and "Active". Once selected, system will show record(s) related to the filter criteria only.

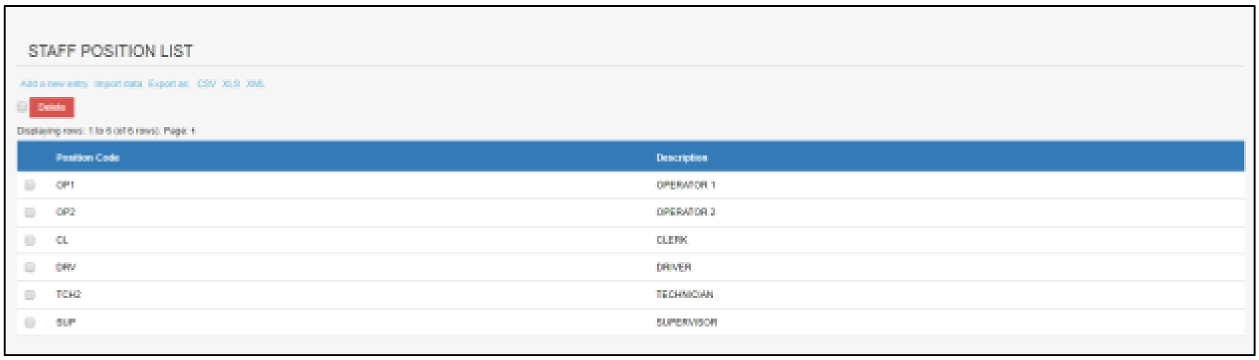
I. Staff Position

Granted users will be able to maintain Staff Position information.

- Click on "**Position**" icon as shown in Figure 7.1.B-1 below.

Figure 7.1.B-1: Staff Position Icon Link

- System will display list of staff position. Refer to Figure 7.1.B-2.



STAFF POSITION LIST

Add a new entry Import data Export as: CSV XLS XML

Delete

Displaying rows: 1 to 6 (of 6 rows). Page: 1

Position Code	Description
OP1	OPERATOR 1
OP2	OPERATOR 2
CL	CLERK
DRV	DRIVER
TCH2	TECHNICIAN
SUP	SUPERVISOR

Figure 7.1.B-2: List of Staff Position

- User able to perform the following transaction depending on the granted access:
  - **Add new Position**
    1. Click on "**Add a new entry**" link on top of the list. Refer to Figure 7.1.B-2.

Figure 7.1.B-3: Add New Entry link

    2. System will display Staff Position entry page as below.

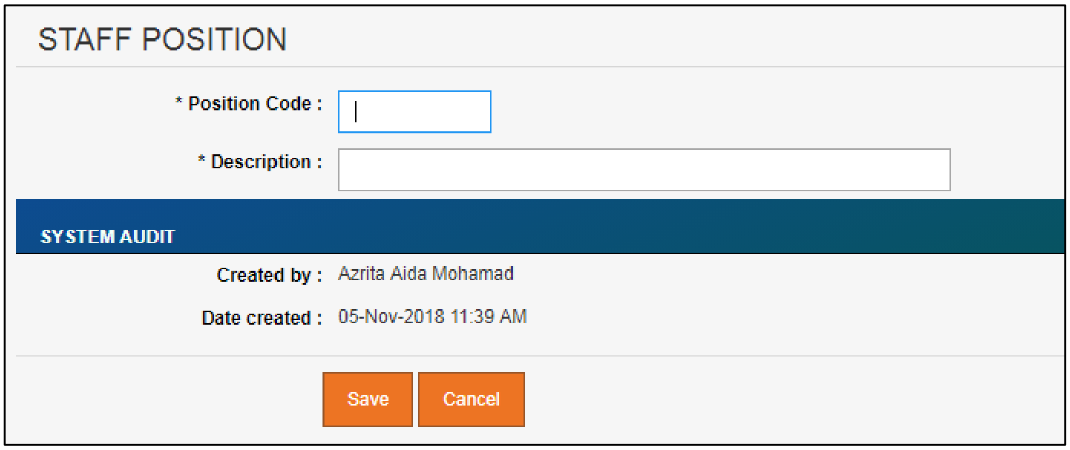


Figure 7.1.B-4: Staff Position Entry Screen

3. Enter the information for available fields as follows.

Field Name	Description
Position Code	Code for the position
Description	Description of the position

4. From the entry page, click on "**Save**" button to save Staff Position record information or "**Cancel**" to redirect to Staff Position List page.

- **Update existing Staff Position**

1. From the Staff Position list page (refer to Figure 7.1.B-2), click on target record. System will display detail staff position information for the selected Position. Refer to Figure 7.1.B-5.

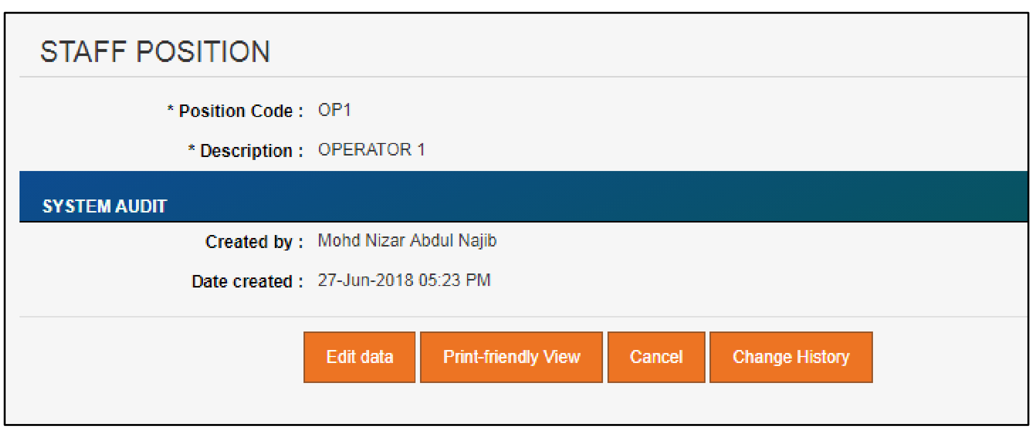


Figure 7.1.B-5: View Selected Staff Position Detail

2. Click on “**Edit data**” button to update the record. System will display current record in editable mode.

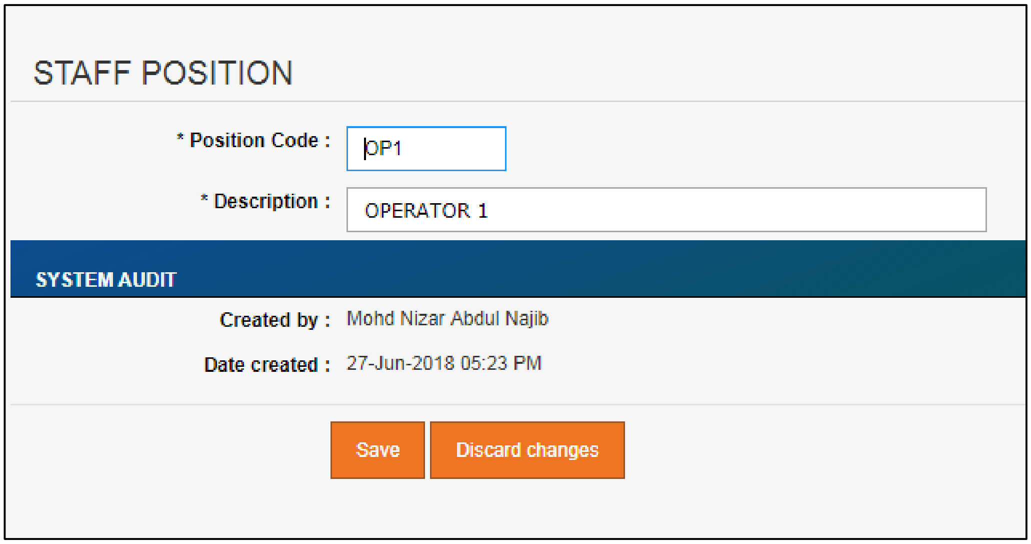


Figure 7.1.B-6: Update Selected Staff Position Detail

3. Edit the information and click “**Save**” to update the record.
4. Click on “**Discard changes**” button to cancel the transaction and system will navigate to the Staff Position detail screen (refer to Figure 7.1.B-5)

- **Delete registered Staff Position**
  1. From the Staff Position list page (refer to Figure 7.1.B-2), click on checkbox button for the target record, click on “**Delete**” button.
  2. System will prompt Delete Confirmation Message as shown in Figure 7.1.A-7 below.

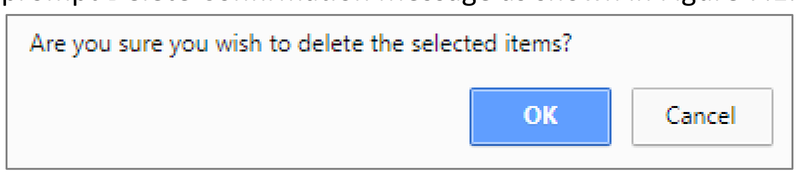


Figure 7.1.A-7: Delete Staff position Confirmation Message

  3. Click “**OK**” button to proceed with deletion or “**Cancel**” button to cancel the transaction.

- **Export record(s) in CSV, XLS format**
  1. From the Contractor List page (refer to Figure 7.1.A-2), click on the preferred export format; either in CSV or XLS.

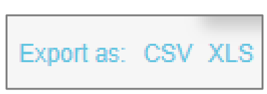


Figure 7.1.B.8: Export Format Selection

2. User will be able to view generated file as shown in Figure 7.1.B-9 below.

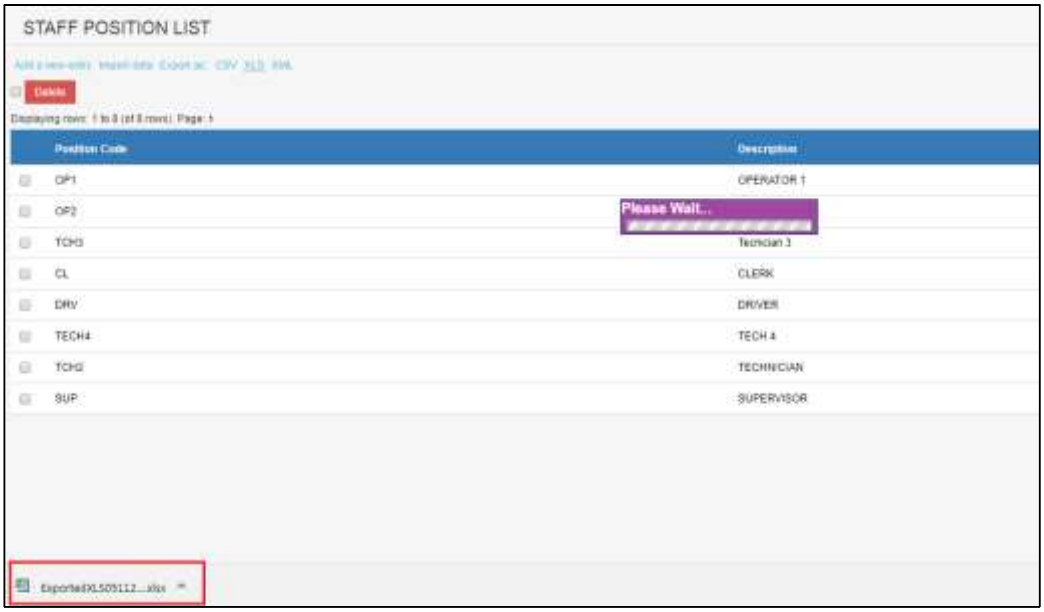


Figure 7.1.B-9: Exported File

- **Dynamic records sorting**
    1. From the Staff Position List page (refer to Figure 7.1.B-2), click on the target column header (mark in red from Figure 7.1.B-10 below).
       System will dynamically rearrange record sequence order based on the selected column.

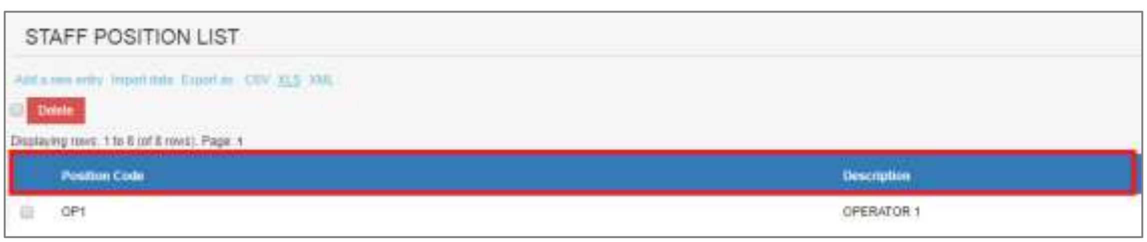


Figure 7.1.B-10: Staff Position List – Header

J. Disposal Site

Granted users will be able to maintain Disposal Site information.

- Click on "**Disposal Site**" icon as shown in Figure 7.1.C-1 below.

Figure 7.1.C-1: Disposal Site Icon Link

- System will display list of disposal site. Refer to Figure 7.1.C-2.

Figure 7.1.C-2: List of Disposal Site

- User able to perform the following transaction depending on the granted access:
    - **Add new disposal site**
        1. Click on “**Add a new entry**” link on top of the list. Refer to Figure 7.1.B-2.

Figure 7.1.C-3: Add New Entry link

        2. System will display Disposal Site entry page as below.

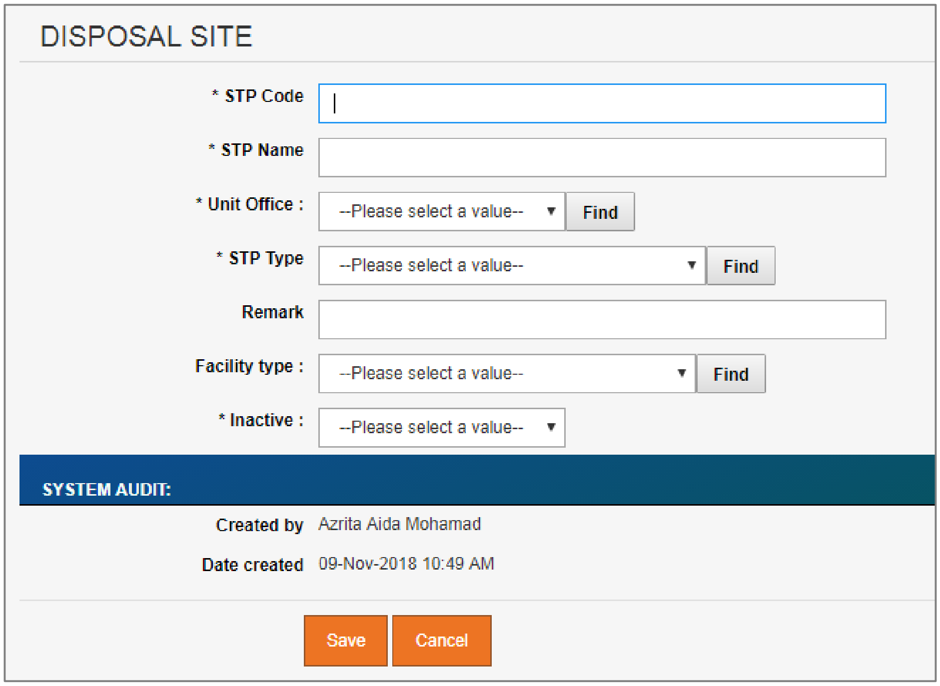


Figure 7.1.C-4: Disposal Site Entry Screen

3. Enter the information for available fields as follows.

Field Name	Description
STP Code	Code for the STP
STP Name	Name of the STP
Unit Office	Select the Unit Office
STP Type	Select the STP type
Remark	Remarks of the STP
Facility Type	Select the Facility Type
Inactive	Selection: ▪ Yes – Record will be available under respective screen(s) selection. ▪ No – Record will be excluded from selection in respective screen(s).

4. From the entry page, click on "**Save**" button to save Disposal Site record information or "**Cancel**" to redirect to Disposal Site List page.

- **Update existing Disposal Site**

1. From the Disposal Site list page (refer to Figure 7.1.C-2), click on target record. System will display detail Disposal Site information for the selected Position. Refer to Figure 7.1.C-5.

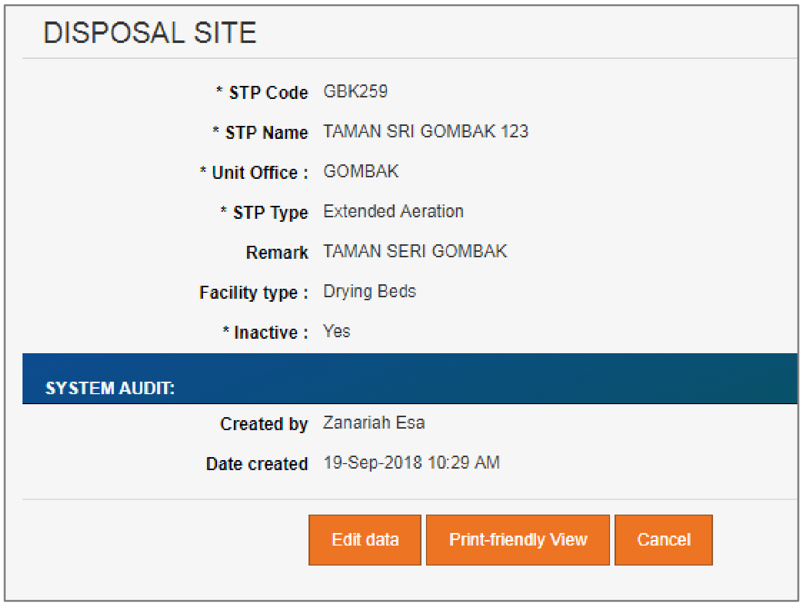


Figure 7.1.C-5: View Selected Disposal Site Detail

2. Click on "**Edit data**" button to update the record. System will display current record in editable mode.

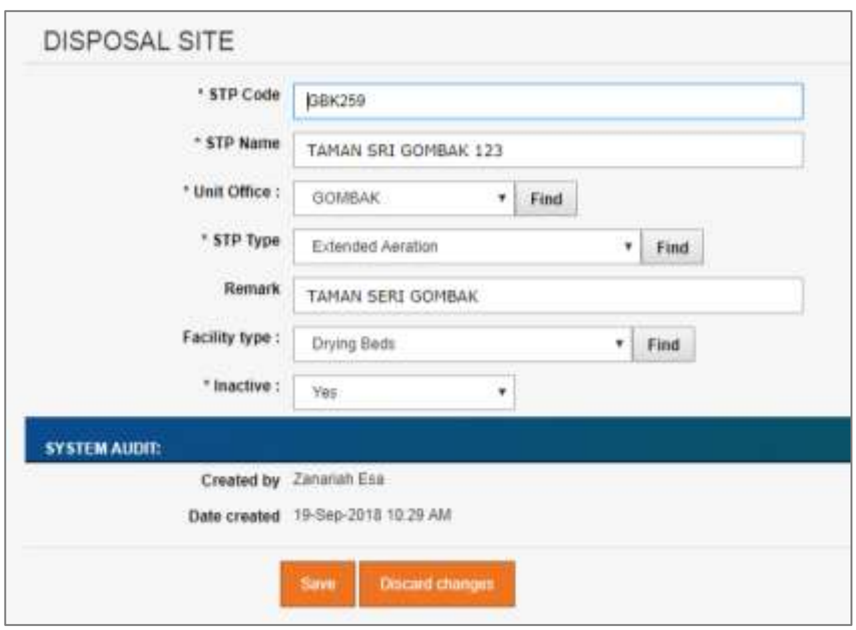


Figure 7.1.C-6: Update Selected Disposal Site Detail

3. Edit the information and click “**Save**” to update the record.
4. Click on “**Discard changes**” button to cancel the transaction and system will navigate to the Disposal Site detail screen (refer to Figure 7.1.C-5)

- **Delete registered Disposal Site**

1. From the Disposal Site list page (refer to Figure 7.1.C-2), click on checkbox button ☐ for the target record, click on “**Delete**” button.
2. System will prompt Delete Confirmation Message as shown in Figure 7.1.C-7 below.

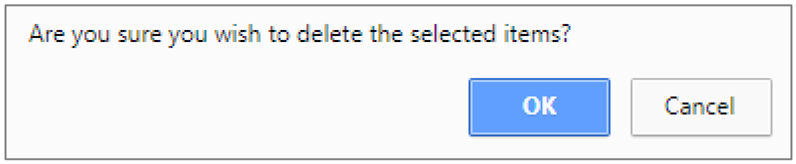


Figure 7.1.C-7: Delete Disposal Site Confirmation Message

3. Click “**OK**” button to proceed with deletion or “**Cancel**” button to cancel the transaction.

- **Export record(s) in CSV, XLS format**

1. From the Contractor List page (refer to Figure 7.1.A-2), click on the preferred export format; either in CSV or XLS.

Figure 7.1.B-9: Export Format Selection

2. User will be able to view generated file as shown in Figure 7.1.C-9 below.

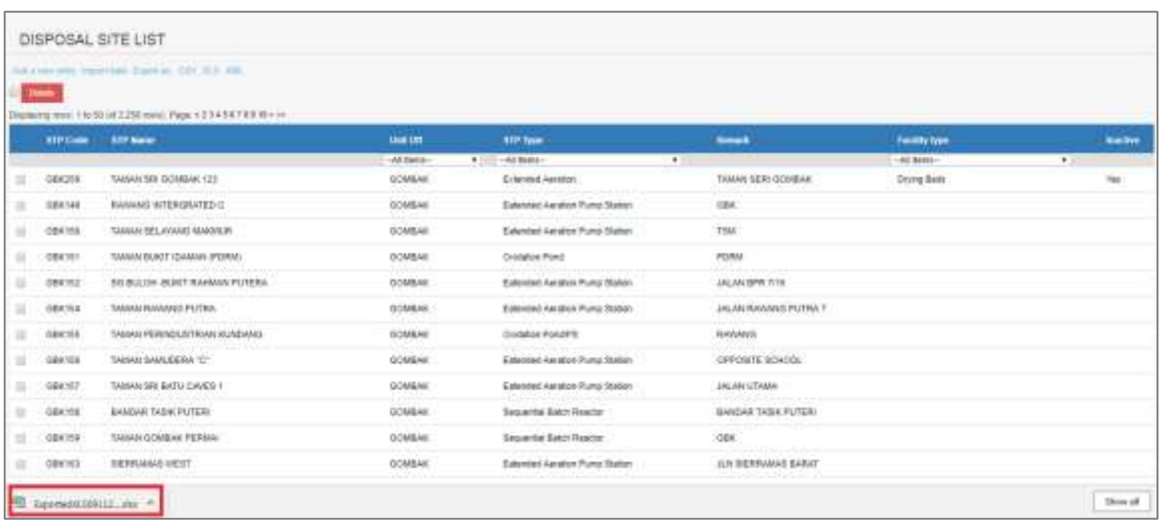


Figure 7.1.C-9: Exported File

- **Dynamic records sorting**
  1. From the Disposal Site List page (refer to Figure 7.1.B-2), click on the target column header (mark in red from Figure 7.1.B-10 below).
     System will dynamically rearrange record sequence order based on the selected column.

Figure 7.1.C-10: Disposal Site List – Header

- **Dynamic records filtering**
  1. Choose on target record filter at the Disposal Site List page. Available selection for "Unit Office", "STP Type" and "Facility Type". Once selected, system will show record(s) related to the filtered criteria only.

K. Facility Type

Granted users will be able to maintain Facility Type information.

- Click on "**Facility Type**" icon as shown in Figure 7.1.D-1 below.

Figure 7.1.D-1: Facility Type Icon Link

- System will display list of Facility Type. Refer to Figure 7.1.D-2.

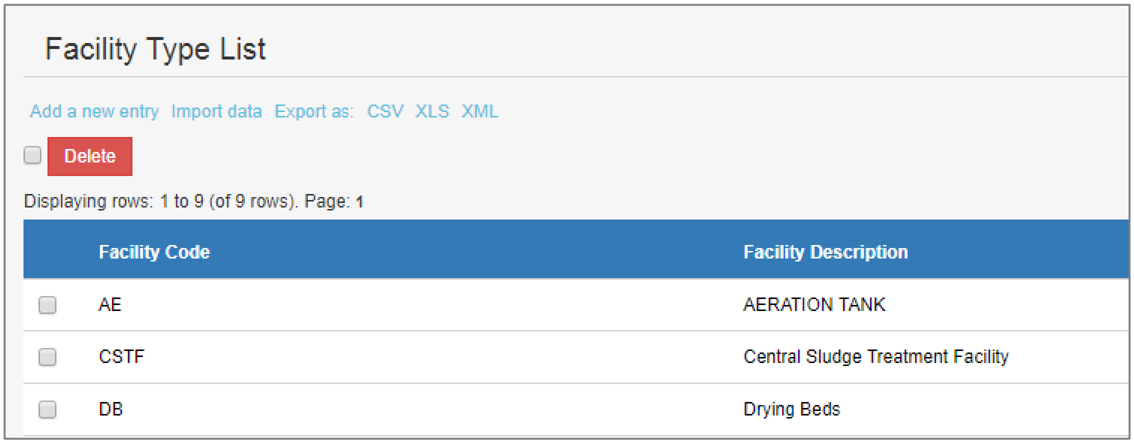


Figure 7.1.D-2: List of Facility Type

- User able to perform the following transaction depending on the granted access:
  - **Add new Facility Type**

1. Click on "**Add a new entry**" link on top of the list. Refer to Figure 7.1.B-2.

Figure 7.1.D-3: Add New Entry link

2. System will display Facility Type entry page as below.

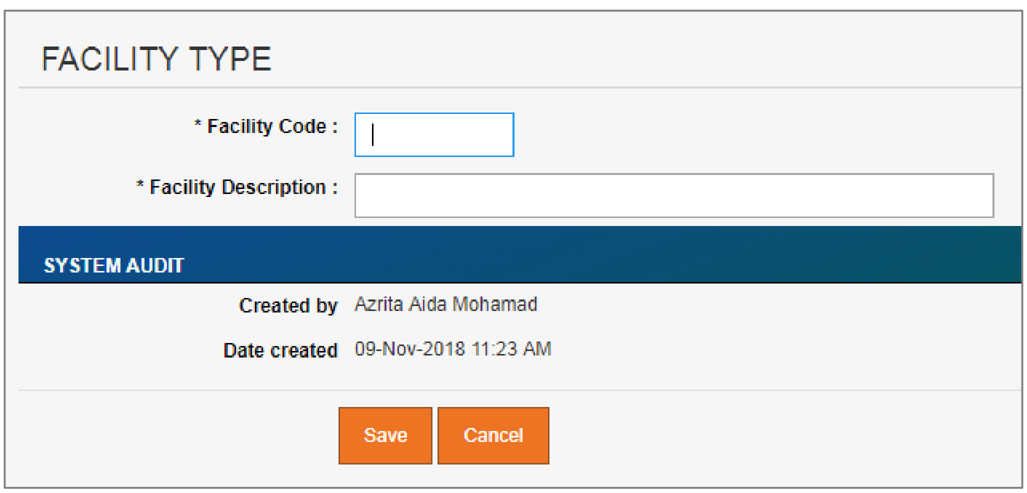


Figure 7.1.D-4: Facility Type Entry Screen

3. Enter the information for available fields as follows.

Field Name	Description
Facility Code	Code for the Facility
Facility Description	Description of the Facility

4. From the entry page, click on "**Save**" button to save Facility Type record information or "**Cancel**" to redirect to Facility Type Detail page.

- **Update existing Facility Type**

1. From the Facility Type list page (refer to Figure 7.1.D-2), click on target record. System will display detail Facility Type information for the selected Position. Refer to Figure 7.1.D-5.

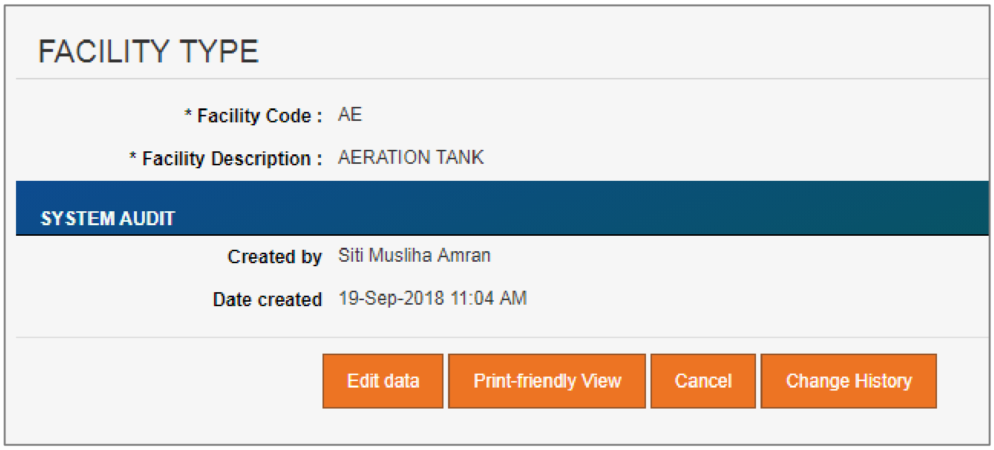


Figure 7.1.D-5: View Selected Facility Type Detail

2. Click on "**Edit data**" button to update the record. System will display current record in editable mode.

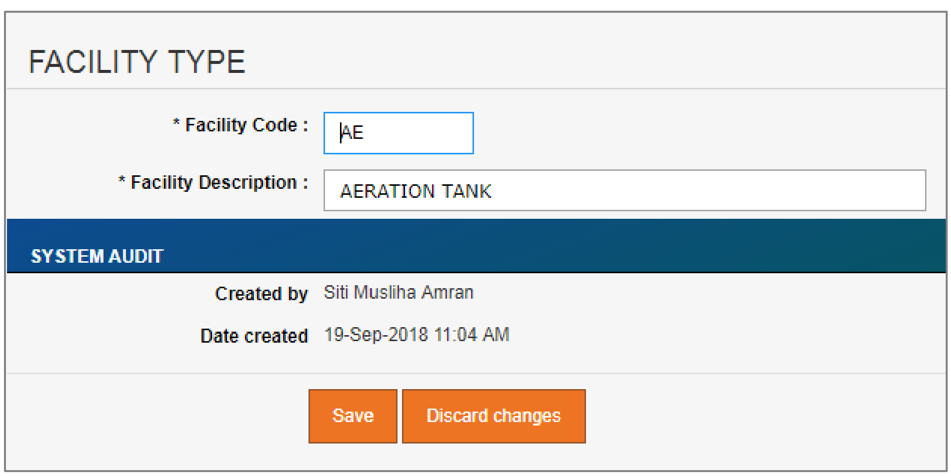


Figure 7.1.D-6: Update Selected Facility Type Detail

3. Edit the information and click "**Save**" to update the record.
4. Click on "**Discard changes**" button to cancel the transaction and system will navigate to the Facility Type detail screen (refer to Figure 7.1.D-5)

- **Delete registered Facility Type**
  1. From the Facility Type list page (refer to Figure 7.1.D-2), click on checkbox button ☐ for the target record, click on "**Delete**" button.
  2. System will prompt Delete Confirmation Message as shown in Figure 7.1.D-7 below.

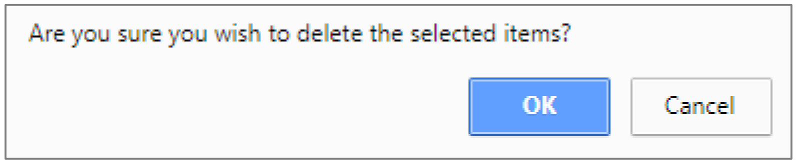


Figure 7.1.D-7: Delete Facility Type Confirmation Message

  3. Click "**OK**" button to proceed with deletion or "**Cancel**" button to cancel the transaction.

- **Export record(s) in CSV, XLS format**
  1. From the Contractor List page (refer to Figure 7.1.A-2), click on the preferred export format; either in CSV or XLS.

Figure 7.1.B-9: Export Format Selection

  2. User will be able to view generated file as shown in Figure 7.1.D-9 below.

Figure 7.1.D-9: Exported File

- **Dynamic records sorting**
  1. From the Facility Type List page (refer to Figure 7.1.B-2), click on the target column header (mark in red from Figure 7.1.B-10 below).

System will dynamically rearrange record sequence order based on the selected column.

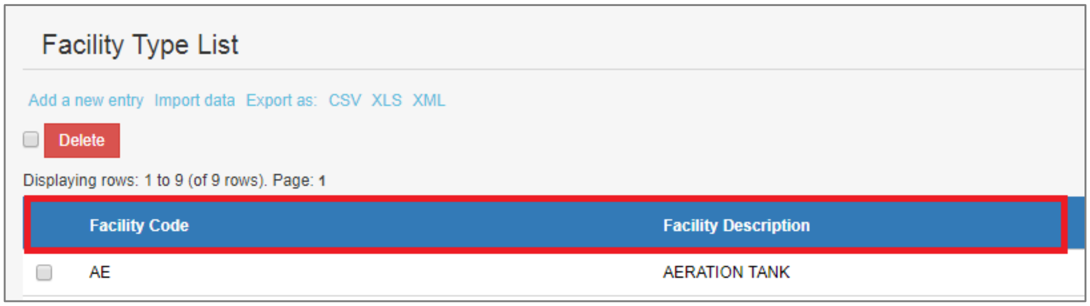


Figure 7.1.D-10: Facility Type List – Header

L. Tanker

Granted users will be able to maintain Tanker information.

- Click on "**Tanker**" icon as shown in Figure 7.1.E-1 below.

Figure 7.1.E-1: Tanker Icon Link

- System will display list of Tanker. Refer to Figure 7.1.E-2.

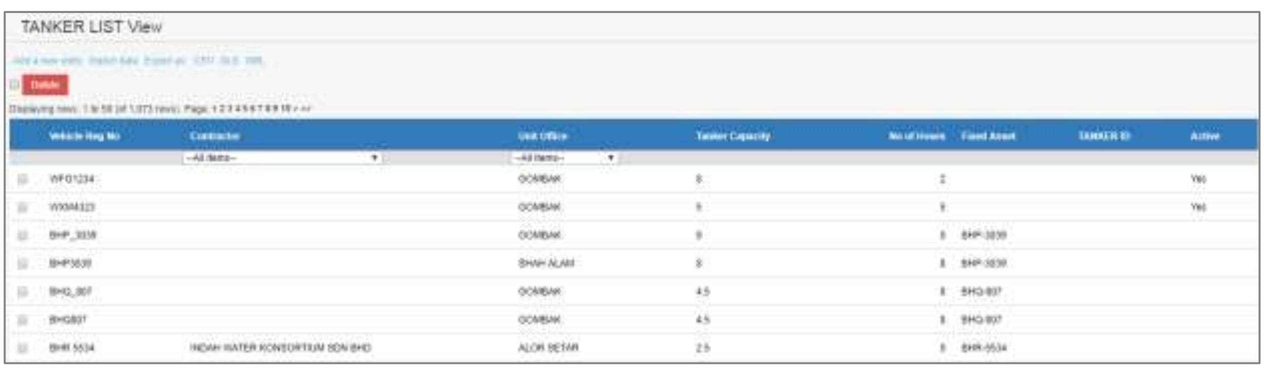


Figure 7.1.E-2: List of Tanker

- User able to perform the following transaction depending on the granted access:
    - **Add new Tanker**
        1. Click on "**Add a new entry**" link on top of the list. Refer to Figure 7.1.B-2.

Figure 7.1.E-3: Add New Entry link

2. System will display Tanker entry page as below.

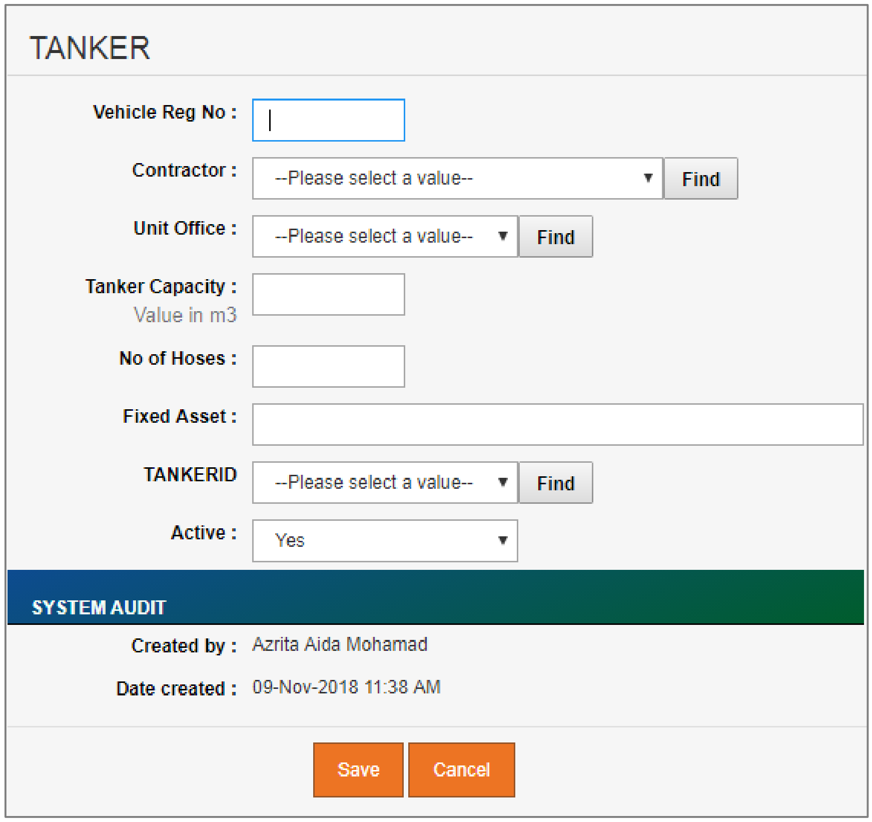


Figure 7.1.E-4: Tanker Entry Screen

3. Enter the information for available fields as follows.

Field Name	Description
Vehicle Reg No	Vehicle registration number
Contractor	Select the constractor
Unit Office	Select the Unit Office
Tanker Capacity	Tanker capacity in m^3
No of Hoses	Number of hoses
Fixed Asset	Fixed asset
Tanker ID	Select the Tanker ID
Active	Selection: ▪ Yes – Record will be available under respective screen(s) selection. ▪ No – Record will be excluded from selection in

	respective screen(s).

4. From the entry page, click on "**Save**" button to save Tanker record information or "**Cancel**" to redirect to Tanker List page.

- **Update existing Tanker**

1. From the Tanker list page (refer to Figure 7.1.E-2), click on target record.
   System will display detail Tanker information for the selected Position. Refer to Figure 7.1.E-5.

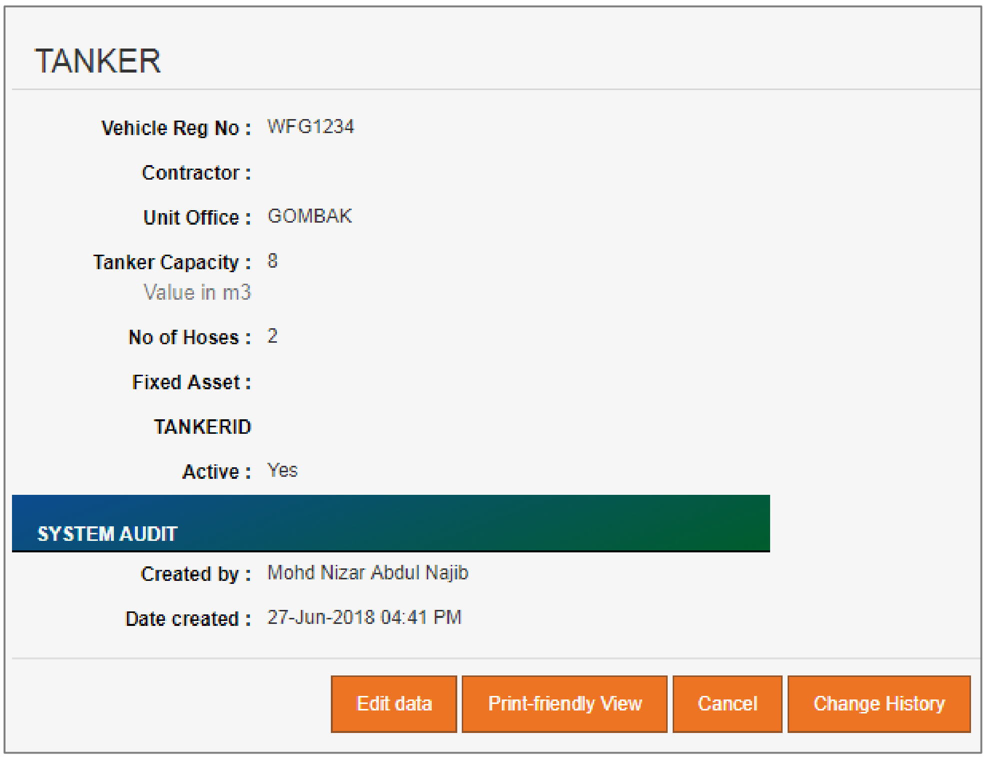


Figure 7.1.E-5: View Selected Tanker Detail

2. Click on "**Edit data**" button to update the record. System will display current record in editable mode.

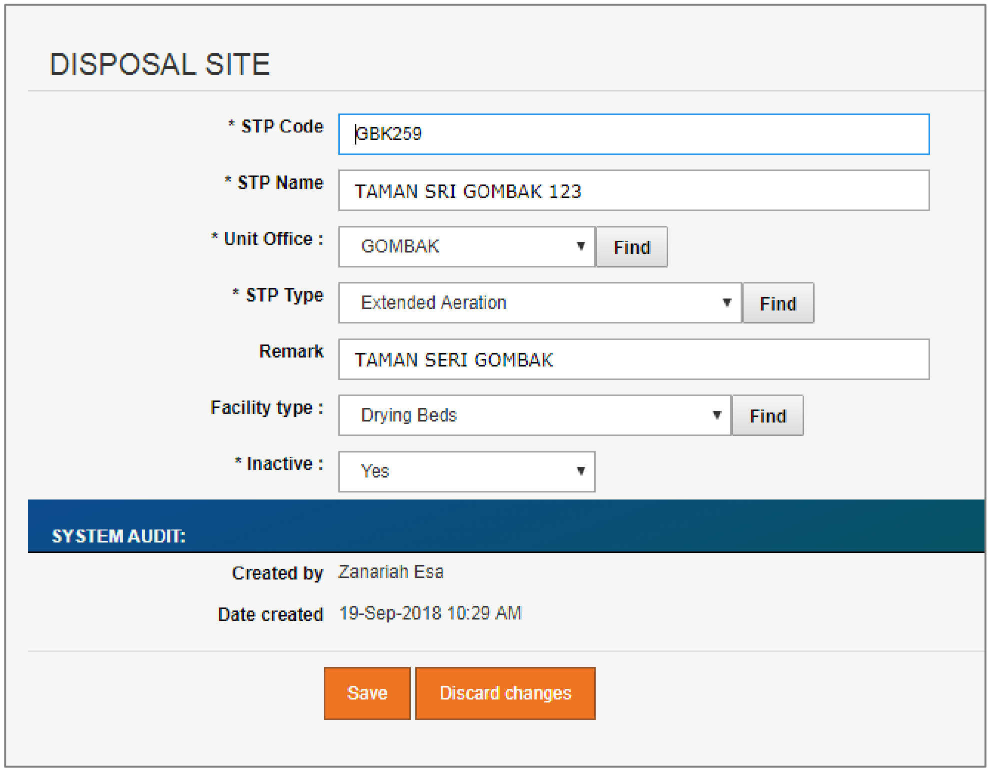


Figure 7.1.E-6: Update Selected Tanker Detail

3. Edit the information and click "**Save**" to update the record.
4. Click on "**Discard changes**" button to cancel the transaction and system will navigate to the Tanker detail screen (refer to Figure 7.1.E-5)

- **Delete registered Tanker**

1. From the Tanker list page (refer to Figure 7.1.E-2), click on checkbox button ☐ for the target record, click on "**Delete**" button.
2. System will prompt Delete Confirmation Message as shown in Figure 7.1.E-7 below.

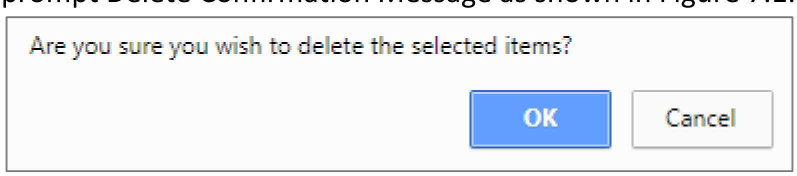


Figure 7.1.E-7: Delete Tanker Confirmation Message

3. Click "**OK**" button to proceed with deletion or "**Cancel**" button to cancel the transaction.

- **Export record(s) in CSV, XLS format**

1. From the Contractor List page (refer to Figure 7.1.A-2), click on the preferred export format; either in CSV or XLS.

Figure 7.1.B-9: Export Format Selection

2. User will be able to view generated file as shown in Figure 7.1.E-9 below.

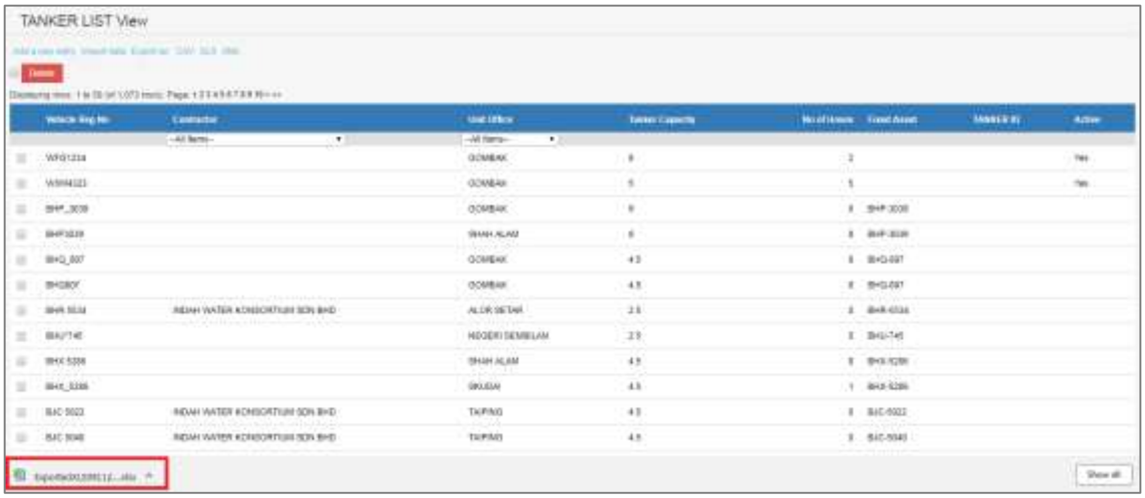


Figure 7.1.E-9: Exported File

- **Dynamic records sorting**
  1. From the Tanker List page (refer to Figure 7.1.B-2), click on the target column header (mark in red from Figure 7.1.B-10 below).
     System will dynamically rearrange record sequence order based on the selected column.

Figure 7.1.E-10: Tanker List – Header

- **Dynamic records filtering**
  1. Choose on target record filter at the Tanker List page. Available selection for “Contractor” and “Unit Office”. Once selected, system will show record(s) related to the filtered criteria only.

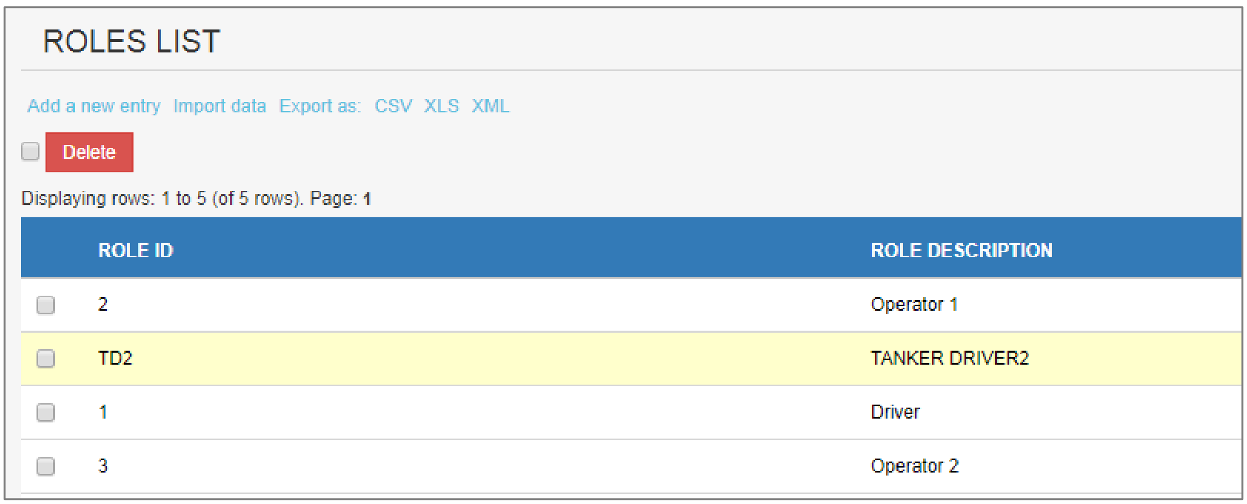
M. Roles

Granted users will be able to maintain Staff Role information.

- Click on "**Roles**" icon as shown in Figure 7.1.F-1 below.

Figure 7.1.F-1: Roles Icon Link

- System will display list of Roles. Refer to Figure 7.1.F-2.


ROLES LIST

Add a new entry Import data Export as: CSV XLS XML

Delete

Displaying rows: 1 to 5 (of 5 rows). Page: 1

ROLE ID	ROLE DESCRIPTION
2	Operator 1
TD2	TANKER DRIVER2
1	Driver
3	Operator 2

Figure 7.1.F-2: List of Roles

- User able to perform the following transaction depending on the granted access:
  - **Add new Roles**
    1. Click on "**Add a new entry**" link on top of the list. Refer to Figure 7.1.B-2.

Figure 7.1.F-3: Add New Entry link

    2. System will display Roles entry page as below.

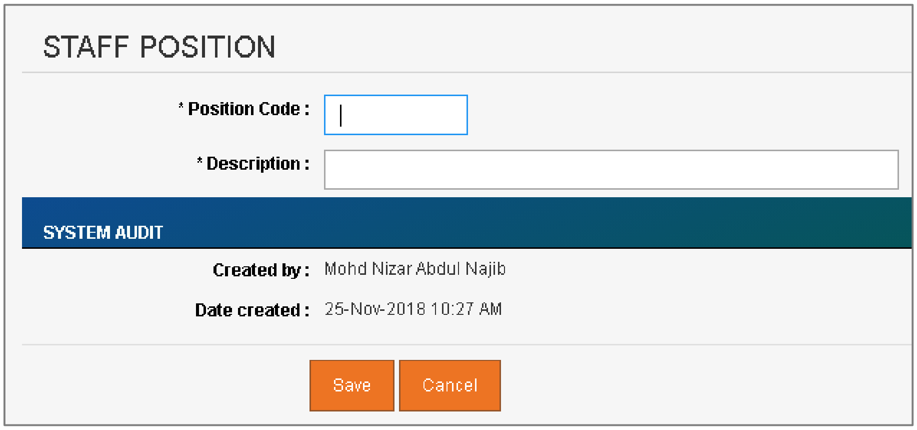


Figure 7.1.F-4: Roles Entry Screen

3. Enter the information for available fields as follows.

Field Name	Description
Position Code	Short code for the registered position.
Description	Description of the role

4. From the entry page, click on "**Save**" button to save Roles record information or "**Cancel**" to redirect to Roles List page.

- **Update Role**

1. From the Roles list page (refer to Figure 7.1.F-2), click on target record.
   System will display detail Roles information for the selected record. Refer to Figure 7.1.F-5.

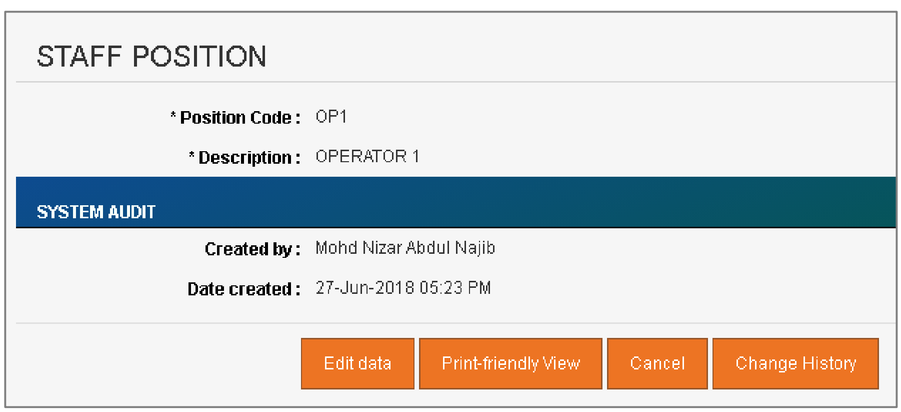


Figure 7.1.F-5: View Selected Role Detail

2. Click on "**Edit data**" button to update the record. System will display current record in editable mode.

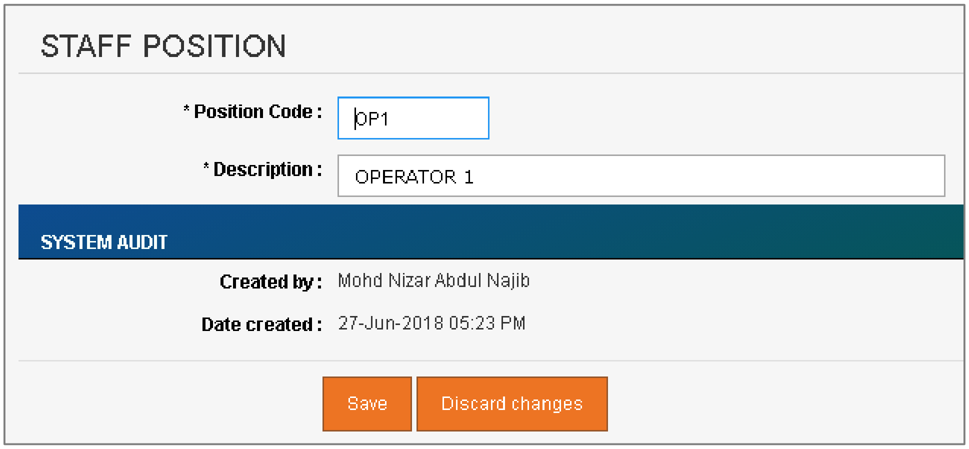


Figure 7.1.F-6: Update Selected Roles Detail

3. Edit the information and click “**Save**” to update the record.
4. Click on “**Discard changes**” button to cancel the transaction and system will navigate to the Roles detail screen (refer to Figure 7.1.F-5)

- **Delete registered Roles**

1. From the Roles list page (refer to Figure 7.1.F-2), click on checkbox button for the target record, click on “**Delete**” button.
2. System will prompt Delete Confirmation Message as shown in Figure 7.1.F-7 below.

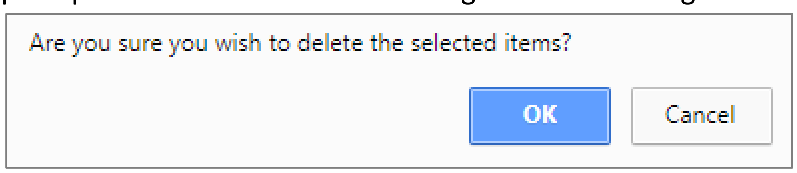


Figure 7.1.F-7: Delete Roles Confirmation Message

3. Click “**OK**” button to proceed with deletion or “**Cancel**” button to cancel the transaction.

- **Export record(s) in CSV, XLS format**

1. From the Contractor List page (refer to Figure 7.1.A-2), click on the preferred export format; either in CSV or XLS.

Figure 7.1.B-9: Export Format Selection

2. User will be able to view generated file.

- **Dynamic records sorting**
  1. From the Roles List page (refer to Figure 7.1.B-2), click on the target column header (mark in red from Figure 7.1.B-10 below).
     System will dynamically rearrange record sequence order based on the selected column.

Figure 7.1.F-10: Roles List – Header

- **Dynamic records filtering**
  1. Choose on target record filter at the Roles List page. Available selection for “Unit Office”, “STP Type” and “Facility Type”. Once selected, system will show record(s) related to the filtered criteria only.

N. Unit Office

Granted users will be able to maintain Unit Office information.

- Click on “**Unit Office**” icon as shown in Figure 7.1.G-1 below.

Figure 7.1.G-1: Unit Office Icon Link

- System will display list of Unit Office. Refer to Figure 7.1.G-2.

Add a new entry Import data Export as: CSV XLS XML

Delete

Displaying rows: 1 to 22 (of 22 rows). Page: 1

Code	Description	Official Address	Tel No	Service Line No	Invoice Prefix Code
AS	ALOR SETAR	UNIT ALOR SETAR, NO. 18-F (WISMA KURNIA), LEBUHRAYA DARUL AMAN, 05100 ALOR STAR, KEDAH DARUL AMAN.	04-7344692	04-7348828	AS
GO	GOMBAK	PEJABAT OPERASI-GOMBAK (LOJI PENGOLAHAN KUMBAHAN GBK 254), JLN MUTIARA 1, TMN SELAYANG MUTIARA, 68100 BATU CAVES, SELANGOR.	03-61352959	03-61841491	GO
IP	IPOH	UNIT IPOH,C-G-8, BLOCK C GREENTOWN SQUARE, JALAN DATO' SERI AHMAD SAID, 30450 IPOH, PERAK.	05-3135611	05-3137139	IP
KA	KLANG	UNIT KLANG, LOT 130, SOUTH KLANG VALLEY CENTRALISED SLUDGE TREATMENT FACILITIES, JALAN BANTING KLANG, 42000 KLANG, SELANGOR.	03-31226611	03-31228911/03-31228914	KA
KG	KANGAR	UNIT KANGAR, PERLIS	04-9772418	04-9778828	KG
KN	PAHANG	UNIT OFFICE PAHANG, A-1 LORONG MAT KILAU 24/1, 25100 KUANTAN, PAHANG DARUL MAKMUR	09-5177460	09-5177628	KN
KT	TERENGGANU	UNIT KUALA TERENGGANU, 1081 - T, JALAN SULTAN SULAIMAN, 20100 KUALA TERENGGANU, TERENGGANU.	09-6243080	09-6248828	KT
KU	KLUANG	UNIT KLUANG, NO 27, JLN RAMBUTAN, 86000 KLUANG, JOHOR DARUL TAKZIM	07-7728289	07-7716828	KU
LA	LABUAN	UNIT LABUAN, LOT 1, TINGKAT MEZZANINE, BANGUNAN TABUNG HAJI JALAN BUNGA KESUMA, P.O BOX 80305, 87013 W.P LABUAN	087-421627	087-421628	LA
LG	LANGAT	UNIT LANGAT, STP-A-CYBERJAYA, JALAN MULTIMEDIA,	03-83193357	03-83193358	LG

Figure 7.1.G-2: List of Unit Office

- User able to perform the following transaction depending on the granted access:
  - **Add new Unit Office**
    1. Click on "**Add a new entry**" link on top of the list. Refer to Figure 7.1.B-2.

Add a new entry

Figure 7.1.G-3: Add New Entry link

2. System will display Unit Office entry page as below.

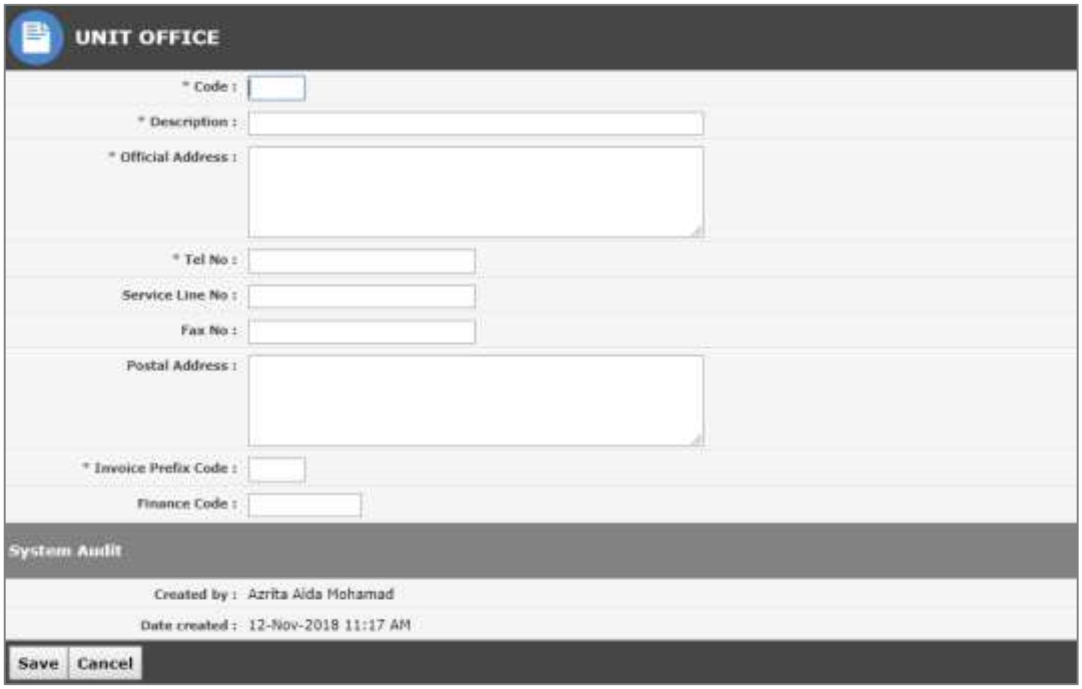


Figure 7.1.G-4: Unit Office Entry Screen

3. Enter the information for available fields as follows.

Field Name	Description
Code	Code for the Unit Office
Description	Name of the Unit Office
Official Address	Official address of the Unit Office
Tel No	Telephone no of the Unit Office
Service Line No	Service Line No of the Unit Office
Fax No	Fax No of the Unit Office
Postal Address	Postal address of the Unit Office
Invoice Prefix Code	Invoice Prefix Code of the Unit Office
Finance Code	Finance Code of the Unit Office

4. From the entry page, click on "**Save**" button to save Unit Office record information or "**Cancel**" to redirect to Unit Office List page.

- **Update existing Unit Office**
  1. From the Unit Office list page (refer to Figure 7.1.G-2), click on target record. System will display detail Unit Office information for the selected Position. Refer to Figure 7.1.G-5.

Figure 7.1.G-5: View Selected Unit Office Detail

2. Click on “**Edit data**” button to update the record. System will display current record in editable mode.

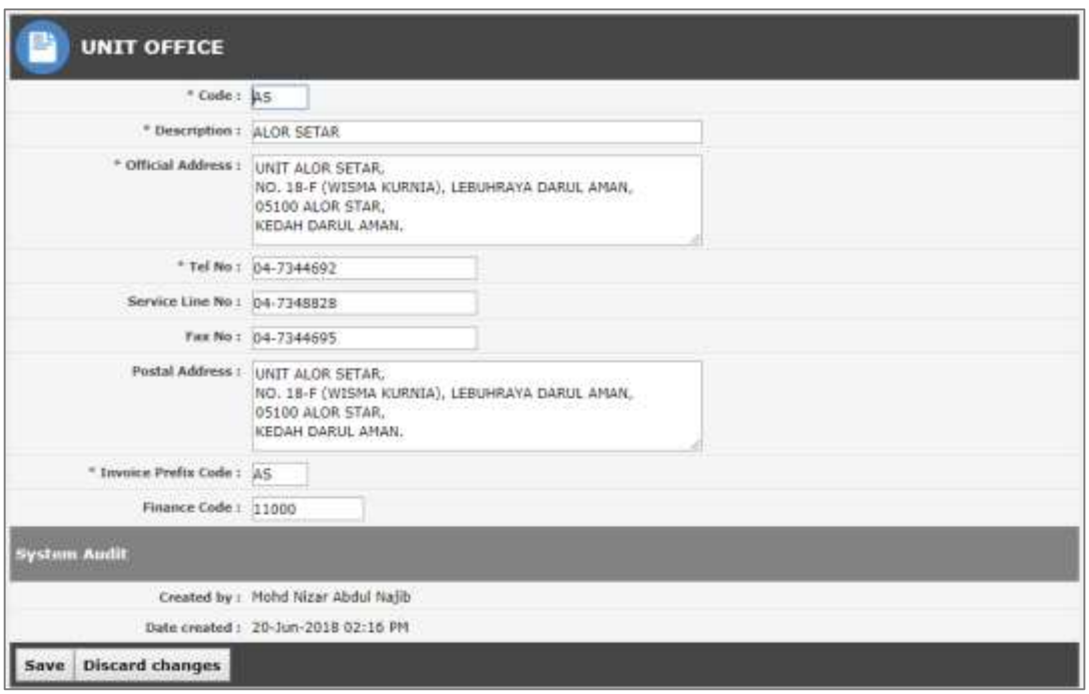


Figure 7.1.G-6: Update Selected Unit Office Detail

3. Edit the information and click “**Save**” to update the record.
4. Click on “**Discard changes**” button to cancel the transaction and system will navigate to the Unit Office detail screen (refer to Figure 7.1.G-5)

- **Delete registered Unit Office**

1. From the Unit Office list page (refer to Figure 7.1.G-2), click on checkbox button for the target record, click on "**Delete**" button.
2. System will prompt Delete Confirmation Message as shown in Figure 7.1.G-7 below.

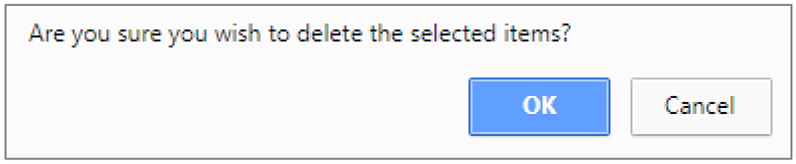


Figure 7.1.G-7: Delete Unit Office Confirmation Message

3. Click "**OK**" button to proceed with deletion or "**Cancel**" button to cancel the transaction.

- **Export record(s) in CSV, XLS format**

1. From the Contractor List page (refer to Figure 7.1.A-2), click on the preferred export format; either in CSV or XLS.

Figure 7.1.B-9: Export Format Selection

2. User will be able to view generated file as shown in Figure 7.1.G-9 below.

Import data Export as: CSV XLS XML

Delete

Displaying rows: 1 to 22 (of 22 rows). Page: 1

Code	Description	Official Address	Tel No	Service Line No	Invoice Prefix Code
AS	ALOR SETAR	UNIT ALOR SETAR, NO. 18-F (WISMA KURNIA), LEBUHRAYA DARUL AMAN, 05100 ALOR STAR, KEDAH DARUL AMAN.	04-7344692	04-7348828	AS
GO	GOMBAK	PEJABAT OPERASI-GOMBAK (LOJI PENGOLAHAN KUMBAHAN GBK 254), JLN MUTIARA 1, TMN SELAYANG MUTIARA, 68100 BATU CAVES, SELANGOR.	03-61352959	03-61841491	GO
IP	IPOH	UNIT IPOH,C-G-8, BLOCK C GREENTOWN SQUARE, JALAN DATO' SERI AHMAD SAID, 30450 IPOH, PERAK.	05-3135611	05-3137139	IP
KA	KLANG	UNIT KLANG, LOT 130, SOUTH KLANG VALLEY CENTRALISED SLUDGE TREATMENT FACILITIES, JALAN BANTING KLANG, 42000 KLANG, SELANGOR.	03-31226611	03-31228911/03-31228914	KA
KG	KANGAR	UNIT KANGAR, PERLIS	04-9772418	04-9778828	KG
KN	PAHANG	UNIT OFFICE PAHANG, A-1 LORONG MAT KILAU 24/1, 25100 KUANTAN, PAHANG DARUL MAKMUR	09-5177460	09-5177628	KN
KT	TERENGGANU	UNIT KUALA TERENGGANU, 1081 - T, JALAN SULTAN SULAIMAN, 20100 KUALA TERENGGANU, TERENGGANU.	09-6243080	09-6248828	KT
KU	KLUANG	UNIT KLUANG, NO 27, JLN RAMBUTAN, 86000 KLUANG, JOHOR DARUL TAKZIM	07-7728289	07-7716828	KU
LA	LABUAN	UNIT LABUAN, LOT 1, TINGKAT MEZZANINE, BANGUNAN TABUNG HAJI JALAN BUNGA KESUMA, P.O BOX 80305, 87013 W.P LABUAN	087-421627	087-421628	LA
LG	LANGAT	UNIT LANGAT, STP-A-CYBERJAYA, JALAN MULTIMEDIA,	03-83193357	03-83193358	LG

ExportedXLS09112....xlsx

Figure 7.1.G-9: Exported File

- **Dynamic records sorting**
  1. From the Unit Office List page (refer to Figure 7.1.B-2), click on the target column header (mark in red from Figure 7.1.B-10 below).
     System will dynamically rearrange record sequence order based on the selected column.

Import data Export as: CSV XLS XML

Delete

Displaying rows: 1 to 22 (of 22 rows). Page: 1

Code	Description	Official Address	Tel No	Service Line No	Invoice Prefix Code
AS	ALOR SETAR	UNIT ALOR SETAR, NO. 18-F (WISMA KURNIA), LEBUHRAYA DARUL AMAN, 05100 ALOR STAR, KEDAH DARUL AMAN.	04-7344692	04-7348828	AS

Figure 7.1.G-10: Unit Office List – Header

O. Docket Cancellation Reason

Granted users will be able to maintain Docket Cancellation Reason information.

- Click on “**Docket Cancellation Reason**” icon as shown in Figure 7.1.H-1 below.

Figure 7.1.H-1: Docket Cancellation Reason Icon Link

- System will display list of Docket Cancellation Reason. Refer to Figure 7.1.H-2.

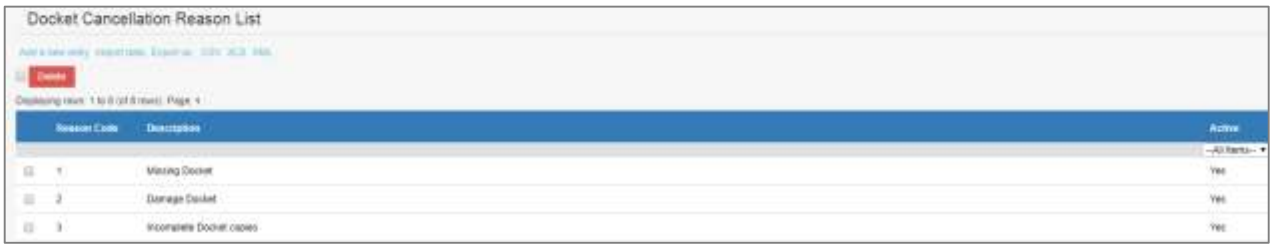


Figure 7.1.H-2: List of Docket Cancellation Reason

- User able to perform the following transaction depending on the granted access:
  - **Add Docket Cancellation Reason**
    1. Click on "**Add a new entry**" link on top of the list. Refer to Figure 7.1.B-2.

Figure 7.1.H-3: Add New Entry link

    2. System will display Docket Cancellation Reason entry page as below.

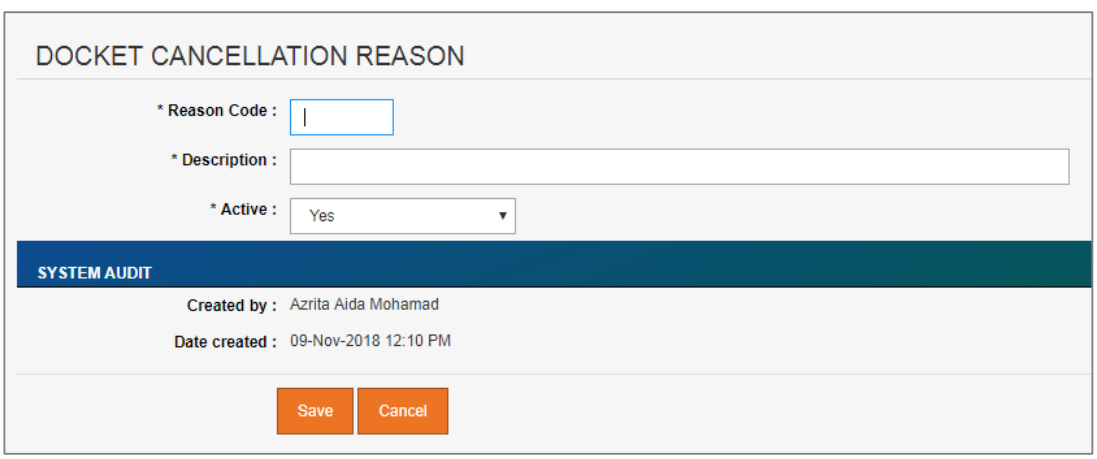


Figure 7.1.H-4: Docket Cancellation Reason Entry Screen

3. Enter the information for available fields as follows.

Field Name	Description
Reason Code	Code for the cancellation reason
Description	Description of cancellation reason
Active	Selection: ▪ Yes – Record will be available under respective screen(s) selection. ▪ No – Record will be excluded from selection in respective screen(s).

4. From the entry page, click on "**Save**" button to save Docket Cancellation Reason record information or "**Cancel**" to redirect to Docket Cancellation Reason List page.

○ **Update Docket Cancellation Reason**

1. From the Docket Cancellation Reason list page (refer to Figure 7.1.H-2), click on target record.
   System will display detail Docket Cancellation Reason information for the selected Position. Refer to Figure 7.1.H-5.

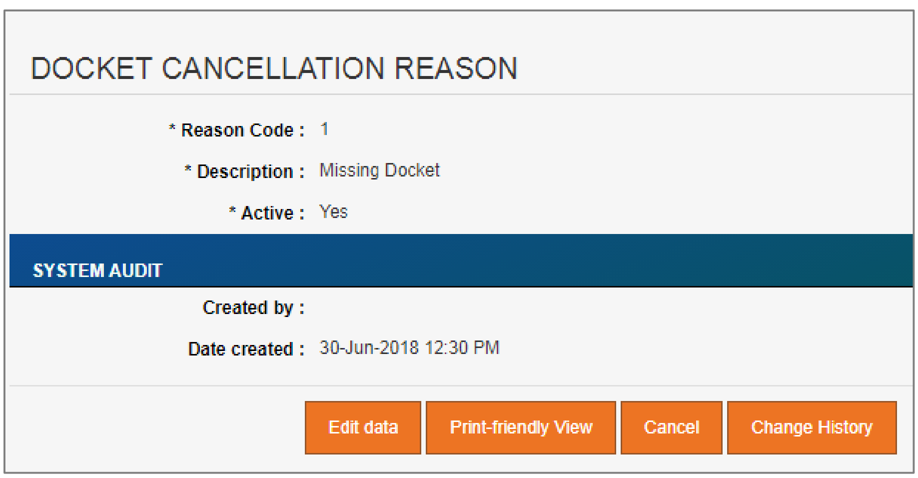


Figure 7.1.H-5: View Selected Docket Cancellation Reason Detail

2. Click on "**Edit data**" button to update the record. System will display current record in editable mode.

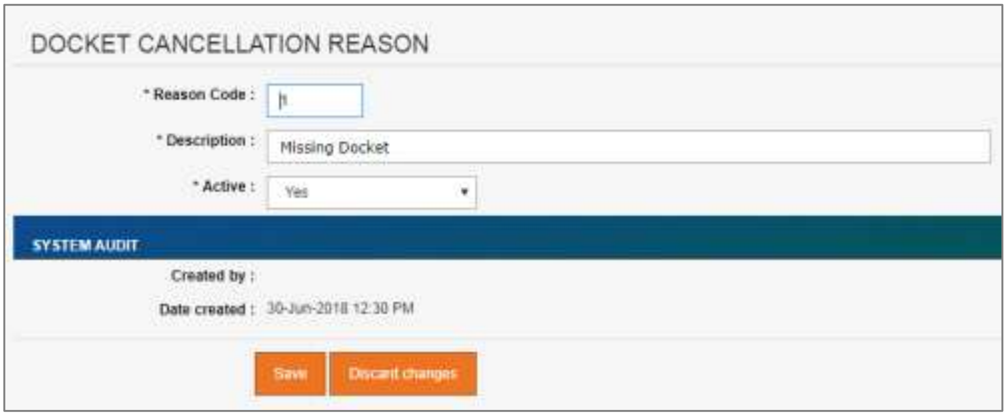


Figure 7.1.H-6: Update Selected Docket Cancellation Reason Detail

3. Edit the information and click “**Save**” to update the record.
4. Click on “**Discard changes**” button to cancel the transaction and system will navigate to the Docket Cancellation Reason detail screen (refer to Figure 7.1.H-5)

- **Delete Docket Cancellation Reason**

1. From the Docket Cancellation Reason list page (refer to Figure 7.1.H-2), click on checkbox button for the target record, click on “**Delete**” button.
2. System will prompt Delete Confirmation Message as shown in Figure 7.1.H-7 below.

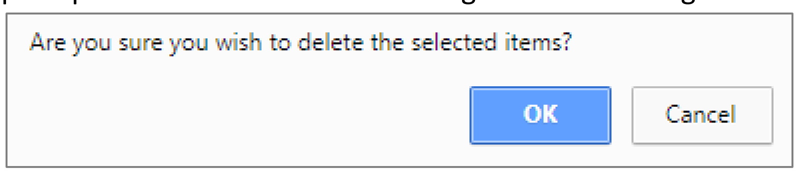


Figure 7.1.H-7: Delete Docket Cancellation Reason Confirmation Message

3. Click “**OK**” button to proceed with deletion or “**Cancel**” button to cancel the transaction.

- **Export record(s) in CSV, XLS format**

1. From the Contractor List page (refer to Figure 7.1.A-2), click on the preferred export format; either in CSV or XLS.

Figure 7.1.B-9: Export Format Selection

2. User will be able to view generated file as shown in Figure 7.1.H-9 below.

Figure 7.1.H-9: Exported File

- **Dynamic records sorting**
  1. From the Docket Cancellation Reason List page (refer to Figure 7.1.B-2), click on the target column header (mark in red from Figure 7.1.B-10 below).
     System will dynamically rearrange record sequence order based on the selected column.

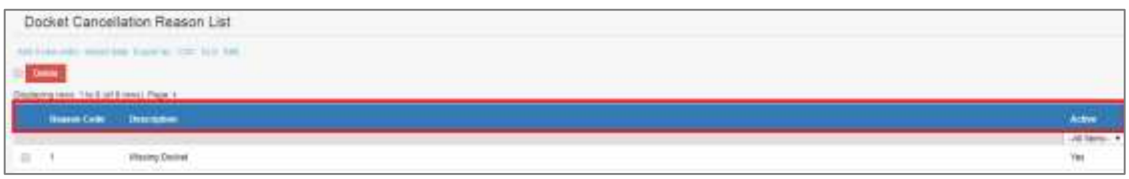


Figure 7.1.H-10: Docket Cancellation Reason List – Header

- **Dynamic records filtering**
  1. Choose on target record filter at the Docket Cancellation Reason List page. Available selection for “Active”. Once selected, system will show record(s) related to the filtered criteria only.

P. Tank Obstacle

Granted users will be able to maintain Tank Obstacle information.

- Click on “**Tank Obstacle**” icon as shown in Figure 7.1.I-1 below.

Figure 7.1.I-1: Tank Obstacle Icon Link

- System will display list of Tank Obstacle. Refer to Figure 7.1.I-2.

Figure 7.1.I-2: List of Tank Obstacle

- User able to perform the following transaction depending on the granted access:
    - **Add new Tank Obstacle**
        1. Click on "**Add a new entry**" link on top of the list. Refer to Figure 7.1.B-2.

Figure 7.1.I-3: Add New Entry link

2. System will display Tank Obstacle entry page as below.

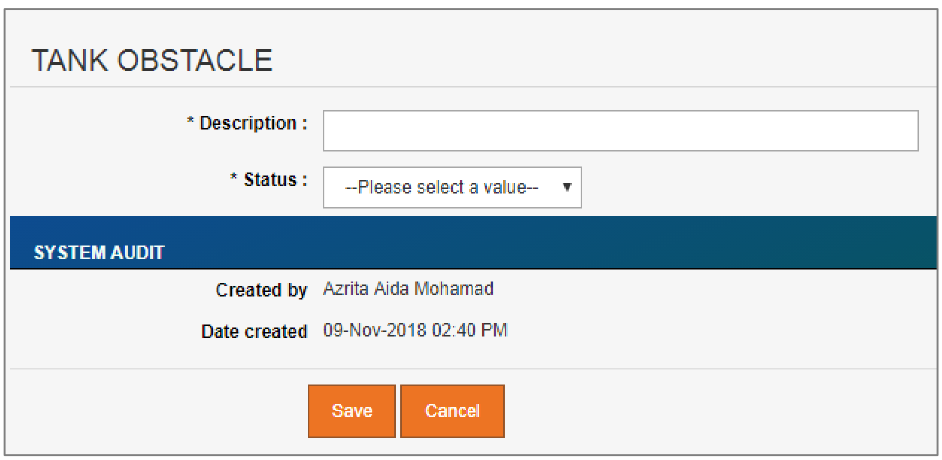


Figure 7.1.I-4: Tank Obstacle Entry Screen

3. Enter the information for available fields as follows.

Field Name	Description
Description	Description of the tank obstacle
Status	Selection: ▪ Yes – Record will be available under respective screen(s) selection. ▪ No – Record will be excluded from selection in respective screen(s).

4. From the entry page, click on "**Save**" button to save Tank Obstacle record information or "**Cancel**" to redirect to Tank Obstacle List page.

- **Update existing Tank Obstacle**

1. From the Tank Obstacle list page (refer to Figure 7.1.I-2), click on target record. System will display detail Tank Obstacle information for the selected Position. Refer to Figure 7.1.I-5.

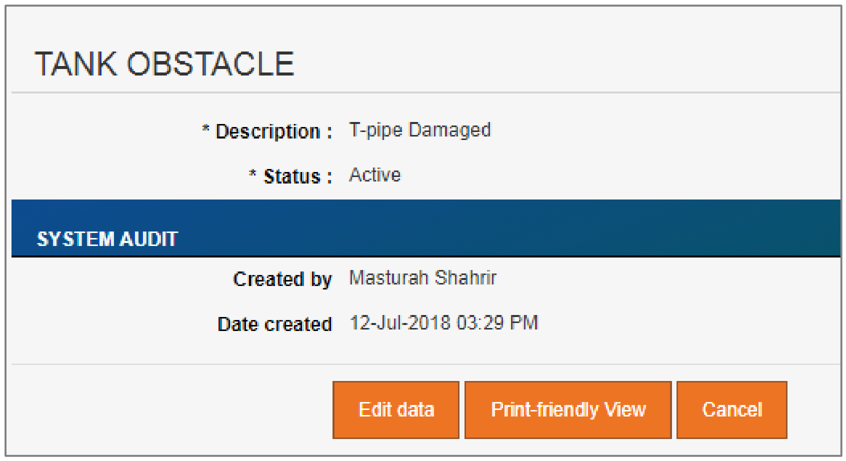


Figure 7.1.I-5: View Selected Tank Obstacle Detail

2. Click on "**Edit data**" button to update the record. System will display current record in editable mode.

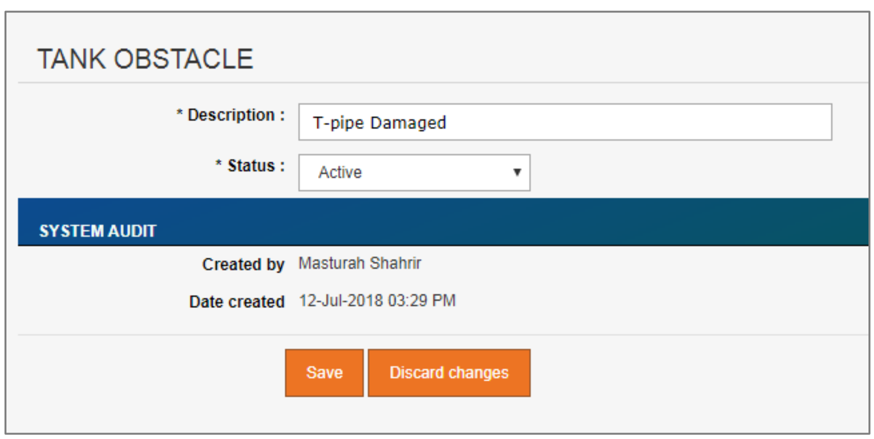


Figure 7.1.I-6: Update Selected Tank Obstacle Detail

3. Edit the information and click "**Save**" to update the record.
4. Click on "**Discard changes**" button to cancel the transaction and system will navigate to the Tank Obstacle detail screen (refer to Figure 7.1.I-5)

- **Delete registered Tank Obstacle**
  1. From the Tank Obstacle list page (refer to Figure 7.1.I-2), click on checkbox button for the target record, click on "**Delete**" button.
  2. System will prompt Delete Confirmation Message as shown in Figure 7.1.I-7 below.

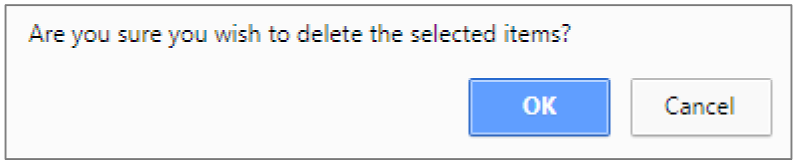


Figure 7.1.I-7: Delete Tank Obstacle Confirmation Message

  3. Click "**OK**" button to proceed with deletion or "**Cancel**" button to cancel the transaction.

- **Export record(s) in CSV, XLS format**
  1. From the Contractor List page (refer to Figure 7.1.A-2), click on the preferred export format; either in CSV or XLS.

Figure 7.1.B-9: Export Format Selection

  2. User will be able to view generated file as shown in Figure 7.1.I-9 below.

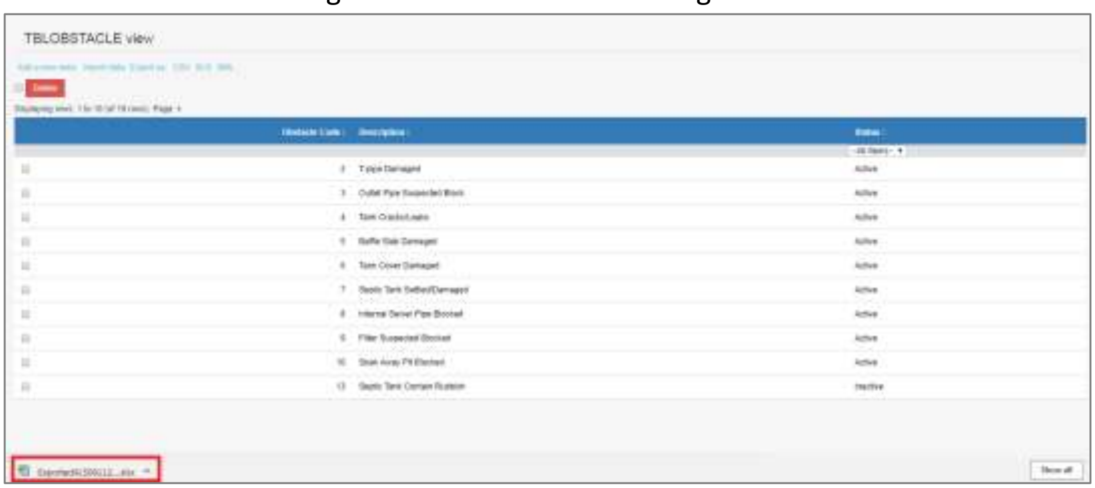


Figure 7.1.I-9: Exported File

- **Dynamic records sorting**
  1. From the Tank Obstacle List page (refer to Figure 7.1.B-2), click on the target column header (mark in red from Figure 7.1.B-10 below).
     System will dynamically rearrange record sequence order based on the selected column.

Figure 7.1.I-10: Tank Obstacle List – Header

- **Dynamic records filtering**
  1. Choose on target record filter at the Tank Obstacle List page. Available selection for "Status". Once selected, system will show record(s) related to the filtered criteria only.

Q. Unsuccessful Reason (Desludging)

Granted users will be able to maintain Unsuccessful Reason for Desludging information.

- Click on "**Unsuccessful Reason (Desludging)**" icon as shown in Figure 7.1.J-1 below.

Figure 7.1.J-1: Unsuccessful Reason (Desludging) Icon Link

- System will display list of Unsuccessful Reason (Desludging). Refer to Figure 7.1.J-2.

Figure 7.1.J-2: List of Unsuccessful Reason (Desludging)

- User able to perform the following transaction depending on the granted access:
  - **Add Unsuccessful Reason (Desludging)**
    1. Click on "**Add a new entry**" link on top of the list. Refer to Figure 7.1.B-2.

Figure 7.1.J-3: Add New Entry link

2. System will display Unsuccessful Reason (Desludging) entry page as below.

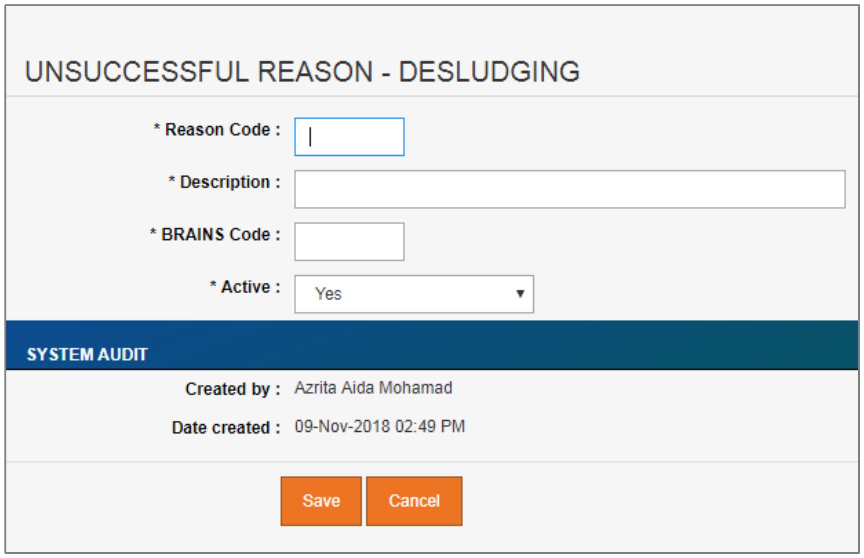


Figure 7.1.J-4: Unsuccessful Reason (Desludging) Entry Screen

3. Enter the information for available fields as follows.

Field Name	Description
Reason Code	Unsuccessful reason code
Description	Description of the unsuccessful reason code
BRAINS Code	BRAINS unsuccessful reason code
Active	Selection: ▪ Yes – Record will be available under respective screen(s) selection. ▪ No – Record will be excluded from selection in respective screen(s).

4. From the entry page, click on "**Save**" button to save Unsuccessful Reason (Desludging) record information or "**Cancel**" to redirect to Unsuccessful Reason (Desludging) List page.

- **Update existing Unsuccessful Reason (Desludging)**

2. From the Unsuccessful Reason (Desludging) list page (refer to Figure 7.1.J-2), click on target record.
   System will display detail Unsuccessful Reason (Desludging) information for the selected Position. Refer to Figure 7.1.J-5.

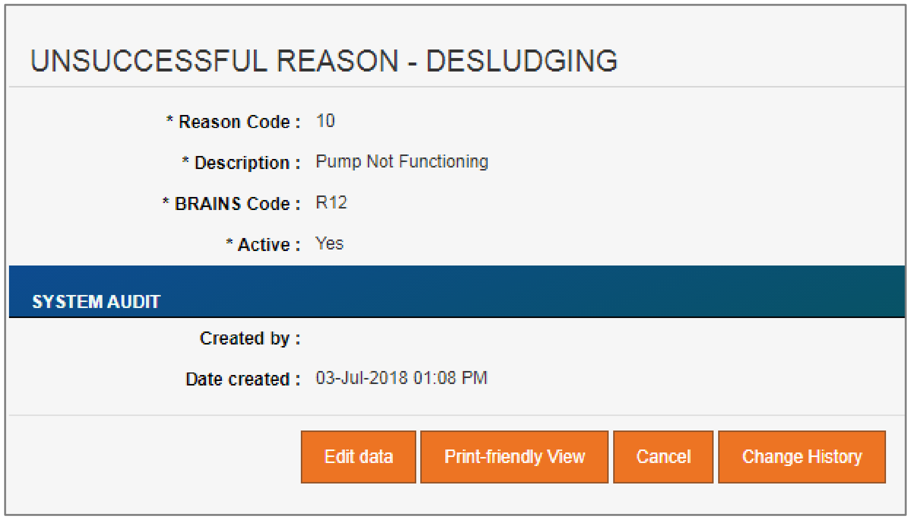


Figure 7.1.J-5: View Selected Unsuccessful Reason (Desludging) Detail

3. Click on "**Edit data**" button to update the record. System will display current record in editable mode.

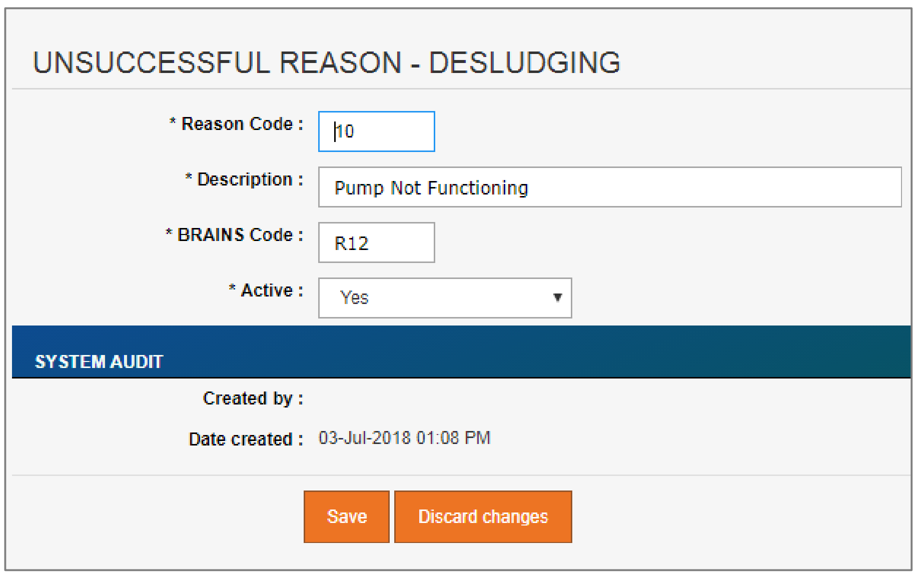


Figure 7.1.J-6: Update Selected Unsuccessful Reason (Desludging) Detail

4. Edit the information and click "**Save**" to update the record.
5. Click on "**Discard changes**" button to cancel the transaction and system will navigate to the Unsuccessful Reason (Desludging) detail screen (refer to Figure 7.1.J-5)

- **Delete registered Unsuccessful Reason (Desludging)**
  1. From the Unsuccessful Reason (Desludging) list page (refer to Figure 7.1.J-2), click on checkbox button for the target record, click on "**Delete**" button.
  2. System will prompt Delete Confirmation Message as shown in Figure 7.1.J-7 below.

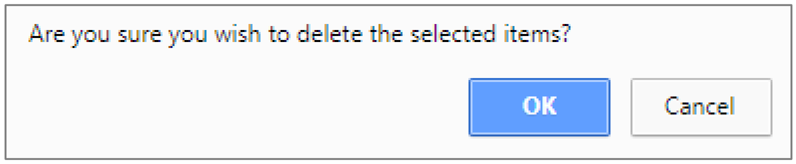


Figure 7.1.J-7: Delete Unsuccessful Reason (Desludging) Confirmation Message

  3. Click "**OK**" button to proceed with deletion or "**Cancel**" button to cancel the transaction.

- **Export record(s) in CSV, XLS format**
  1. From the Contractor List page (refer to Figure 7.1.A-2), click on the preferred export format; either in CSV or XLS.

Figure 7.1.B-9: Export Format Selection

  2. User will be able to view generated file as shown in Figure 7.1.J-9 below.

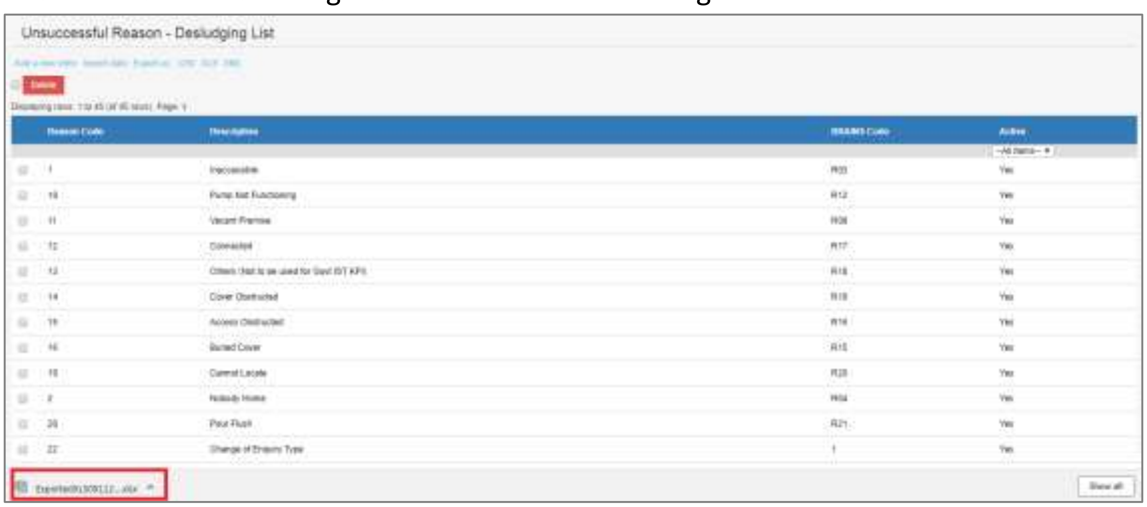


Figure 7.1.J-9: Exported File

- **Dynamic records sorting**
  1. From the Unsuccessful Reason (Desludging) List page (refer to Figure 7.1.B-2), click on the target column header (mark in red from Figure 7.1.B-10 below).

System will dynamically rearrange record sequence order based on the selected column.

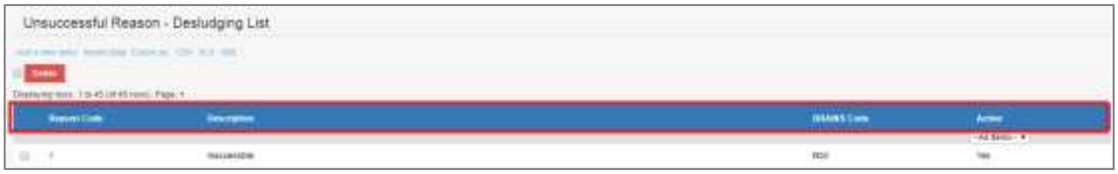


Figure 7.1.J-10: Unsuccessful Reason (Desludging) List – Header

- **Dynamic records filtering**
  1. Choose on target record filter at the Unsuccessful Reason (Desludging) List page. Available selection for "Unit Office", "STP Type" and "Facility Type". Once selected, system will show record(s) related to the filtered criteria only.

7.2 Zone Configuration

System parameters available under **Zone Configuration section** as per Figure 7.2 below. Detail functionalities for each parameter describe in following section.

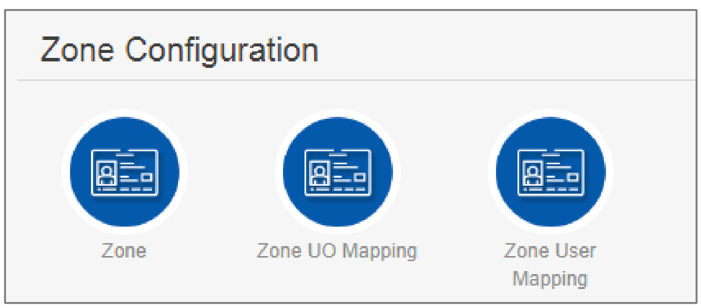


Figure 7.2: List of Options under 'Zone Configuration' Section

A. Zone

Granted users will be able to maintain Zone information.

- Click on "**Zone**" icon as shown in Figure 7.2.A-1 below.

Figure 7.2.A-1: Zone Icon Link

- System will display list of Zone. Refer to Figure 7.2.A-2.

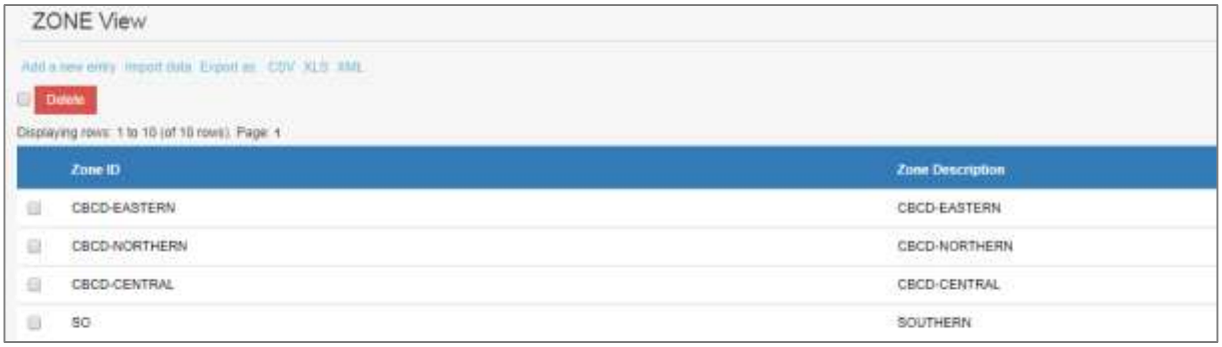


Figure 7.2.A-2: List of Zone

- User able to perform the following transaction depending on the granted access:
  - **Add new Zone**

    1. Click on "**Add a new entry**" link on top of the list. Refer to Figure 7.1.B-2.

Figure 7.2.A-3: Add New Entry link

    2. System will display Zone entry page as below.

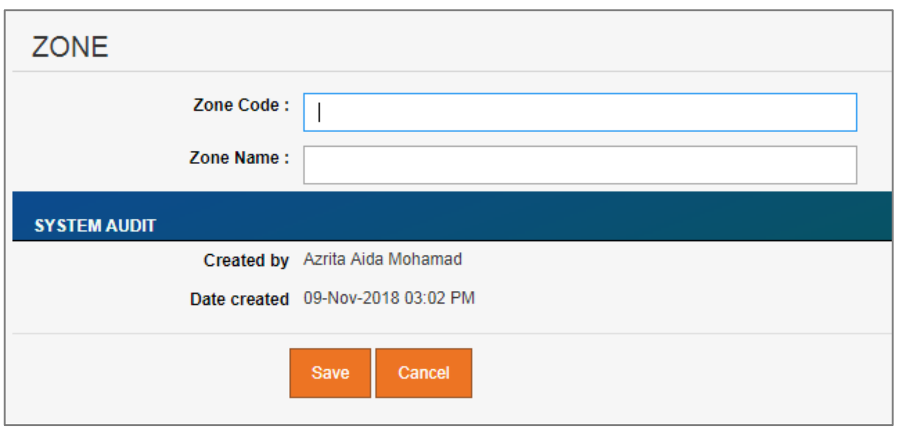


Figure 7.2.A-4: Zone Entry Screen

    3. Enter the information for available fields as follows.

Field Name	Description
Zone Code	Code for the Zone
Zone Name	Name of the Zone

    4. From the entry page, click on "**Save**" button to save Zone record information or "**Cancel**" to redirect to Zone List page.

- **Update existing Zone**

1. From the Zone list page (refer to Figure 7.2.A-2), click on target record. System will display detail Zone information for the selected Position. Refer to Figure 7.2.A-5.

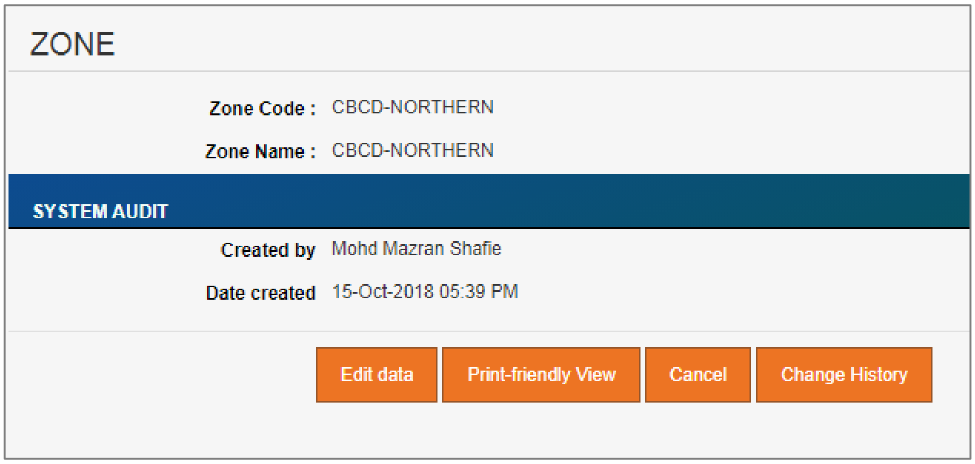


Figure 7.2.A-5: View Selected Zone Detail

2. Click on "**Edit data**" button to update the record. System will display current record in editable mode.

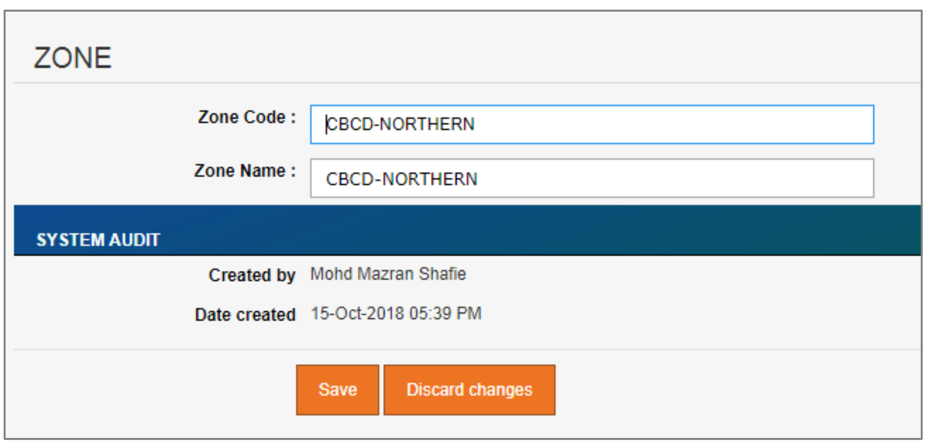


Figure 7.2.A-6: Update Selected Zone Detail

3. Edit the information and click "**Save**" to update the record.
4. Click on "**Discard changes**" button to cancel the transaction and system will navigate to the Zone detail screen (refer to Figure 7.2.A-5)

- **Delete registered Zone**

  1. From the Zone list page (refer to Figure 7.2.A-2), click on checkbox button for the target record, click on "**Delete**" button.
  2. System will prompt Delete Confirmation Message as shown in Figure 7.2.A-7 below.

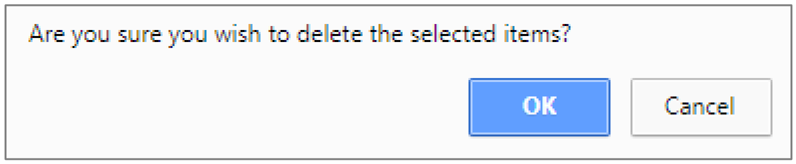


Figure 7.2.A-7: Delete Zone Confirmation Message

  3. Click "**OK**" button to proceed with deletion or "**Cancel**" button to cancel the transaction.

- **Export record(s) in CSV, XLS format**
  1. From the Zone List page (refer to Figure 7.1.A-2), click on the preferred export format; either in CSV or XLS.

Figure 7.1.B-9: Export Format Selection

  2. User will be able to view generated file as shown in Figure 7.2.A-9 below.

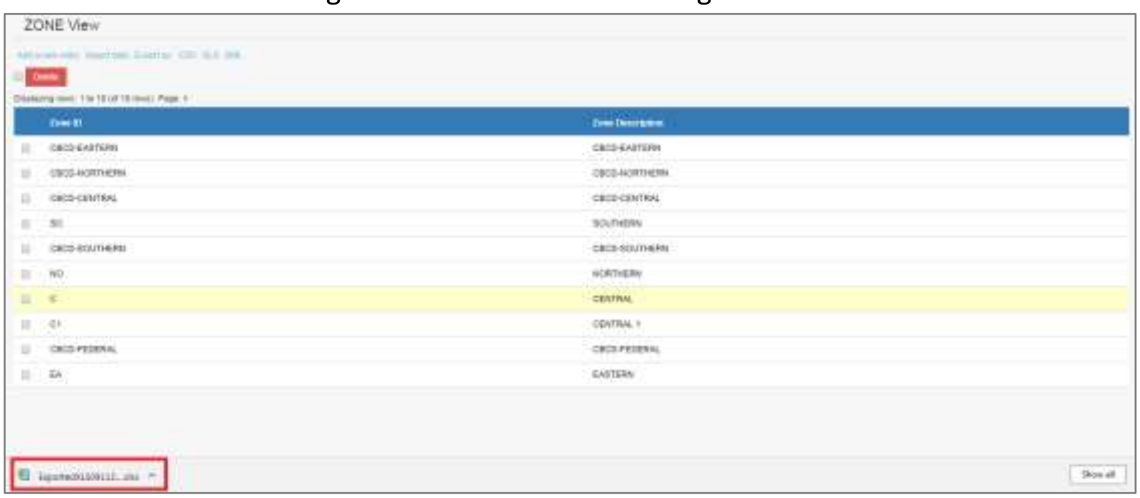


Figure 7.2.A-9: Exported File

- **Dynamic records sorting**
  1. From the Zone List page (refer to Figure 7.1.B-2), click on the target column header (mark in red from Figure 7.1.B-10 below).
     System will dynamically rearrange record sequence order based on the selected column.

Figure 7.2.A-10: Zone List – Header

B. Zone UO Mapping

Granted users will be able to maintain Zone UO Mapping information.

- Click on "**Zone UO Mapping**" icon as shown in Figure 7.2.B-1 below.

Figure 7.2.B-1: Zone UO Mapping Icon Link

- System will display list of Zone UO Mapping. Refer to Figure 7.2.B-2.

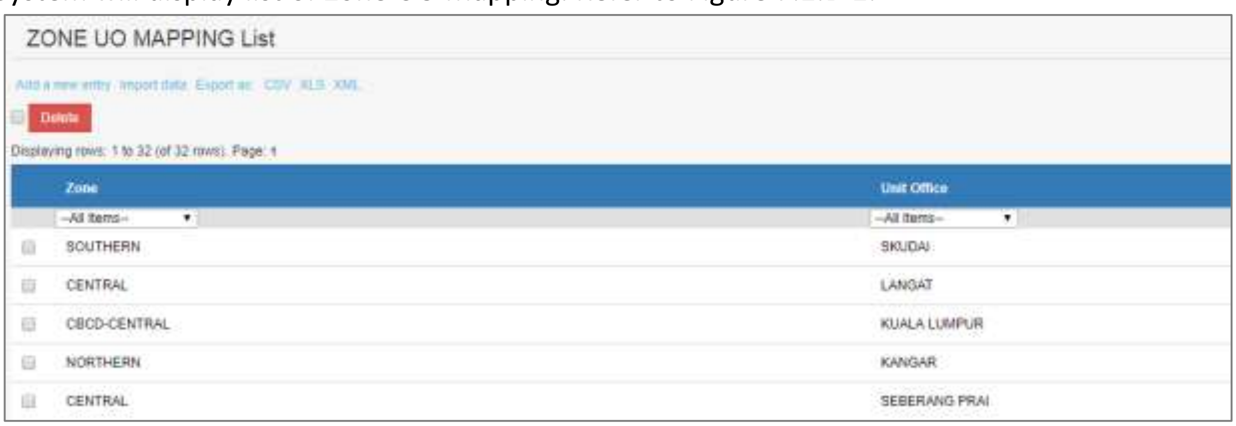


Figure 7.2.B-2: List of Zone User Mapping

- User able to perform the following transaction depending on the granted access:
  - **Add new Zone User Mapping**
    1. Click on "**Add a new entry**" link on top of the list. Refer to Figure 7.1.B-2.

Figure 7.2.B-3: Add New Entry link

2. System will display Zone User Mapping entry page as below.

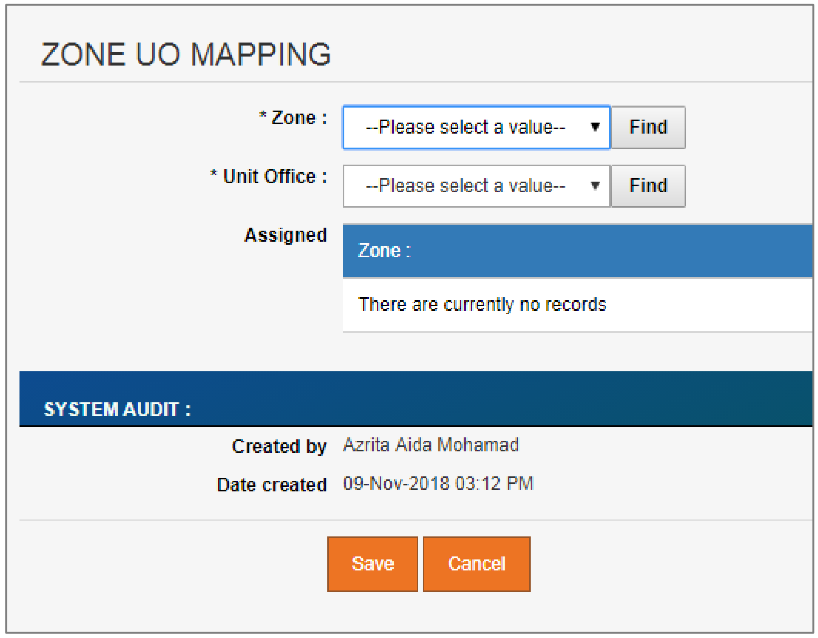


Figure 7.2.B-4: Zone User Mapping Entry Screen

3. Enter the information for available fields as follows.

Field Name	Description
Zone	Select the zone
Unit Office	Select the Unit Office

4. From the entry page, click on "**Save**" button to save Zone User Mapping record information or "**Cancel**" to redirect to Zone User Mapping List page.

- **Update existing Zone UO Mapping**

1. From the Zone UO Mapping list page (refer to Figure 7.2.B-2), click on target record. System will display detail Zone User Mapping information for the selected Position. Refer to Figure 7.2.B-5.

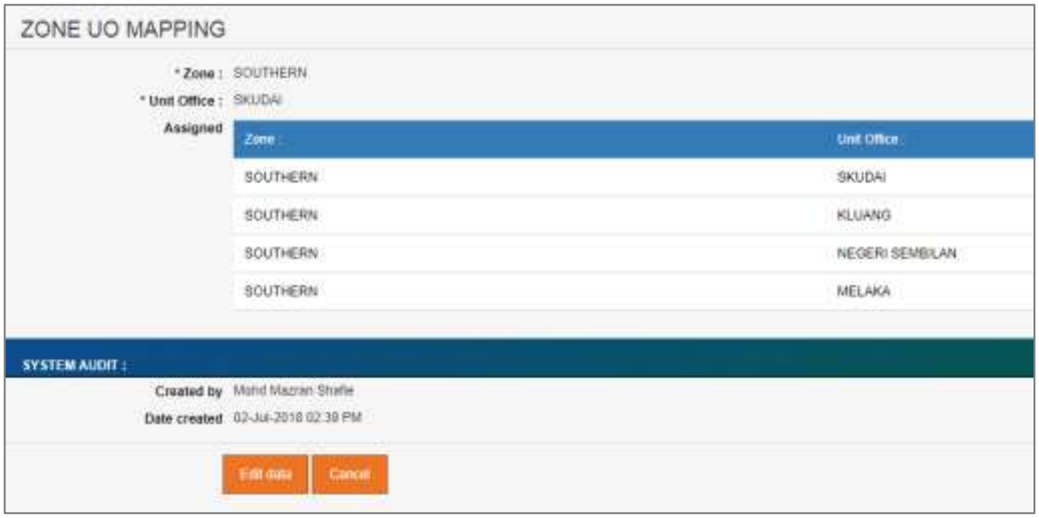


Figure 7.2.B-5: View Selected Zone UO Mapping Detail

2. Click on “**Edit data**” button to update the record. System will display current record in editable mode.

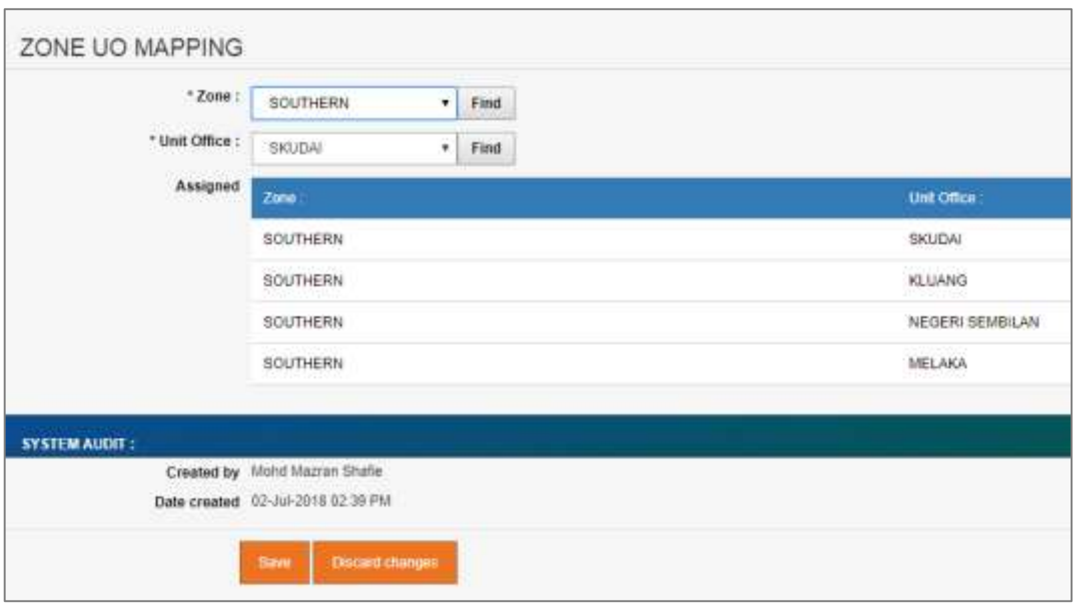


Figure 7.2.B-6: Update Selected Zone UO Mapping Detail

3. Edit the information and click “**Save**” to update the record.
4. Click on “**Discard changes**” button to cancel the transaction and system will navigate to the Zone UO Mapping detail screen (refer to Figure 7.2.B-5)

- **Delete registered Zone UO Mapping**
  1. From the Zone UO Mapping list page (refer to Figure 7.2.B-2), click on checkbox button for the target record, click on "**Delete**" button.
  2. System will prompt Delete Confirmation Message as shown in Figure 7.2.B-7 below.

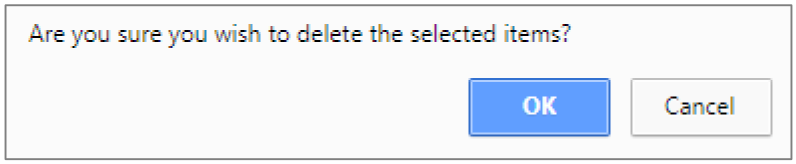


Figure 7.2.B-7: Delete Zone UO Mapping Confirmation Message

  3. Click "**OK**" button to proceed with deletion or "**Cancel**" button to cancel the transaction.

- **Export record(s) in CSV, XLS format**
  1. From the Zone UO Mapping List page (refer to Figure 7.1.B-2), click on the preferred export format; either in CSV or XLS.

Figure 7.1.B-9: Export Format Selection

  2. User will be able to view generated file as shown in Figure 7.2.B-9 below.

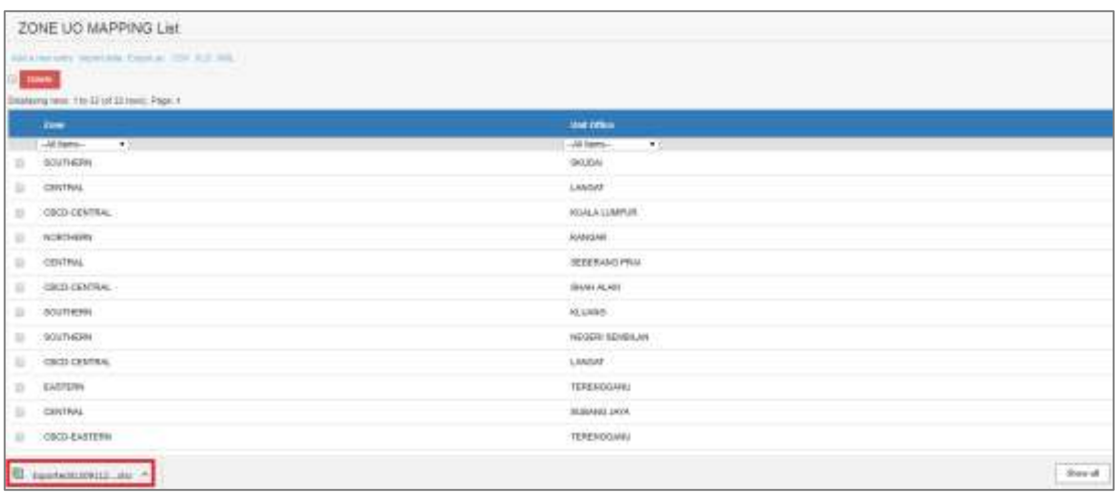


Figure 7.2.B-9: Exported File

- **Dynamic records sorting**
  1. From the Zone UO Mapping List page (refer to Figure 7.1.B-2), click on the target column header (mark in red from Figure 7.1.B-10 below).
     System will dynamically rearrange record sequence order based on the selected column.

Figure 7.2.B-10: Zone UO Mapping List – Header

- **Dynamic records filtering**
  1. Choose on target record filter at the Zone UO Mapping List page. Available selection for "Zone" and "Unit Office. Once selected, system will show record(s) related to the filtered criteria only.

7.3 Team Configuration

System parameters available under **Team Configuration section** as per Figure 7.3 below. Detail functionalities for each parameter describe in following section.

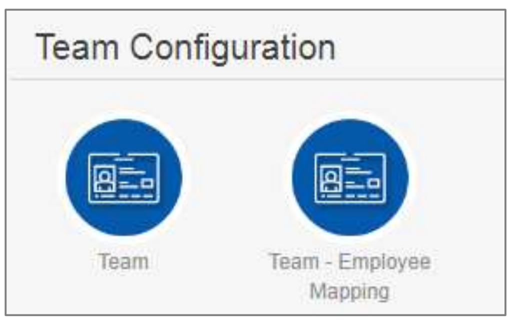


Figure 7.3: List of Options under 'Team Configuration' Section

A. Team

Granted users will be able to maintain Disposal Site information.

- Click on "**Team**" icon as shown in Figure 7.3.A-1 below.

Figure 7.3.A-1: Team Icon Link

- System will display list of Team. Refer to Figure 7.3.A-2.

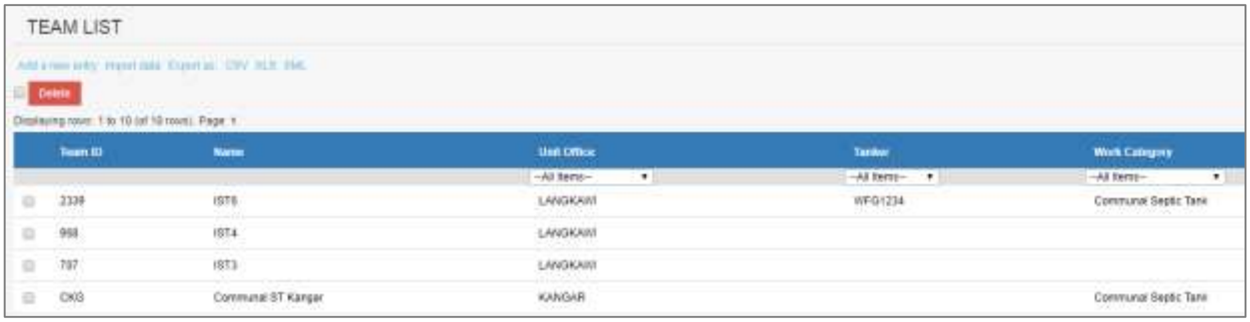


Figure 7.3.A-2: List of Team

- User able to perform the following transaction depending on the granted access:
  - **Add new Team**
    1. Click on "**Add a new entry**" link on top of the list. Refer to Figure 7.1.B-2.

Figure 7.3.A-3: Add New Entry link

2. System will display Team entry page as below.

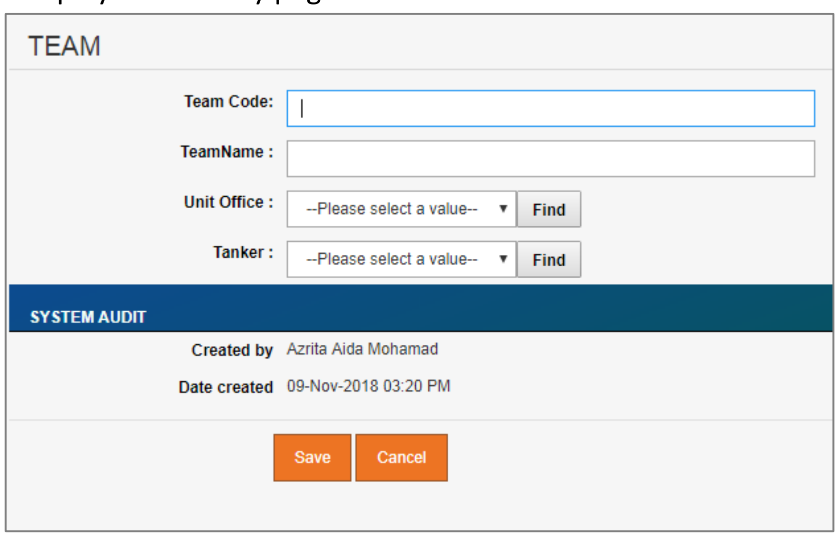


Figure 7.3.A-4: Team Entry Screen

3. Enter the information for available fields as follows.

Field Name	Description
Team Code	Code for the team
Team Name	Name of the team
Unit Office	Select the Unit Office
Tanker	Select the tanker

4. From the entry page, click on “**Save**” button to save Team record information or “**Cancel**” to redirect to Team List page.

- **Update existing Team**

1. From the Team list page (refer to Figure 7.3.A-2), click on target record.
   System will display detail Team information for the selected Position. Refer to Figure 7.3.A-5.

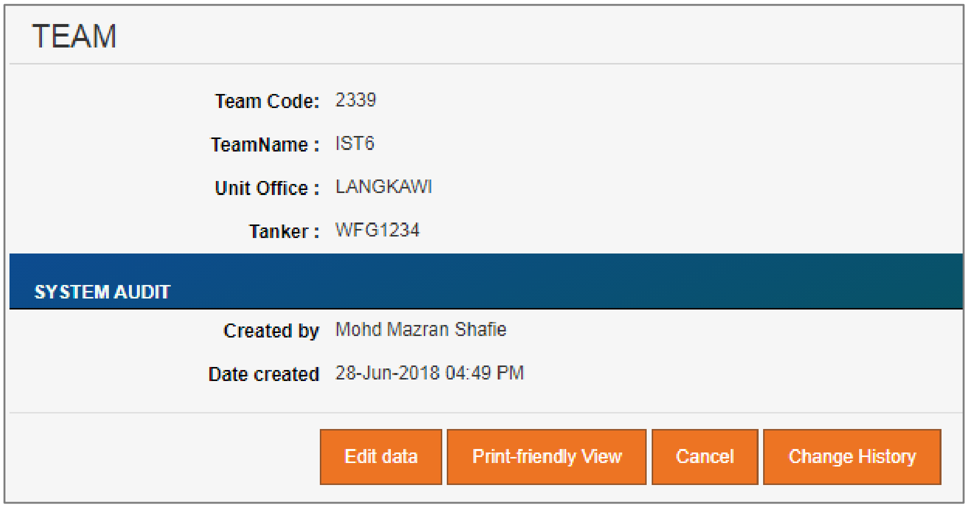


Figure 7.3.A-5: View Selected Team Detail

2. Click on “**Edit data**” button to update the record. System will display current record in editable mode.

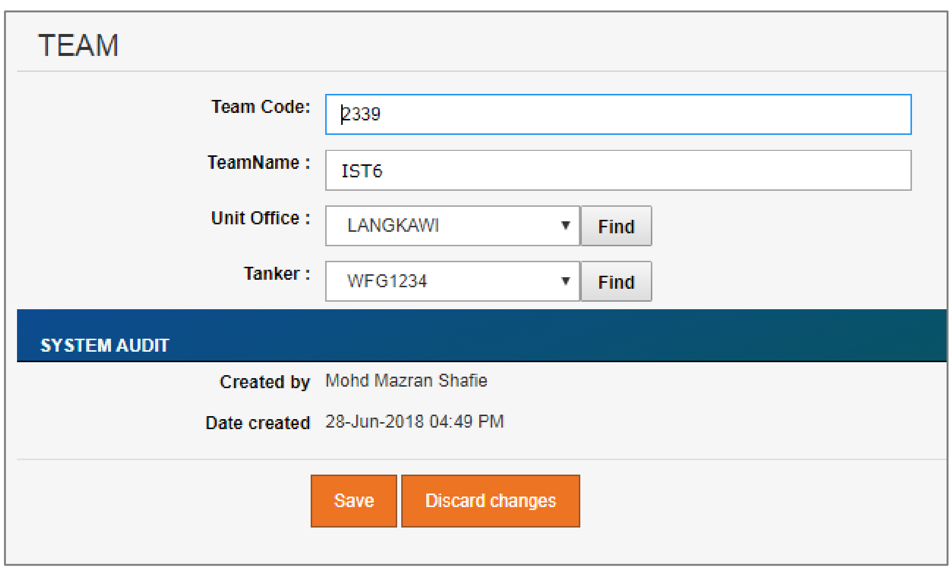


Figure 7.3.A-6: Update Selected Team Detail

3. Edit the information and click “**Save**” to update the record.

4. Click on "**Discard changes**" button to cancel the transaction and system will navigate to the Team detail screen (refer to Figure 7.3.A-5)

- **Delete registered Team**

1. From the Team list page (refer to Figure 7.3.A-2), click on checkbox button for the target record, click on "**Delete**" button.
2. System will prompt Delete Confirmation Message as shown in Figure 7.3.A-7 below.

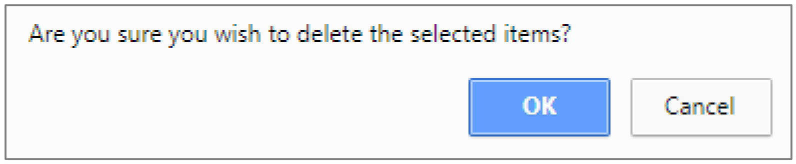


Figure 7.3.A-7: Delete Team Confirmation Message

3. Click "**OK**" button to proceed with deletion or "**Cancel**" button to cancel the transaction.

- **Export record(s) in CSV, XLS format**

1. From the Contractor List page (refer to Figure 7.1.A-2), click on the preferred export format; either in CSV or XLS.

Figure 7.1.B-9: Export Format Selection

2. User will be able to view generated file as shown in Figure 7.3.A-9 below.

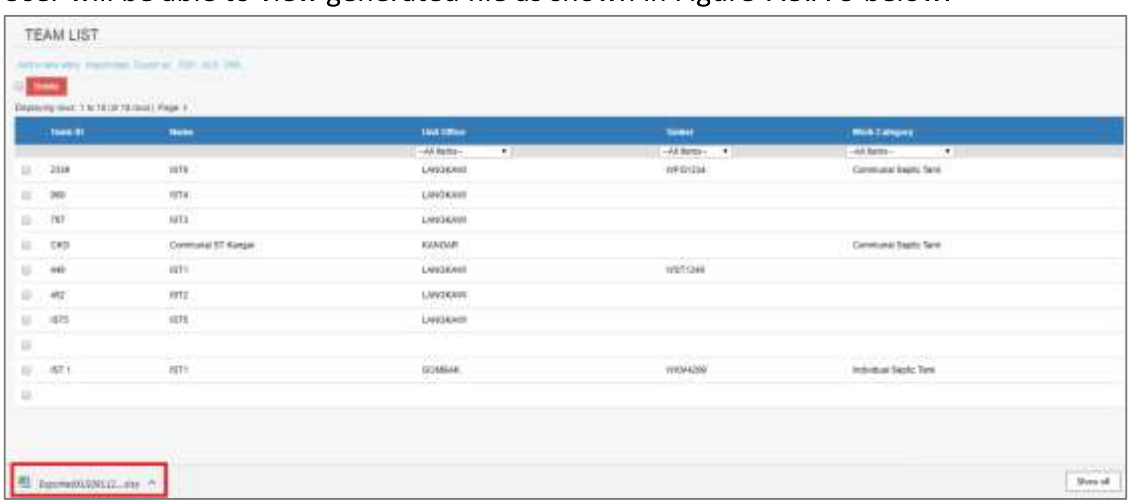


Figure 7.3.A-9: Exported File

- **Dynamic records sorting**
  1. From the Team List page (refer to Figure 7.1.B-2), click on the target column header (mark in red from Figure 7.1.B-10 below).
     System will dynamically rearrange record sequence order based on the selected column.

Figure 7.3.A-10: Team List – Header

- **Dynamic records filtering**
  1. Choose on target record filter at the Team List page. Available selection for “Unit Office”, “STP Type” and “Facility Type”. Once selected, system will show record(s) related to the filtered criteria only.

B. Team – Employee Mapping

Granted users will be able to maintain Disposal Site information.

- Click on “**Team - Employee Mapping**” icon as shown in Figure 7.3.B-1 below.

Figure 7.3.B-1: Team - Employee Mapping Icon Link

- System will display list of Team - Employee Mapping. Refer to Figure 7.3.B-2.

Figure 7.3.B-2: List of Team - Employee Mapping

- User able to perform the following transaction depending on the granted access:
  - **Add new Team - Employee Mapping**
    1. Click on “**Add a new entry**” link on top of the list. Refer to Figure 7.1.B-2.

Figure 7.3.B-3: Add New Entry link

    2. System will display Team - Employee Mapping entry page as below.

Figure 7.3.B-4: Team - Employee Mapping Entry Screen

    3. Enter the information for available fields as follows.

Field Name	Description
Team	Select the team
User	Select the user name to assign the chosen team

    4. From the entry page, click on “**Save**” button to save Team - Employee Mapping record information or “**Cancel**” to redirect to Team - Employee Mapping List page.

- **Update existing Team - Employee Mapping**
  1. From the Team - Employee Mapping list page (refer to Figure 7.3.B-2), click on target record.
     System will display detail Team - Employee Mapping information for the selected Position. Refer to Figure 7.3.B-5.

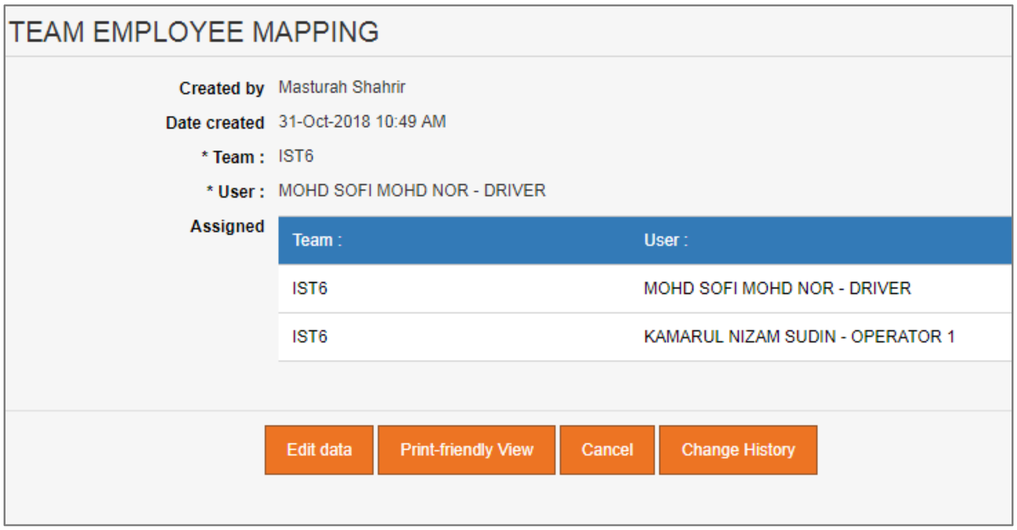


Figure 7.3.B-5: View Selected Team - Employee Mapping Detail

  2. Click on "**Edit data**" button to update the record. System will display current record in editable mode.

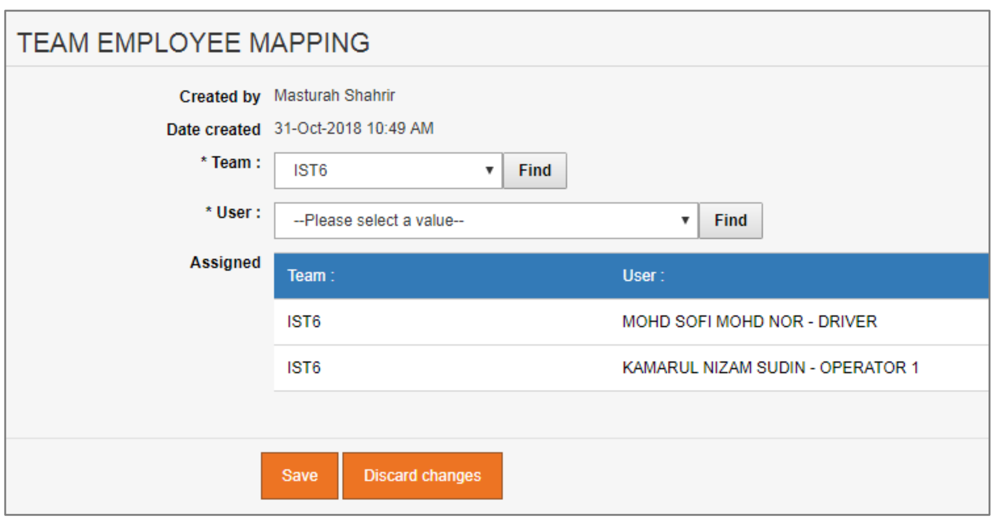


Figure 7.3.B-6: Update Selected Team - Employee Mapping Detail

  3. Edit the information and click "**Save**" to update the record.
  4. Click on "**Discard changes**" button to cancel the transaction and system will navigate to the Team - Employee Mapping detail screen (refer to Figure 7.3.B-5)

- **Delete registered Team - Employee Mapping**
  1. From the Team - Employee Mapping list page (refer to Figure 7.3.B-2), click on checkbox button ☐ for the target record, click on "**Delete**" button.
  2. System will prompt Delete Confirmation Message as shown in Figure 7.3.B-7 below.

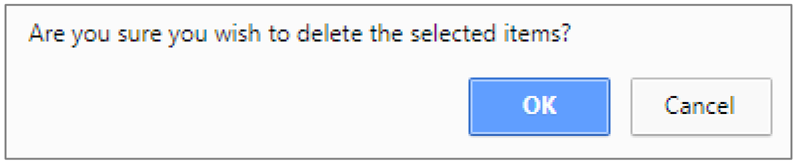


Figure 7.3.B-7: Delete Team - Employee Mapping Confirmation Message

  3. Click "**OK**" button to proceed with deletion or "**Cancel**" button to cancel the transaction.

- **Export record(s) in CSV, XLS format**
  1. From the Contractor List page (refer to Figure 7.1.A-2), click on the preferred export format; either in CSV or XLS.

Figure 7.1.B-9: Export Format Selection

  2. User will be able to view generated file as shown in Figure 7.3.B-9 below.

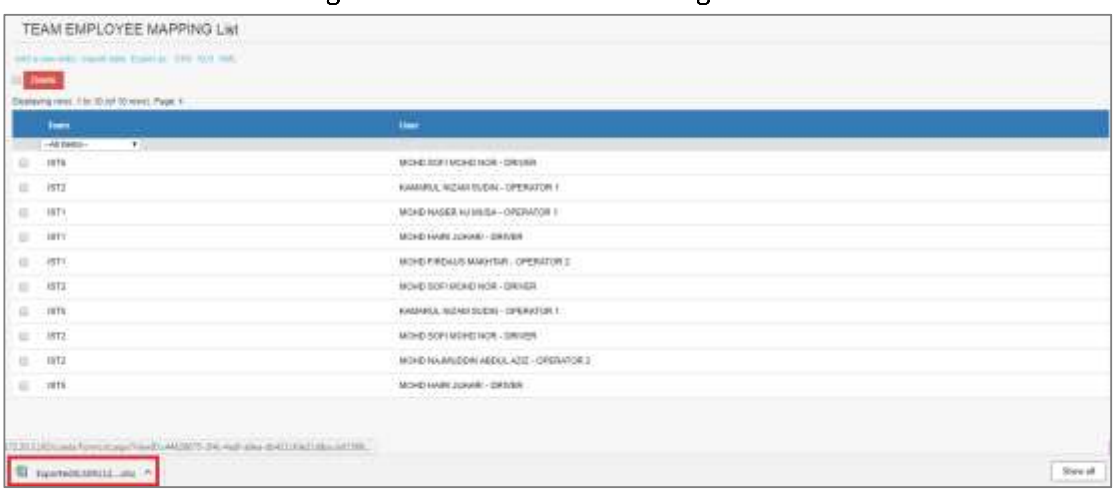


Figure 7.3.B-9: Exported File

- **Dynamic records sorting**
  1. From the Team - Employee Mapping List page (refer to Figure 7.1.B-2), click on the target column header (mark in red from Figure 7.1.B-10 below).

System will dynamically rearrange record sequence order based on the selected column.

Figure 7.3.B-10: Team - Employee Mapping List – Header

- **Dynamic records filtering**
  1. Choose on target record filter at the Team - Employee Mapping List page. Available selection for “Team”. Once selected, system will show record(s) related to the filtered criteria only.