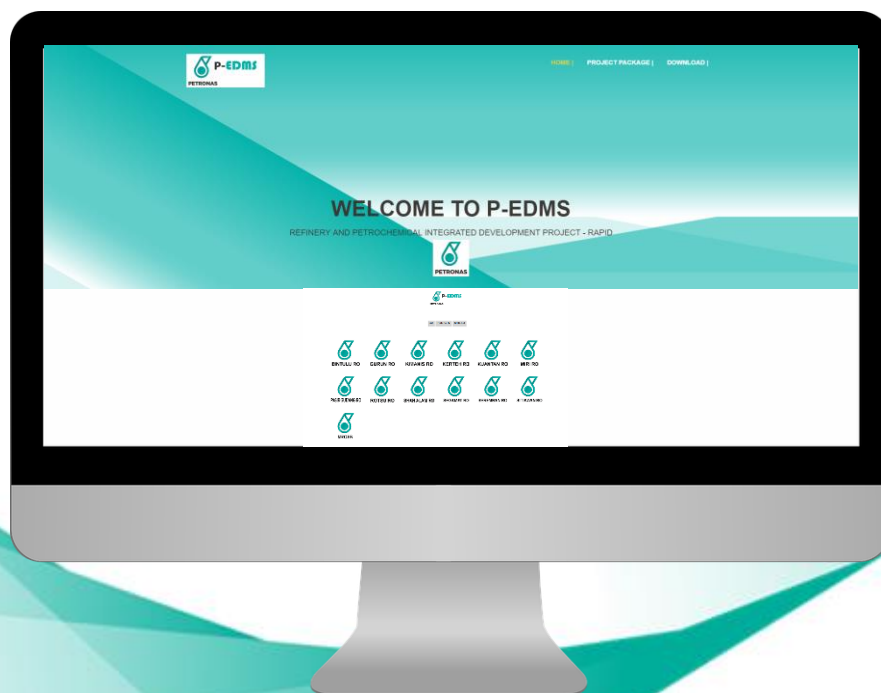




PETRONAS

PETRONAS Engineering Data Management System

P-EDMS (v2019) Web Client User



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Introduction



What is P-EDMS?

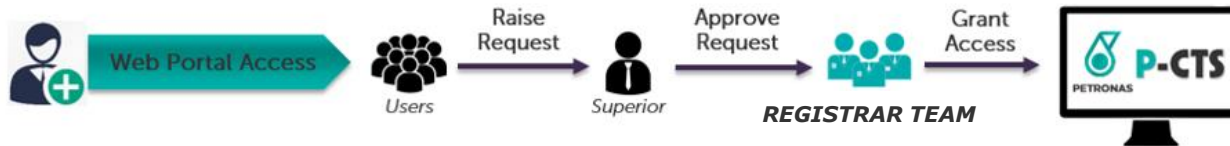
- Is an abbreviation from **PETRONAS Engineering Data Management System** for Project and Plant Operations.
- is a document & an integrated data management system.
- It is web-based for online documents management.

- P-EDMS leverages on PETRONAS Technical Standard (PTS) and Industry Best Practice for Work Processes and Technical Specifications.
- It was endorsed in May 2014 as Standardized engineering solution Group wide.



Access P-EDMS

Workflow for P-EDMS Access Management Request



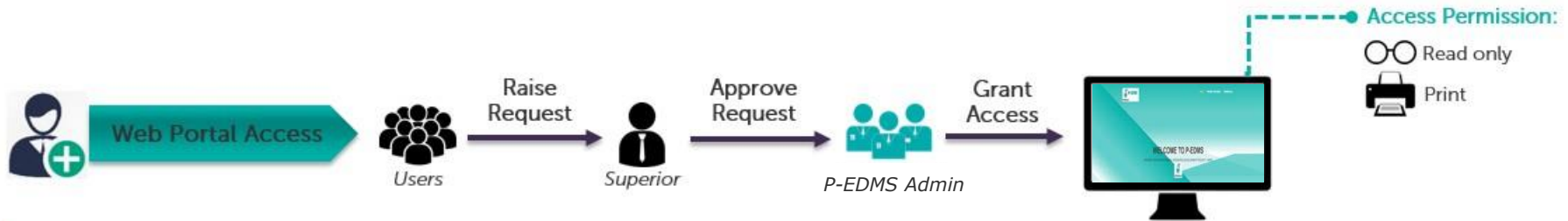
ict.servicedesk@petronas.com

Log In

- Ensure using **Google Chrome** 
- Directly navigate to <https://pedms.petronas.com/>

The screenshot shows the P-EDMS website homepage. At the top, there is a navigation bar with the PETRONAS logo, 'P-EDMS', and links for 'User Center', 'Contact Us', and 'FAQ'. The main header reads 'PETRONAS ENGINEERING DATA MANAGEMENT SYSTEM (P-EDMS)'. Below this is a video player showing a close-up of a laptop with 'P-EDMS' on the lid, surrounded by office supplies. The video player has a progress bar at 0:00 / 3:53. Below the video are three featured content cards: 1. 'P-EDMS 101 | HOW P-EDMS Can HELP YOU Part 2' by myExplorer. 2. '[P-EDMS INFO] "Smart Plant P&ID is now Available in P-EDMS!"' by myExplorer. 3. 'P-EDMS 101 - Solution For Future' by myExplorer.

Access P-EDMS



Workflow for P-EDMS Access Request

Log In (IWA)

- Click on "PETRONAS ID" under the "Sign In With" Button
- Once credentials are entered, click Log In

Log In (Local Credential)

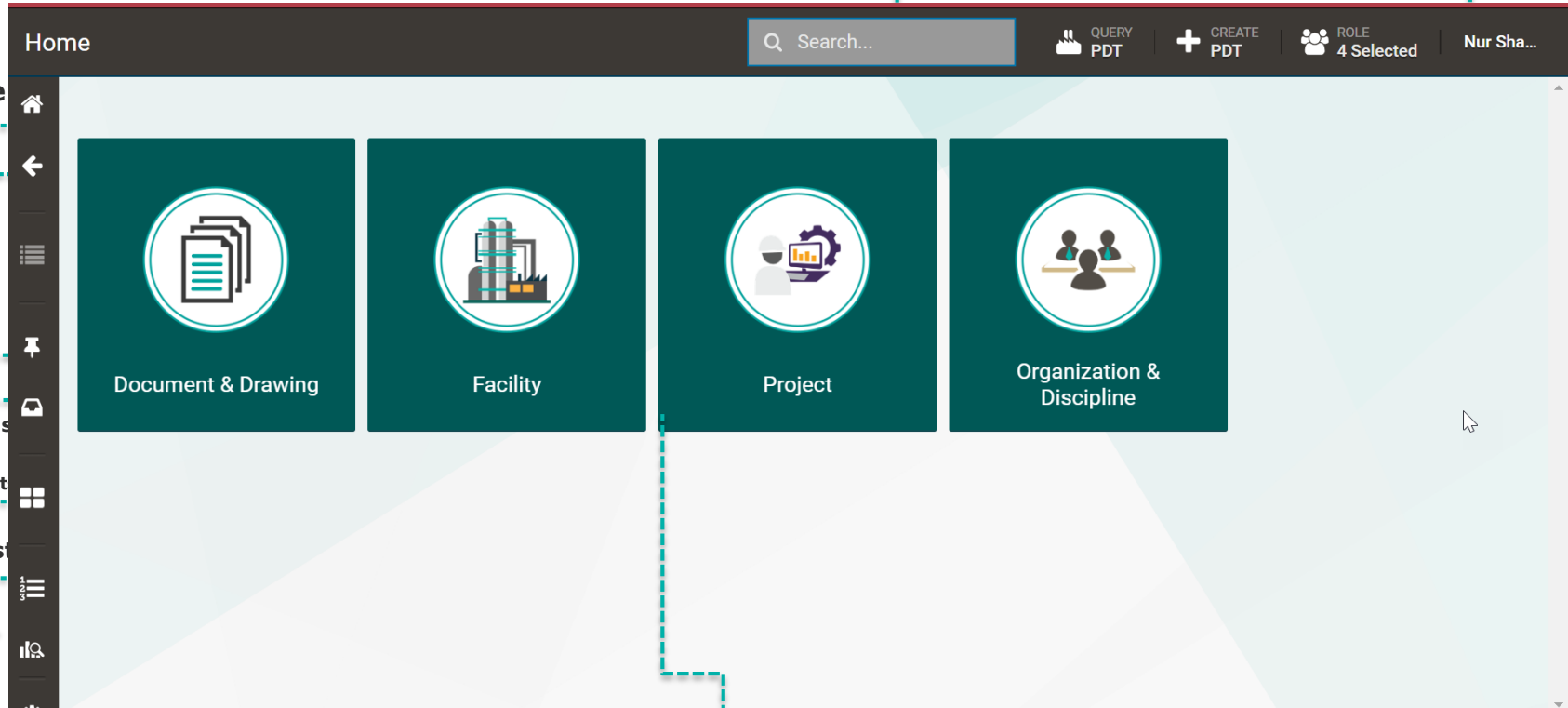
- Enter local "Username" & "Password"
- Once credentials are entered, click Log In

The screenshot shows the login interface for IM19 P-EDMS. At the top left is the PETRONAS logo. At the top right, it says 'Login to IM19 P-EDMS'. Below the logo, there is a section titled 'SIGN IN WITH LOCAL CREDENTIALS'. This section contains two input fields: the first is labeled 'superuser' and the second is a password field with dots. Below the password field is a checkbox labeled 'Keep me signed in'. There are two buttons: a blue 'SIGN IN' button and a blue 'SIGN IN WITH' button with a dropdown arrow. Below the 'SIGN IN WITH' button, there is an 'OR' separator and another 'SIGN IN WITH' button with a dropdown arrow.

Home Page Navigation









User Name

Search box

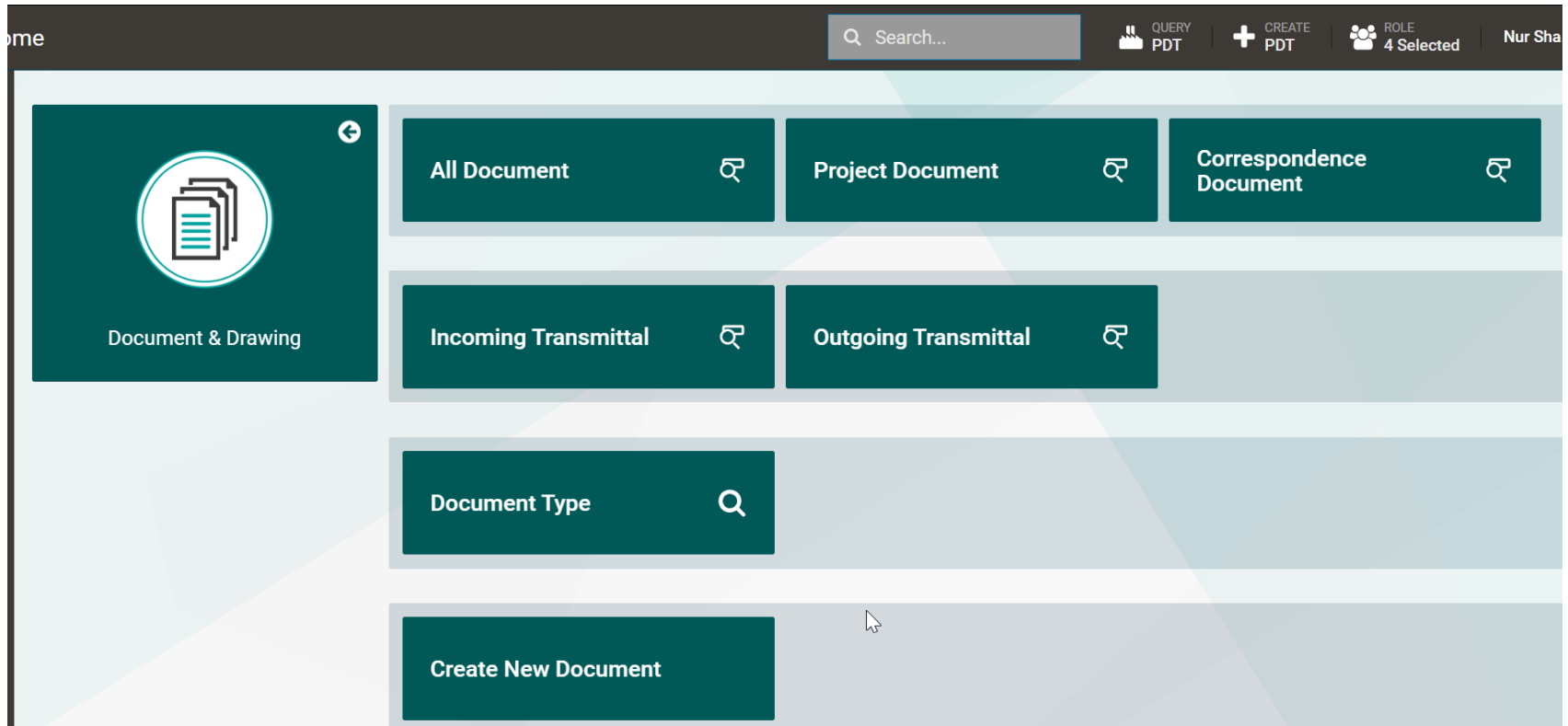


Feature Sets

Icon Glossary

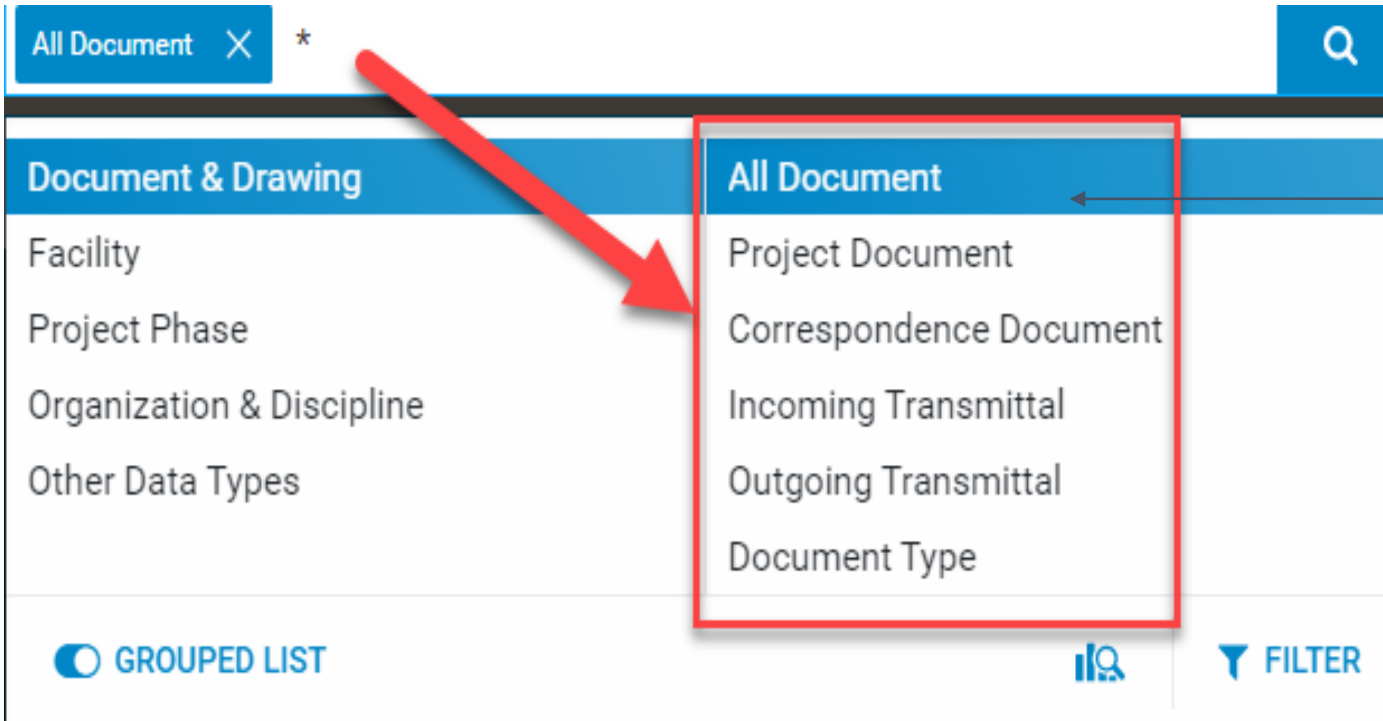
Click	To see	What it does
	Feature sets	Contains a configured set of functions that you can use to quickly access data or run reports and commands. You can also open a feature set and access the functions from the sidebar.
	Actions menu	Performs common operations on one or more selected objects.
	Settings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

Search By Document And Drawing



- **All Documents - To search all document (master index)**
- **Project Document – To search project documents only**
- **Correspondence Document – To search correspondence documents only**
- **Incoming/outgoing transmittal – To search related transmittals**
- **Create New Documents – to create new documents (Validity for Admin Role)**

Search Document by using Quick Find(QF) Box



1. Select Documents by which category (Defined specifically criteria)

2. Press 'Enter' Button

Search Document by using Quick Find(QF) (Filter Function)

2. Tick on which specifications based on necessary need

All Document × *

Use 'Is equal to' Operator

- Name
- Owner Doc Number
- Description
- Rev Status
- Major

RESET

1 FILTER

1. Tick on 'FILTER' Function

3. Key-in data by Description
Example :
"piping"

View Document

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

The screenshot shows a software interface with a document list and a preview window. The document list has columns for Name, File(s), Document Description/Title, DDM, R..., Rev. Status, and Rev. State. A document named '190017-GTS-00-P-DWG-9998' is selected, and a context menu is open over it, with a red arrow pointing to the 'View' icon (an eye). The preview window below shows a document titled 'View and Markup BRO-HLE-PEN-DES-SG...' with a table of project information and a table of contents.

Project	Doc.	Dept.
C02-019	DES	ENG

TABLE OF CONTENT	
BASIC ENGINEERING DESIGN	
1.0 Project Description	
- General	
- Gas Supply Specifications	
- Basis of Design	
- Codes and Standards	
2.0 Scraper Facilities	

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



View Document Details

To view the Document Details such as General info, Numbering & Structure, Revision, PBS and Misc info, click on the Document name. The Document details will then be displayed as shown below.

The screenshot displays a software interface with a search results table and a detailed view of a document.

Search Results Table:

File(s)	Document Description/Title	DDM	R...	Rev. Status	Rev. State	Mar
190017-GTS-00-P-DWG-9998	Test_Sa... Test_Sample GA Drawing		00	Issued For Review/C...	Working	Test

Document Details View (BRO-HLE-PEN-DES-SG70-0001 Details):

- General** | Numbering & Structure | Revision | PBS | MISC
- Main Details:**
 - Document Number: BRO-HLE-PEN-DES-SG70-0001
 - Title / Description: EPCC OF MODIFICATION FOR BINTULU LATERAL PIPELINE : DETAIL DESIGN MANUAL - ENGINEERING CALCULATION
- General details:**
 - Creation user: superuser
 - Creation date: 7/16/2016 03:46:23
 - Last updated date: 6/5/2017 16:59:34
- Document Master Details:**
 - PO Number:
 - Master Remarks:
 - System Status: RESERVED
 - Document Category:
 - Document Class:
 - Key Deliverable Document Distribution Name:
 - Key Deliverable:
 - Key Deliverable Endorsement Status:
 - PTS Deviation:
 - PTS Deviation Endorsement Status:
 - PTS Deviation Document Distribution Name:
- PSI Details:**

Save File

The screenshot shows a software interface with a table of documents. A callout box labeled "Click Action" points to the "Actions" column of the table. Another callout box labeled "Click Save" points to the save icon in the top-left toolbar. Below the table, a vertical sidebar contains a gear icon and a question mark icon. A callout box labeled "Open & View file in another tab" points to a PDF file named "Final Report_Trono...pdf" in the sidebar.

Name	Document Description/Title	Other Document ...	Unit P...
SWNRO-DBC-ELE-MOC-0001	FINAL REPORT - AUTO RECLOSE SYS...	FR-PGB-LPS-SITIAW...	A01
SWNRO-DBC-ELE-MOC-0002	FINAL REPORT - AUTO RECLOSE SYS...	FR-PGB-LPS-SITIAW...	A03

The screenshot shows a PDF viewer displaying the first page of a report. The page number "1 / 12" is visible in the top right corner. The report content includes a header table, a client logo (PETRONAS GAS), and project details.

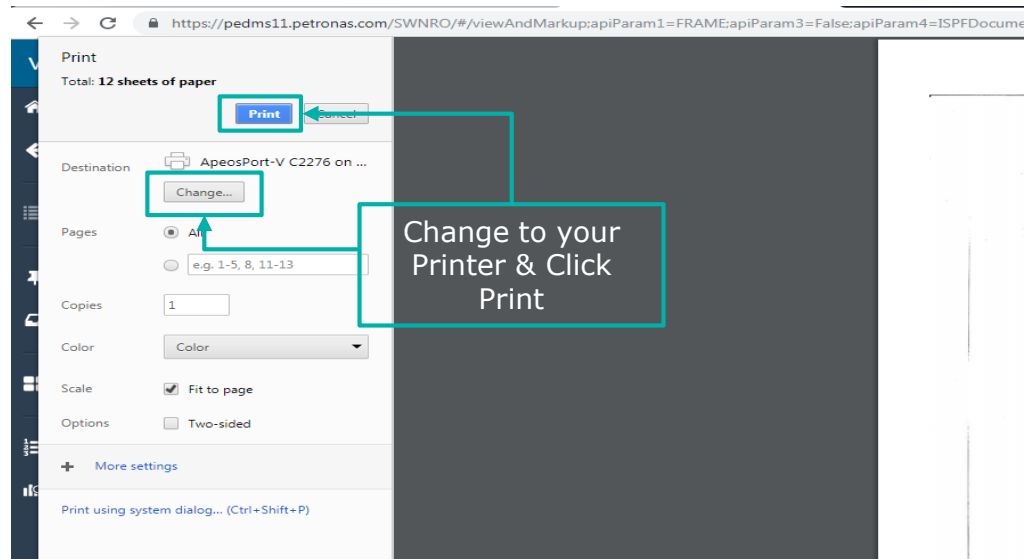
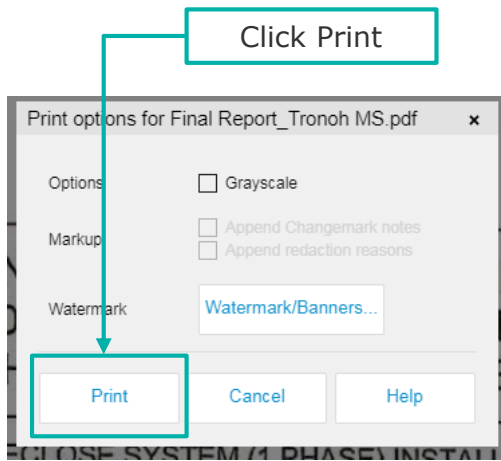
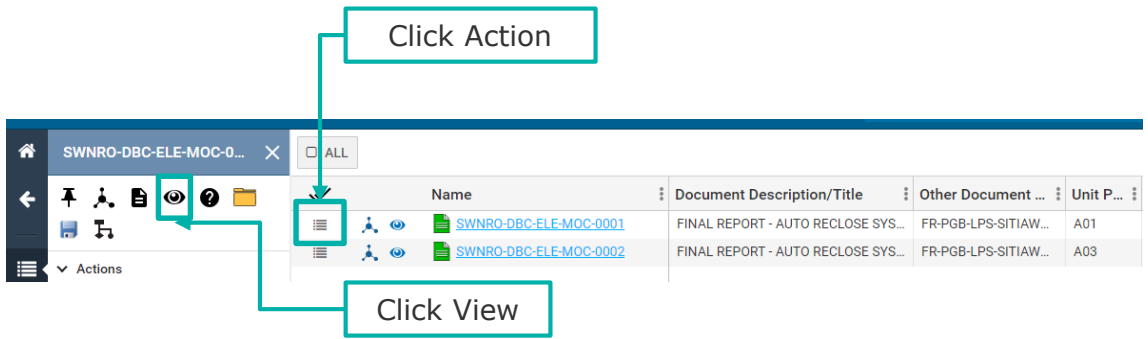
MAINTENANCE, RECTIFICATION AND UPGRADEING OF INTERNAL LIGHTNING INTERNAL SYSTEM	DOC NO: TRONOH/MS/000001
AUTO RECLOSE SYSTEM (1 PHASE) INSTALLATION AT TRONOH METERING STATION <td>REV: 01 DATE: 2019/08/16 PAGE: Page 1 of 12</td>	REV: 01 DATE: 2019/08/16 PAGE: Page 1 of 12

CLIENT:
PETRONAS GAS
PETRONAS GAS BERHAD

PROJECT TITLE:
AUTO RECLOSE SYSTEM (1 PHASE) INSTALLATION AT TRONOH METERING STATION

DOCUMENT TITLE:
FINAL REPORT

Printing Files



How To Use Pins

Click Pins: Points to the pin icon in the left sidebar.

Toggle Multi Select Mode: Points to the checkmark icon in the top left of the table.

Select File: Points to a document icon in the first column of the table.

Click Add to Pinboard: Points to the 'ADD TO PINBOARD' button in the top right.

Name	Document Description/Title	Other Document ...	Unit P...	Unit	Unit Description	Unit Phase 1 Description	Tag Number(s)
<input checked="" type="checkbox"/> SWNRO-UCSB-ELE-SPN-SWNRO-0002	EPIC OF REMOTE OPERATION CNSOLE ...			A02	Segari (GB3) MS		
<input checked="" type="checkbox"/> SWNRO-PGB-MS-LST-A02-0001	EPIC FC FOR MEASURING THE VOL ...			A02	Segari (GB3) MS		
<input checked="" type="checkbox"/> SWNRO-PGB-MS-RPT-A02-0002	EPIC FC FOR MEASURING THE VOL ...			A02	Segari (GB3) MS		
<input checked="" type="checkbox"/> SWNRO-PGB-MS-LST-A02-0002	EPIC FC FOR MEASURING THE VOL ...			A02	Segari (GB3) MS		
<input type="checkbox"/> SWNRO-PGB-MS-CBF-A02-0001	EPIC FC FOR MEASURING THE VOL ...			A02	Segari (GB3) MS		
<input type="checkbox"/> SWNRO-PGB-MS-RPT-A02-0005	EPIC FC FOR MEASURING THE VOL ...			A02	Segari (GB3) MS		
<input type="checkbox"/> SWNRO-UCSB-INC-CTR-A03-0001	EPIC OF REPLACEMENT OF OBSOLE...			A03	Tronoh MS		

VIEW IN GRID: Points to the 'VIEW IN GRID' button in the top left of the pinboard view.

Click Pinboard: Points to the pin icon in the left sidebar.

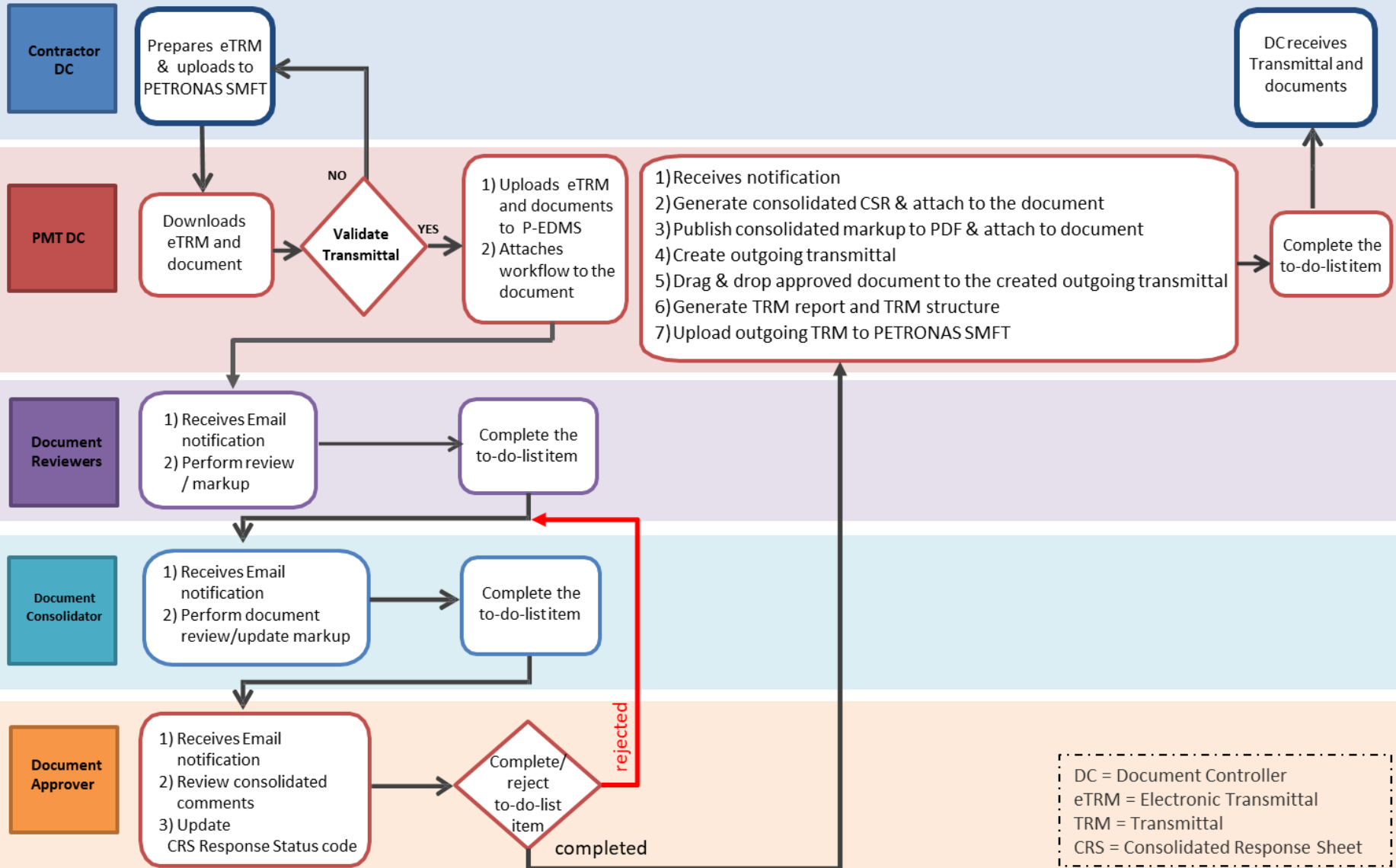
Name	Description	Class	Creation D...	Created ...	Last Upd...
SWNRO-MRCB-CON-CAA-A03-0001	EPCC OF PIPELINE RELOCATION & C...	SPXEngine...	1/24/2018 1...	keith.yapc...	5/8/2018 01:...
SWNRO-PGB-MS-LST-A02-0001	EPIC FC FOR MEASURING THE VOL. ...	SPXEngine...	2/15/2018 1...	keith.yapc...	3/20/2018 1...
SWNRO-PGB-MS-LST-A02-0002	EPIC FC FOR MEASURING THE VOL. ...	SPXEngine...	2/15/2018 1...	keith.yapc...	3/20/2018 1...
SWNRO-PGB-MS-RPT-A02-0002	EPIC FC FOR MEASURING THE VOL. ...	SPXEngine...	2/15/2018 1...	keith.yapc...	3/20/2018 1...
SWNRO-PGB-PEN-CAA-0001	A AGREEMENT FOR SALE & PURCHA...	SPXEngine...	4/19/2018 1...	keith.yapc...	5/8/2018 04:...
SWNRO-PGB-PMG-CAA-0001	PGB-UTM RESEARCH COLLABORATI...	SPXEngine...	4/19/2018 1...	keith.yapc...	5/8/2018 03:...
SWNRO-SMPA-CTR-CAA-0001	PGU Stage 3 - Sector 2 & 3 Vol 2 : CO...	SPXEngine...	7/14/2016 1...	superuser	6/21/2017 1...
SWNRO-SMPA-CTR-CAA-0002	PGU Stage 3 - Sector 1 Vol 2 : CONSTRU...	SPXEngine...	7/14/2016 2...	superuser	6/21/2017 1...
SWNRO-TCHE-CTR-CAA-0001	EPCC OF PARIT BUNTAR CITY GATE ...	SPXEngine...	7/15/2016 0...	superuser	6/20/2017 1...
SWNRO-UCSB-ELE-SPN-SW...	EPIC OF REMOTE OPERATION CNSOLE AT P...	SPXEngine...	2/8/2018 17:...	keith.yapc...	3/20/2018 1...



PETRONAS

WORKFLOW, EMAIL & TO-DO-LIST

Overview of document approval work process by roles (workflow for Approval – Final submission)



DC = Document Controller
 eTRM = Electronic Transmittal
 TRM = Transmittal
 CRS = Consolidated Response Sheet

Email Notification [as Reviewer]

Once your PEDMS ID assigned with the document as Reviewer, you will received email notification as below.



P-EDMS Support (T&E/PETH)

FYA: (2/5) - TO REVIEW, PNX-BED-ABF-06-ARC-ALG-0001

To ■ Ahmad Salihin C Abdullah (EXT/PET-ICT)

P-EDMS Workflow Notification

Dear AHMAD SALIHIN C ABDULLAH,

A document is submitted to P-EDMS for your action (2/5) - **TO REVIEW**:

You can access the document from the link below:

Document Number	Title	Rev	Status	Class
PNX-BED-ABF-06-ARC-ALG-0001	testing documents	00	AFDD	I

Note: This document's task is due on 9/24/2019. Click [here](#) to open workflow task.

Thank you

ABF THIRD BOILER PROJECT (PHOENIX)

On your email, Click **HERE** in the email link to directly open TO-DO-LIST

PETRONAS Engineering Data Management System (P-EDMS™)

[THIS IS SYSTEM AUTO-GENERATED NOTIFICATION]

Do not reply to this email as it is a system generated notification. If you are experiencing any technical issues, please contact

To-Do-List [as Reviewer]

After click link in the email, it will directly go to To-Do-List as below (Required login for first time).

To Do List

KS-PL-PCMM-GTS-999-PIP-A... X KS ConfigurationTop

All...	Name	Workflow Item	Workflow I...	Targeted Date	Duration	Planned	Started
<input checked="" type="checkbox"/>	(2/5) - TO REVIEW	KS-PL-PCMM-GTS-999-PIP-AC-9999	for testing	6/2/2021	3	6/3/2021	5/28/2021

Click Here To View File 2

To Do List: Overview

2 selected

- All 1
- My Assigned/Claimed Tasks 1
- Document Revision 1

Click here to go to to-do list 1

View and Markup KS-PL-PCMM-GTS-999-PIP-AC-9999 (-1,WF-I)

Test_Sample Drawing (1).pdf

Sample 1

JAIST

Markup [as Reviewer]

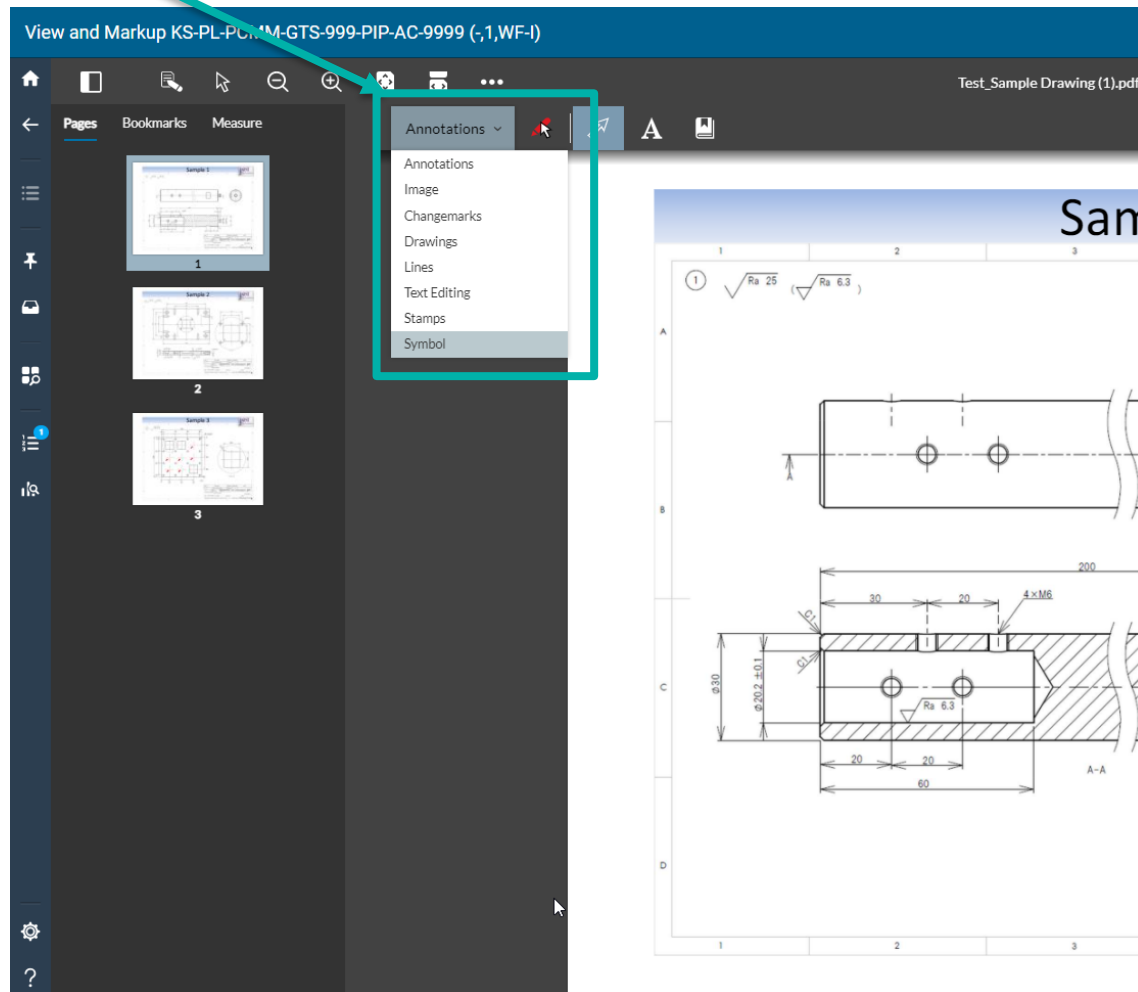
(Please Refer Page [MARK UP GUIDE](#) for Best Practice)

To be able to markup/comment on the document, click **Annotate** option and click **New Markup**.

SR.NO.	DRAWING NO.	DESCRIPTIONS	REV.
CIVIL			
1	D-EMAS-06-40-2001	DRAWING INDEX	01
2	D-EMAS-06-40-2002	GENERAL NOTES 1 CIVIL	01
3	D-400-06-43-0061 (0)	PLAN FOR LAND DEVELOPMENT PACKAGE (A-06215)(0)	01
4	D-400-06-43-0062 (0)	SECTION A DETAILS FOR LAND DEVELOPMENT PACKAGE (A-06215) (0)	01
5	D-400-06-44-0002 (0)	PLAN & DETAILS OF SUMP TANK T-06232 (0)	01
6	D-EMAS-06-41-2006 (1/7)	PLATFORM (EARTHWORKS) EFFLUENT TREATMENT SYSTEM (ETS) PLAN AND CROSS SECTIONS (1 OF 7)	01
7	D-EMAS-06-41-2006 (2/7)	PLATFORM (EARTHWORKS) EFFLUENT TREATMENT SYSTEM (ETS) PLAN AND CROSS SECTIONS (2 OF 7)	01
8	D-EMAS-06-41-2006 (3/7)	PLATFORM (EARTHWORKS) EFFLUENT TREATMENT SYSTEM (ETS) PLAN AND CROSS SECTIONS (3 OF 7)	01
9	D-EMAS-06-41-2006 (4/7)	PLATFORM (EARTHWORKS) EFFLUENT TREATMENT SYSTEM (ETS) PLAN AND CROSS SECTIONS (4 OF 7)	01
10	D-EMAS-06-41-2006 (5/7)	PLATFORM (EARTHWORKS) EFFLUENT TREATMENT SYSTEM (ETS) TYPICAL S&T TRAP DETAIL (5 OF 7)	01
11	D-EMAS-06-41-2006 (6/7)	PLATFORM (EARTHWORKS) EFFLUENT TREATMENT SYSTEM (ETS) WASH THROUGH PLAN AND DETAIL (6 OF 7)	01
12	D-EMAS-06-41-2006 (7/7)	PLATFORM (EARTHWORKS) EFFLUENT TREATMENT SYSTEM (ETS) FENCING DETAILS (7 OF 7)	01
13	D-EMAS-06-41-2001	SOIL DUMPING PLAN AND SECTIONS	01

How To Perform Markup

- Click here to select type of Markup (Annotate , Image , Changemarks , etc....)





PETRONAS

MARK UP GUIDE

Best Practices

Markup Tools

Markup

- New Tool Bar Icons



- Page Toggle (Pages , Bookmarks , Layer , Measure)



- Markup Menu (New/Edit/Save/Review Consolidated Markup)



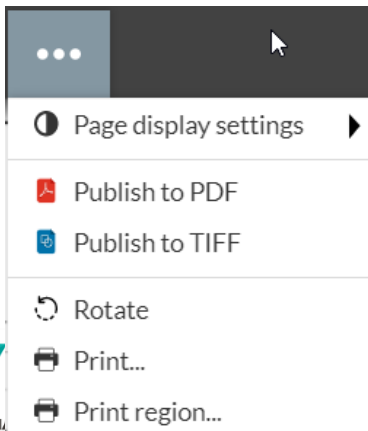
- Selection



- Zoom IN/OUT



- Page Orientation Setup



- Additional Options (Publish, Display setting/Print)

Text

Only comments made under Text command will be captured by Review Cycle Report. Thus as Commenting Best Practice, users must use Text command and indicate Page Number and Document Section in creating comments as shown in the sample below.

Text properties may be modified using the text options above Markup toolbar.

The screenshot shows a CAD software interface with a technical drawing titled "Sample 1". The drawing includes a 3D perspective view and a 2D cross-section labeled "A-A". Annotations are present on the drawing, including a yellow box with red text: "Page 4/30 - Section 2.0 : Brief more for the procedure and check again on the spellings - Maziya". A red arrow points from a "Don't" box at the bottom to this annotation. Another yellow box with red text says "Page 1" and "Test comment 1", "Test comment 2", "Test comment 3". A "Text" dialog box is open, showing a text input field with the content "Page 1/3 - Check again on project title - Maziya" and an "OK" button. A note above the dialog says "Note: Text window will prompt the user to input comments." Another note below the dialog says "Note : Kindly ensure to write the comment in one line (without press 'Enter' button)". The software interface includes a top bar with "View and Markup KS-PL-PCMM-GTS-999-PIP-AC-9999 (-,1 WF-1)", a search bar, and user options for "QUERY KS", "CREATE KS", and "RO". A toolbar with various icons is visible, and a status bar at the bottom right shows "1 / 3".

Don't

Use ChangeMark

For long comments/in paragraph, use ChangeMark tool to ensure long comments are insert aligned in correct position. (Best markup practice, better way for DC generate CRS Layer during outgoing transmittal). Thus as **Commenting Best Practice**, must use Text command and indicate Page Number and Document Section in creating comments as shown in the sample below.

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

View and Markup KS-PL-PCMM-GTS-999-PIP-AC-9999 (-,1,Wf-I)

Test_Sample Drawing (1).pdf

1 / 3

Annotations
Image
Changemarks
Drawings
Lines
Text Editing
Stamps
Symbol

Page Title Replies
1
mazyatulkarimal
Comment Paragra
Comment Paragra
Comment Paragra
Reply

Only press "space bar" once in Title

Result in of changemark in PDF

Leave out blank for Title.
Comment best practice is to include Page and which section and name of reviewer.
Press 'Enter' to insert new comment line (for section)

Create Changemark note

Title

Text

Comment Paragraph 1
Comment Paragraph 2
Comment Paragraph 3

Type State

Text and cloud

If use "cloud" and "text", start with cloud "X".
 Example : Cloud 1 – Page 24 – Test comment - Maziya

The SPECTROTEST at a Glance

Integrated PC with LAN, USB, VGA and WLAN connectivity

Large 18" display

Shelf for ICAI sample. Unique one sample standardization of the entire system

Instrument software with complete operator guidance

Pre-installed materials library with common alloys that can be extended by the customer at any time

Optionally SPECTRO Mineral Database

Pluggable probe for shortest measuring times beginning with 2 s in arc mode and 5 s in spark mode (argon atmosphere)

Electrode/ adapter changeable without tools

Drawer for battery operation; battery capacity sufficient for hundreds of measurements

Stable aluminum instrument housing with recessed grips

Efficient plasma generator (high sample throughput during battery operation)

Large wheels and high clearance for easy onsite maneuverability, locking brake

Heavily developed UV test probe (arc/spark operation) with 20% weight reduction

Freely accessible

QR Code

Cloud 1 - Page 24/30 - Test comment - Maziya

Cloud 2 - Page 24/30 - Test comment - Maziya

Note : every page start with cloud 1

www.spectro.com/test

CERT ISO 9001

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 Fax: +49 5810 980 2200
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 Tel: +1 201 942 3000
 Fax: +1 201 942 3000
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HONG KONG (Asia Pacific) AMETEK, Inc. SPECTRO Analytical Instruments (Asia Pacific) Ltd
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 Kowloon Bay, Kowloon
 Tel: +852 2976 9190
 Fax: +852 2976 9140
 spectro-ep.sales@ametek.com

Cloud Red - Page 25/30 - Test comment - Maziya

If 1 comment for multiple cloud, use colour code
 Example : Cloud Red – Page 25 – Test comment – Maziya

Match 3 - No Match 1

Sum 4

the operator's tactic and, depending on the situation, displays the required information on one screen page that can also be read from a large distance. The new Result Manager is available to process measurement data.

AMECARE PERFORMANCE SERVICE

Organizations with high volumes of work must keep their fleets of instruments operating at the highest possible levels of availability. To ensure that SPECTROTEST spectrometers meet and exceed these goals, SPECTRO offers the AMECARE Performance Service program. More than 100 AMECARE service engineers based in 20 countries help to ensure peak performance and extended useful equipment life via high-value, customized services. These can include preventive maintenance programs; application calibration; access to relevant experts; and training.

SPECTROTEST

Scope of Delivery

- Spectrometer unit with high resolution CCD multi-detector optic, fully digital plasma generator as the excitation source, high performance readout system and integrated PC, Windows 7 Professional
- Pluggable probe with pluggable probe adapter*
- Starter kit with maintenance and consumable parts as well as the ICAI sample
- Pluggable UV probe with pluggable probe adapter*
- Impact resistant lightweight transport trolley with locking brake*
- Printer*
- Battery pack*
- SPECTRO Mineral Database*

Technical Details

- Instrument height: 870 mm (34.6")
- Width: 425 mm (16.7")
- Depth: 330 mm (13")
- Weight: 33 kg (72.8 lbs)
- 100-240 V, ±15%, 50/60 Hz
- 330 W during analysis
- 60 W in stand-by mode
- Fuse: 16 A slow-blow
- Battery operation*

* Optional

Cloud Blue - Page 25/30 - Test comment - Maziya

Strikethrough

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

The screenshot shows a software interface for viewing and marking up a document. The document title is "KS-CPP-EXE-M01-203-PRO-PID-0002 (B,1,WF)". The interface includes a top toolbar with various tools and a left sidebar with navigation options. A callout box on the left indicates that a red exclamation mark on a page thumbnail means "this page has markup".

The main document area displays a table with the following structure:

KS	CPP	EXE	M01	203	PRO	PID	0002	IFA
o Covers RL codes		A0103						
Purchaser review and comments shall not be assumed to indicate either responsibility or liability for accuracy and completeness of this document or to alter any contractual terms and conditions.								
Review Code and Status								
Code 1	Approved Document approved. Work may proceed.							
Code 2	Accepted with Comments. Document accepted with comments. Incorporate comment and revise up to next issue.							
Code 3	Rejected and Resubmit – Document Rejected with major comment. Incorporate comment and resubmit. Work may not proceed.							
Code 4	Information / Reference – No Action Required							
Sign & Date :	MMHE :		CLIENT :					

A red exclamation mark is present on the first page thumbnail in the left sidebar. A callout box points to this mark with the text: "Indicates that this page has markup".

The "Strikethrough" command is shown in the software's toolbar and is being applied to the text in the "Code 1" row of the table. The text "Approved Document approved." is shown with a red line through it, and a red square icon is visible next to it.

Delete Markup

Annotations ▾

Step 3

Step 1

Click on **Select** Tool

Sample 1

test for new document

Option 1:
Press **Delete** button

Option 2:
Right Click on the selected markup and click **Delete**.

Step 2

Select the Markup to be deleted.

Copy *Ctrl+C*
Duplicate *Ctrl+D*
Cut *Ctrl+X*
Paste *Ctrl+V*
Delete *Delete*

200 7 30 20 4×M6 3

φ30 φ20.2 ±0.1 Ra 6.3

Save Markup

To save markups follow below step .

Step 1

Click **Annotate > Save markup**

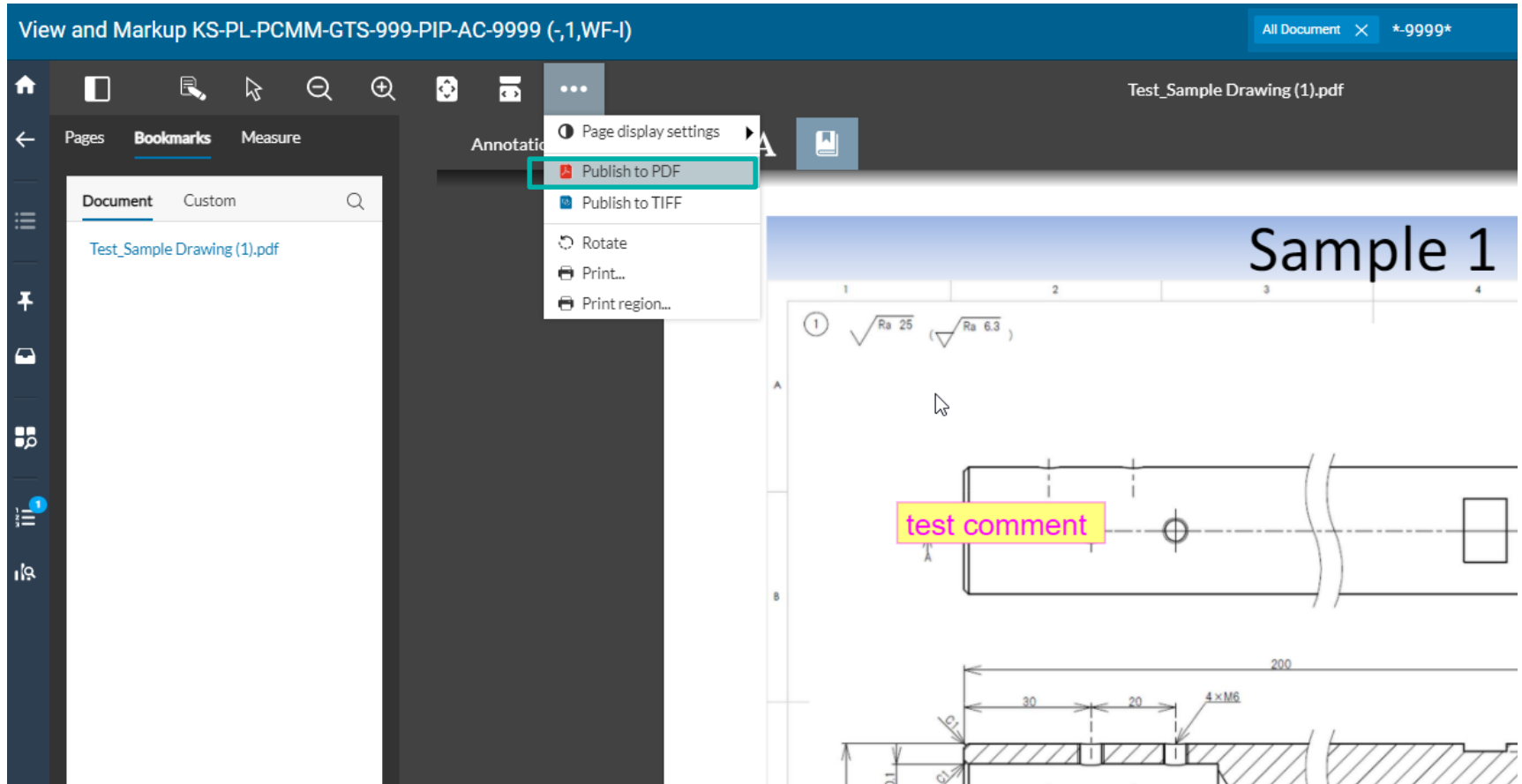
The screenshot shows a CAD software interface with a technical drawing of a rod. The drawing is titled "Sample 1" and includes a JAIST logo. A yellow box with the text "test comment" is placed over the drawing. A context menu is open over the "Annotate" icon, with "Save markup" highlighted. The drawing includes dimensions, surface finish symbols, and a title block.

No.	Part Name	Material	Quantity	Note
1	rod_sample_rev00	A2017	1	

SCALE 1:1
SHEET 1 OF 2
sample drawings
Date: 2011/02/23
Designed and Checked by: Munem Uro. Approved by: User
Lab/Name: Contact:
Drawing Number: MEDworkshop_00_rev00

Publish to PDF

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



Save Markup

How To Save Markup

- Press the Markup Menu -> Save Markup
- Fill the necessary details and **Finish** to save the markup
- Close Edit to close the current layer

The screenshot shows the software interface with the 'Annotation' menu open. The 'Save markup' option is highlighted with a red arrow. A yellow box labeled 'Markup 1' is placed over a technical drawing. A yellow arrow points from the 'Markup 1' box to the 'Create Markup File' dialog box. The dialog box has sections for 'Main details', 'Ownership Details', and 'Markup File Details'.

Create Markup File

Main details

Name: * MarkupDetailFileName MarkupSequence
0000

Description:

Ownership Details

Item owning group:

Markup File Details

Type of markup:

Save Markup

Upon click Save button on Markup, please fill in form as per below.

Mandatory to saved as 'Review/Consolidate/Endorse/Approve' on description

Create Markup File

Main details ^

Name: * MarkupDetailFileName MarkupUserName MarkupSequence
 mazyatulkarimah.ma- 0000

Description: *

Ownership Details ^

Item owning group:

Markup File Details ^

Type of markup:

[CANCEL](#) [FINISH](#)

Edit Markup

How To Edit Markup

- Press the Markup Menu -> Open for Edit..
- Select the markup files available to be edited.

The screenshot displays the Changelink software interface. At the top, the window title is "View and Markup RCPP-PCSB-PRO-HMB-99-00001-002 ...". The main toolbar includes icons for navigation and editing, with a dropdown menu open showing options: "New markup", "Open for edit..." (highlighted with a red arrow), "Open for review...", "Save markup", "Close edit", "Close review", and "Consolidate markup".

The central part of the interface shows a PDF document titled "RCPP-B-P0008-002_2.pdf" with a page number of "1 / 1". The document content is a "CASE 1 HEAT AND MATERIAL BALANCE TABLE YEAR 2001 - FREE FLOW CASE WITH A PIPELINE PRESSURE OF 1300 PSIA".

Below the document, a table titled "Available markup files" lists several files. A large yellow arrow points from the "Open for edit..." menu option to this table.

Opened	Title	Author	Date
<input type="checkbox"/>	Save2	vedana.manogaran	6/24/20, 3:44 PM
<input type="checkbox"/>	Save	vedana.manogaran	8/6/20, 3:03 PM
<input type="checkbox"/>	testing456	nurfazilah.mmazni	8/6/20, 3:00 PM
<input type="checkbox"/>	testing 123	nurfazilah.mmazni	8/6/20, 2:59 PM
<input type="checkbox"/>	RCPP-B-P0008-002_2_p-0044	nurulizyani.zakaria	8/6/20, 3:25 PM
<input type="checkbox"/>	testing	nurfazilah.mmazni	8/6/20, 10:40 AM
<input type="checkbox"/>	Consolidated	vedana.manogaran	8/6/20, 9:32 AM

At the bottom right, there is a "Show first" dropdown menu set to "Changemark" and an "OK" button.



Review Markup

How To Review Markup

- Press the Markup Menu -> Open for Review..
- Select the markup files available to be Reviewed.

The screenshot shows a software interface for reviewing markups on a PDF document. The document is titled "RCPP-B-P0008-002_2.pdf" and contains a table titled "CASE 1 HEAT AND MATERIAL BALANCE TABLE". The table has columns for "YEAR SERVICE", "YEAR DATE", "NEW SERVICE", "C DATE END", "FUEL GAS", "WATER", "STEAM", "AIR", "OIL", "GAS", "WATER", "STEAM", "AIR", "OIL", "GAS", "WATER", "STEAM", "AIR", "OIL", "GAS". The table is partially obscured by a yellow box labeled "MArkup2" and a red arrow pointing to a "testing 456" annotation. A menu is open over the document, showing options: "New markup", "Open for edit...", "Open for review..." (highlighted with a red arrow), "Save markup", "Close edit", "Close review", and "Consolidate markup". Below the document, a table titled "Available markup files" lists the following files:

Opened	Title	Author	Date
<input checked="" type="checkbox"/>	Save2	vedana.manogaran	6/24/20, 3:44 PM
<input checked="" type="checkbox"/>	Save	vedana.manogaran	8/6/20, 3:03 PM
<input checked="" type="checkbox"/>	testing456	nurfazilah.mmazni	8/6/20, 3:00 PM
<input type="checkbox"/>	testing 123	nurfazilah.mmazni	8/6/20, 2:59 PM
<input type="checkbox"/>	RCPP-B-P0008-002_2,p-0044	nurulizyani.zakaria	8/6/20, 3:25 PM
<input type="checkbox"/>	testing	nurfazilah.mmazni	8/6/20, 10:40 AM
<input type="checkbox"/>	Consolidated	vedana.manogaran	8/6/20, 9:32 AM

At the bottom of the interface, there is a "Show first" checkbox checked, a dropdown menu set to "Changemark", and buttons for "Open all", "Close all", and "OK".

Completed To-Do-List [as Reviewer]

After completed comment/markup into the document/drawing and save.

Go to TO-DO-LIST, proceed to completed To-Do-List.

To Do List

KS-PL-PCMM-GTS-999-PIP-A... X

KS ConfigurationTop

Task	Document	Workflow Item	Workflow Item Description
<input checked="" type="checkbox"/> All...			
<input checked="" type="checkbox"/> [Action Icon]	(2/5) - TO REVIEW	KS-PL-PCMM-GTS-999-PIP-AC-9999	for testing

1. Click action icon

2. Action > Click Completed to complete To-Do-List

3. Leave Comments for next workflow step. (Optional)

Completed

Comments:

Message to next step:


CANCEL OK

Email Notification [as Consolidator]



P-EDMS Support (T&E/PETH)

FYA: (3/5) - TO CONSOLIDATE COMMENT, PNx-BED-ABF-06-ARC-ALG-0001

To  Ahmad Salihin C Abdullah (EXT/PET-ICT)

P-EDMS Workflow Notification

Dear AHMAD SALIHIN C ABDULLAH,

A document is submitted to P-EDMS for your action **(3/5) - TO CONSOLIDATE COMMENT:**

You can access the document from the link below:

Document Number	Title	Rev	Status	Class
PNX-BED-ABF-06-ARC-ALG-0001	testing documents	00	AFDD	I

Note: This document's task is due on 9/19/2019. Click [here](#) to open workflow task.

Thank you

ABF THIRD BOILER PROJECT (PHOENIX)

On your email, Click **HERE** in the email link to directly navigate TO-DO-LIST

PETRONAS Engineering Data Management System (P-EDMS™)

To-Do-List [as Consolidator]

The screenshot displays a 'To Do List' application interface. The sidebar on the left contains navigation options: 'Task' and 'Document'. The 'Document' tab is active, showing a list of actions: 'Document', 'Edit', 'Files', 'Workflow', and 'Relationships'. The main area shows a table with columns: 'Name', 'Workflow Item', and 'Workflow Item Description'. The table contains one row: '(3/5) - TO CONSOLIDATE COMMENT', 'KS-PL-PCMM-GTS-999-PIP-AC-9999', and 'for testing'. A red box highlights the 'View' icon in the sidebar, and another red box highlights the 'Action' icon in the table. Arrows point from these boxes to their respective elements. A text box '1. Click action icon' points to the table's action icon, and another text box '2. View icon to Open Document' points to the sidebar's view icon.

	Name	Workflow Item	Workflow Item Description
<input checked="" type="checkbox"/>	(3/5) - TO CONSOLIDATE COMMENT	KS-PL-PCMM-GTS-999-PIP-AC-9999	for testing

Comment/Markup [as Consolidate]

How To Consolidate Markup

- Select the markups layers to Review, on the Markup Menu -> Consolidate Markup
- Select Markup Menu -> Save Markup -> Input Details on the newly appeared form

View and Markup RCPP-PCSB-PRO-HMB-99-00001-002 ... Document x * RCPP-B-P0008-002_2.pdf

MARKUP MENU

- New markup
- Open for edit...
- Open for review...
- Save markup
- Close edit
- Close review
- Consolidate markup

Available markup files

Opened	Title	Author	Date
<input type="checkbox"/>	Save2	vedana.manogaran	6/24/20, 3:44 PM
<input type="checkbox"/>	Save	vedana.manogaran	8/6/20, 3:03 PM
<input type="checkbox"/>	testing456	nurfazilah.mmazni	8/6/20, 3:00 PM
<input type="checkbox"/>	testing 123	nurfazilah.mmazni	8/6/20, 2:59 PM
<input type="checkbox"/>	RCPP-B-P0008-002_2p-0044	nurulizyani.zakaria	8/6/20, 3:25 PM
<input type="checkbox"/>	testing	nurfazilah.mmazni	8/6/20, 10:40 AM
<input type="checkbox"/>	Consolidated	vedana.manogaran	8/6/20, 9:32 AM

Markup [as Consolidate]...

Create Markup File

Leave description "CONSOLIDATED"

Main details

Name: * MarkupDetailFileName MarkupUserName MarkupSequence
[] mazyatulkarimah.ma- 0000

Description: * Consolidated

Ownership Details

Item owning group: INTERNAL_USE

Markup File Details

Type of markup: Consolidated

Then, complete to-do-list as standard step

To update CRS Response Status[Consolidator]

To Do List

The screenshot shows a software interface with a left-hand navigation menu and a main content area. The navigation menu is open to the 'Workflow' section, where 'Update CRS Response Status' is highlighted. A red box highlights a circular icon with a refresh symbol in the menu. Two green arrows point from this icon to the 'Update CRS Response Status' text. A large red 'OR' is placed between the icon and the text. The main content area shows a table with columns: 'All...', 'Name', 'Workflow Item', 'Workflow Item Description', and 'Msg From Previous Step'. The table contains one row: '(3/5) - TO CONSOLIDATE COMMENT', 'KS-PL-PCMM-GTS-999-PIP-AC-9999', 'for testing', and an empty cell.

All...	Name	Workflow Item	Workflow Item Description	Msg From Previous Step
<input checked="" type="checkbox"/>	(3/5) - TO CONSOLIDATE COMMENT	KS-PL-PCMM-GTS-999-PIP-AC-9999	for testing	

1. Click on Workflow > Update CRS Response Status

2. Select Response Status

NOTE: Consolidator insert the Doc Response Status.
(Approval can update the code later (if necessary)

The dialog box is titled 'Update FIP-FEL3-MIE-99-STC-D...'. It has a 'Response Status' dropdown menu. The 'Response Status' field is currently empty, and the dropdown is open, showing a list of options: 'Please select...', '1-APPROVED', '2-ACCEPTED WITH COMMENT (MINOR CONTENT, COSMETIC ERROR I.E. TYPO, ETC)', '3-REJECTED AND RESUBMIT (MAJOR ERRORS ETC)', '4-FOR INFORMATION / REFERENCE (NO ACTION REQUIRED)', and 'OTHERS'. The '2-ACCEPTED WITH COMMENT' option is highlighted in blue. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'UPDATE'.

3. Click UPDATE to finish

Complete To-Do-List [as Consolidate]

(3/7) - TO CONSOLIDATE... X ALL

	✓		To-Do-List Item	Related Document Number	F
	☰	📎	(3/7) - TO CONSOLIDATE COMME...	AERO-FEL1-PMT-01-ADM-CO-0002-003	1

1. Click action icon

2. Action > Click Completed to complete To-Do-List


Once Completed, document/drawing will be go to Approval.

Email Notification [as Approver]



P-EDMS Support (T&E/PETH)

FYA: (4/5) - TO APPROVE, PNX-BED-ABF-06-ARC-ALG-0001

To  Ahmad Salihin C Abdullah (EXT/PET-ICT)

P-EDMS Workflow Notification

Dear AHMAD SALIHIN C ABDULLAH,

A document is submitted to P-EDMS for your action (4/5) - **TO APPROVE**:

You can access the document from the link below:

Document Number	Title	Rev	Status	Class
PNX-BED-ABF-06-ARC-ALG-0001	testing documents	00	AFDD	I

Note: This document's task is due on 9/19/2019. Click [here](#) to open workflow task.

Thank you

ABF THIRD BOILER PROJECT (PHOENIX)

On your email, Click **HERE** in the email link to directly open TO-DO-LIST

PETRONAS Engineering Data Management System (P-EDMS™)

To update CRS Response Status(Optional)

To Do List

KS-PL-PCMM-GTS-999-PIP-A... X

KS ConfigurationTop

All...	Name	Workflow Item	Workflow Item Description
<input checked="" type="checkbox"/>	(4/5) - TO APPROVE	KS-PL-PCMM-GTS-999-PIP-AC-9999	for testing

Update AERO-FEL1-PMT-01-ADM-CO-...

Response Status

Response Status: *

Please select...

- Please select...
- 1-APPROVED
- 2-ACCEPTED WITH COMMENT (MINOR COMMENT, DOCUMENT ERROR, ETC)
- 3-REJECTED AND RESUBMIT (MAJOR ERRORS ETC)
- 4-FOR INFORMATION / REFERENCE (NO ACTION REQUIRED)
- OTHERS

1. Click on Workflow > Update CRS Response Status

2. Select Response Status

NOTE : Consolidator insert the Doc Response Status.
(Approval can update the code later
(if necessary)

CANCEL

UPDATE

3. Click UPDATE to finish

Complete To-Do-List [Approval]

The screenshot displays a software interface for managing a 'To-Do-List'. At the top, a dark green header bar contains the text '(4/7) - TO APPROVE' and a close button (X). Below the header, there is a toolbar with icons for pinning, sharing, information, and linking. The main content area is a table with a header row labeled 'To-Do-List Item'. The table contains one row with a document icon and the text '(4/7) - TO APPROVE'. To the left of the table is a sidebar with a 'Actions' menu. The 'Actions' menu is expanded, showing options: 'Action...', 'Completed...', and 'Reject...'. A callout box with a teal border and text '1. Click action icon' points to the action icon (three horizontal lines) in the table row. Another callout box with a teal border and text '2. Action > Click Completed to complete To-Do-List' points to the 'Completed...' option in the 'Actions' menu.

(4/7) - TO APPROVE

ALL

To-Do-List Item

(4/7) - TO APPROVE

1. Click action icon

2. Action > Click Completed to complete To-Do-List



Link :

<https://forms.office.com/Pages/ResponsePage.aspx?id=QYkuO0h5MUGXirLfxylQkStQl4m-9-IHtGgyj53PhLRUOVdKQVc4TjRJMjY1NzBNUTVRWFbXUDFENy4u>





PETRONAS

Thank you

Video tutorial reference :

https://pedms.petronas.com/00_TRAINING/video-main.html

Any issues/request, kindly lodge ticket by email to :-

ict.servicedesk@petronas.com.my

CC'ed to :

p.edmssupport@petronas.com.my

rauf_arafat@petronas.com

syafiqazrie.ismail@petronas.com.my