

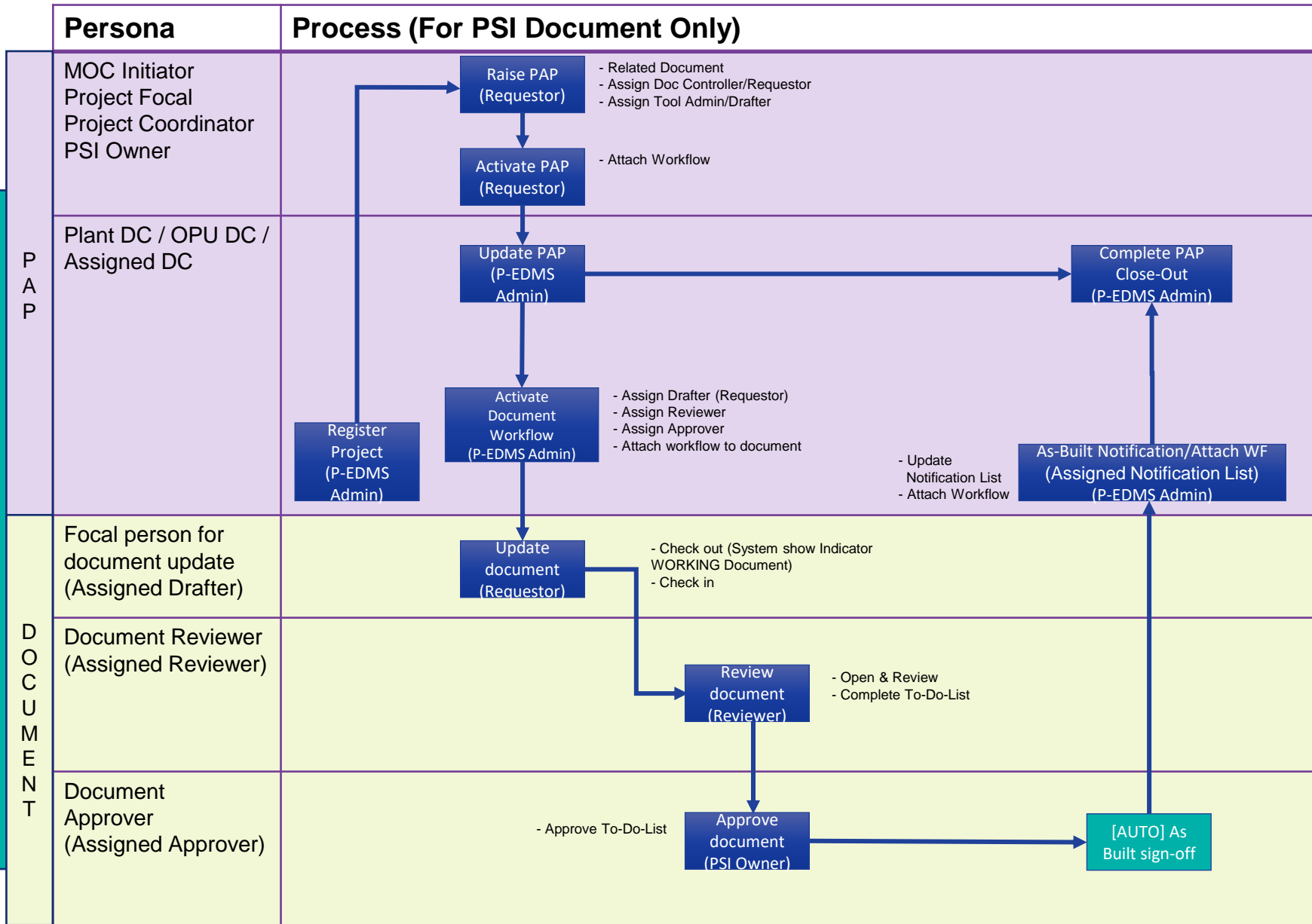
PETRONAS Engineering Data Management System (P-EDMS)

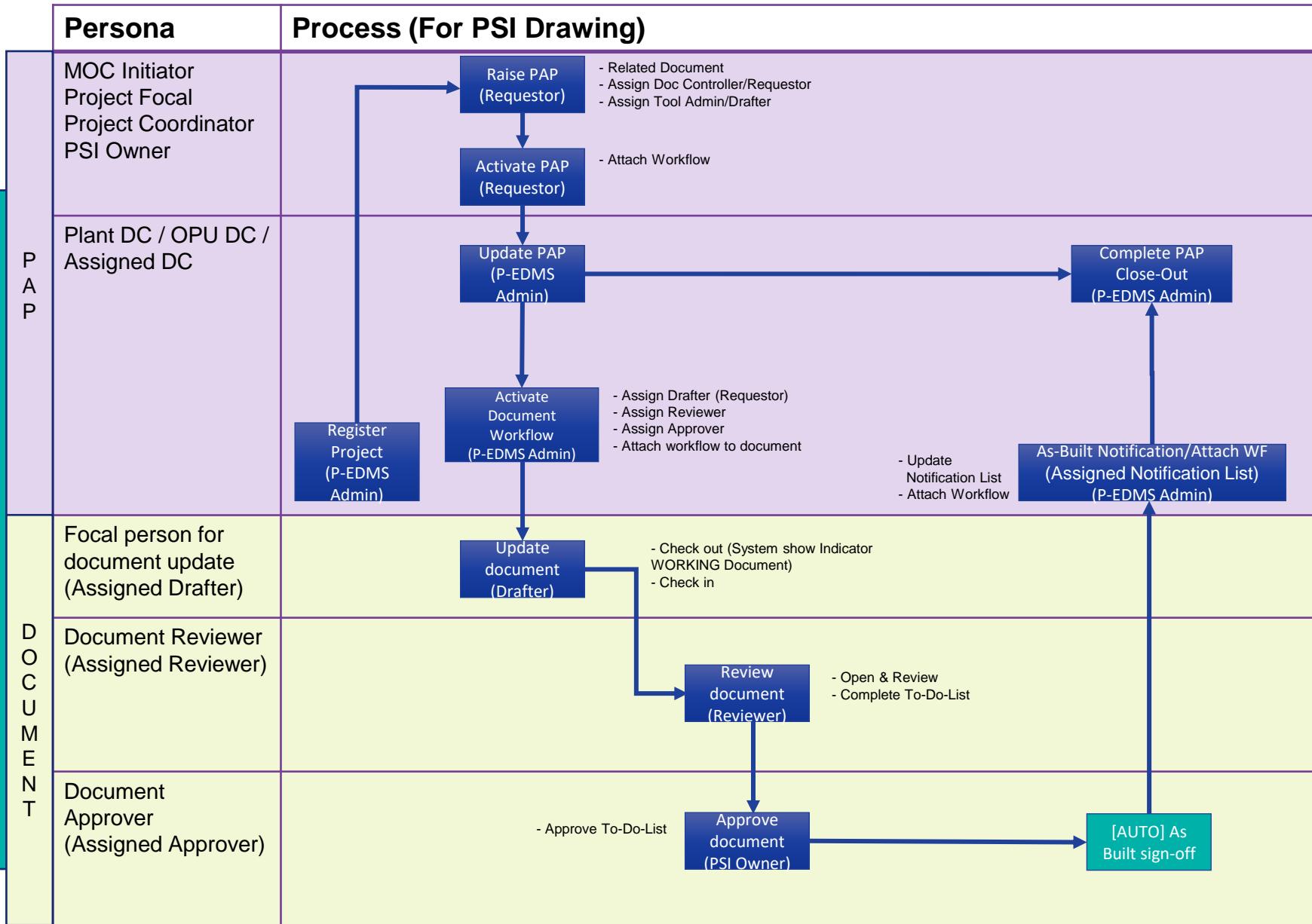
NESTED ENGINEERING MODULE



[Open]

NESTED ENGINEERING WORKFLOW





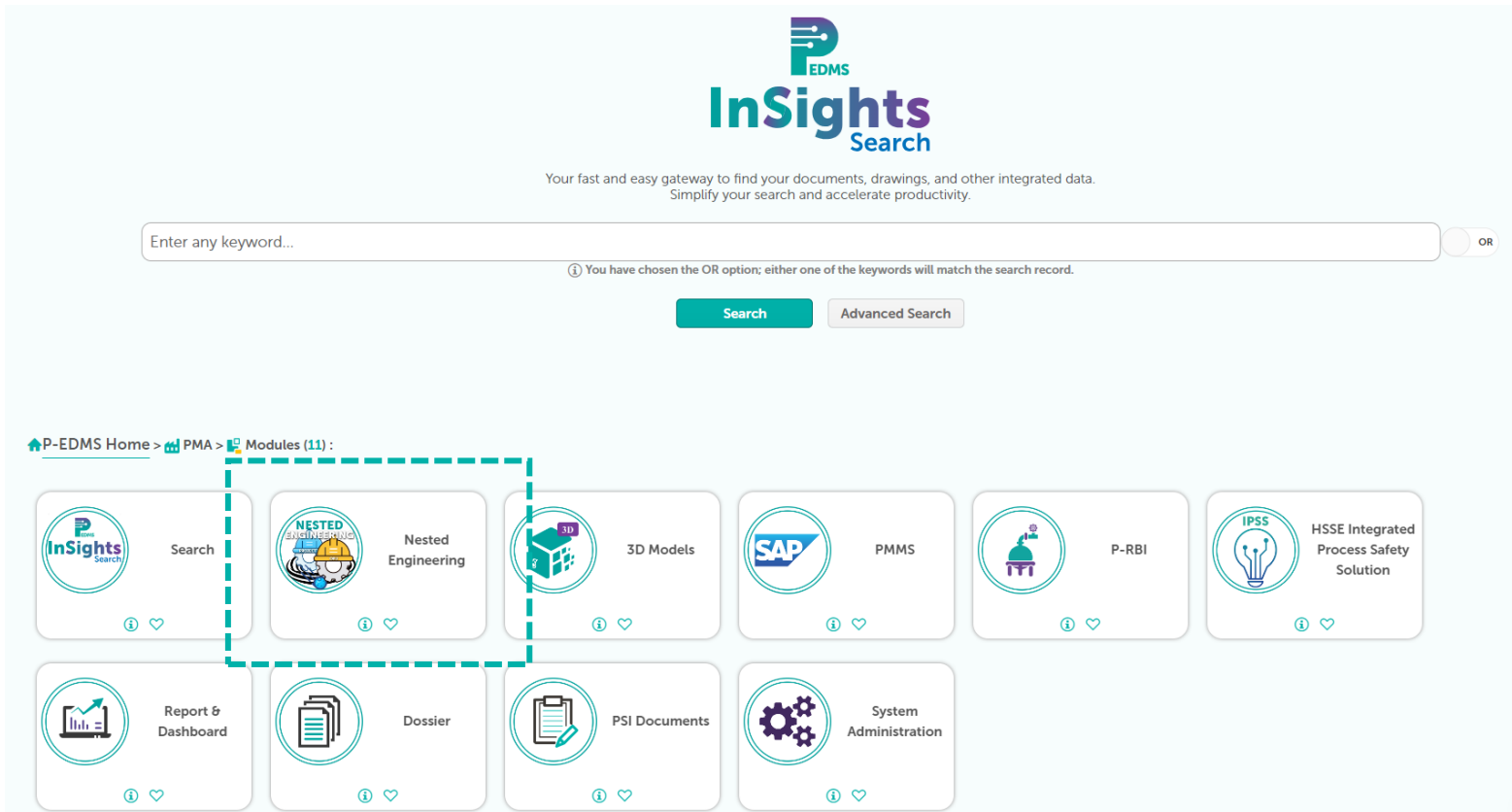
[Open]

ACCESSING P-EDMS NESTED ENGINEERING

ACCESSING P-EDMS NESTED ENGINEERING

P-EDMS NESTED ENGINEERING ROLES

- **System_NestedEngineering** – Can Access Nested Engineering Basic Module.
- **System_NestedEngineeringAdmin** – Can Register Project Code/ Database.



ACCESSING P-EDMS NESTED ENGINEERING

P-EDMS NESTED ENGINEERING PAGE FOR ROLE – System_NestedEngineering

The screenshot shows the P-EDMS Nested Engineering dashboard. The top navigation bar includes 'Home', a search bar, and user information: 'QUERY PCASB', 'CREATE PCASB', 'ROLE 8 Selected', and 'Che Ab...'. The left sidebar contains navigation icons: Home, Back, Menu, Pin, Document, App, Notification (2), Location, Settings, and Help. The main content area displays a grid of buttons:

- Nested Engineering Dashboard
- Plant As-built Package (PAP) [Search]
- Handover Package [Search]
- All Nested Document [Search]
- Seed Document [Search]
- Technical Query [Search]
- Technical Modification [Search]
- Smart Tool Database [Search]
- Nested Project [Search]
- Create Handover Package
- Create Plant As-built Package (PAP)
- Create Seed Document
- Request Seed Technical Modification
- Request Seed Technical Query

ACCESSING P-EDMS NESTED ENGINEERING

P-EDMS NESTED ENGINEERING PAGE FOR ROLE – System_NestedEngineeringAdmin

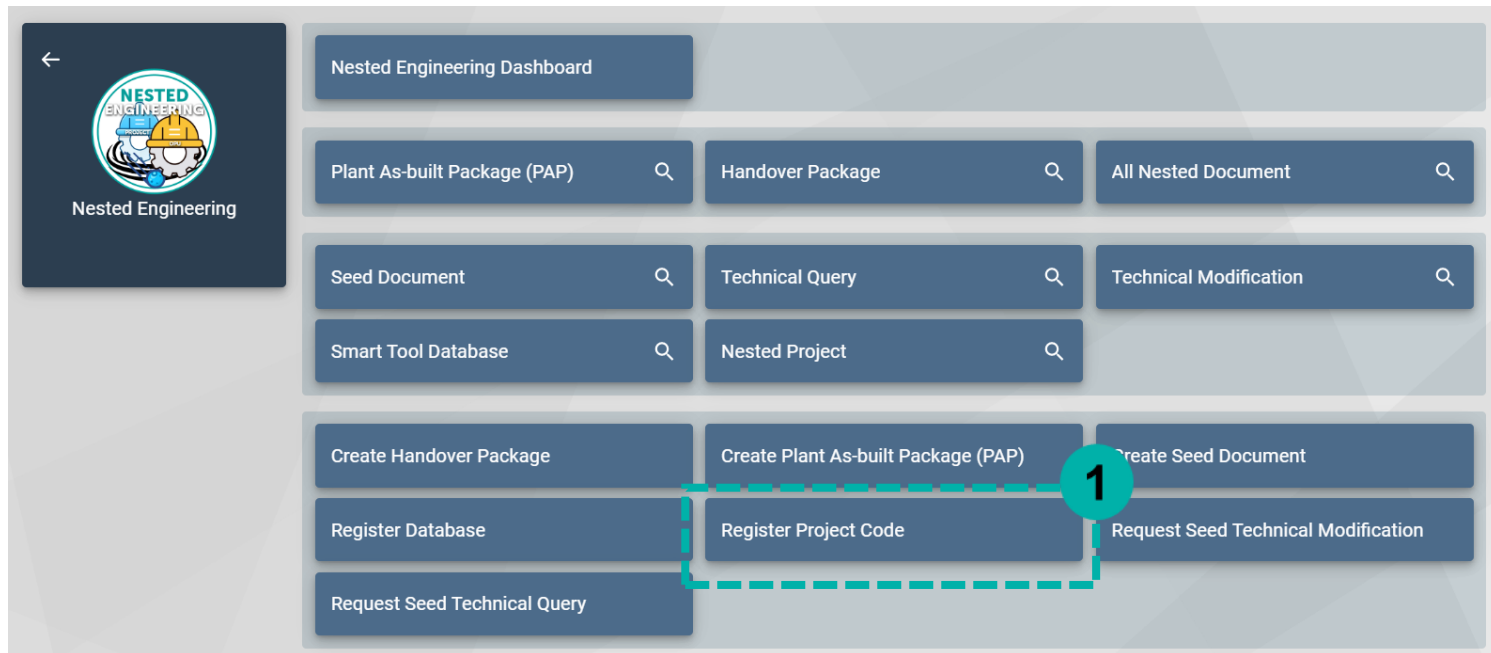
The screenshot displays the P-EDMS Nested Engineering dashboard for the System_NestedEngineeringAdmin role. The interface is structured as follows:

- Top Navigation Bar:** Includes 'Home', a search bar, and user information: 'QUERY PCMTBE', 'CREATE PCMTBE', 'ROLE 10 Selected', and 'Che Ab...'.
Left Sidebar: Contains navigation icons for home, back, menu, refresh, print, home, settings, and help.
- Main Content Area:**
 - Logo:** 'Nested Engineering' logo featuring a character with a hard hat and a stethoscope.
 - Dashboard Buttons:**
 - Nested Engineering Dashboard
 - Plant As-built Package (PAP) [Search]
 - Handover Package [Search]
 - All Nested Document [Search]
 - Seed Document [Search]
 - Technical Query [Search]
 - Technical Modification [Search]
 - Smart Tool Database [Search]
 - Nested Project [Search]
 - Create Handover Package
 - Create Plant As-built Package (PAP)
 - Create Seed Document
 - Register Database
 - Register Project Code
 - Request Seed Technical Modification
 - Request Seed Technical Query

REGISTER PROJECT CODE (NESTED ADMIN)

REGISTER PROJECT CODE

1. Select Register Project Code in Nested Engineering module.



REGISTER PROJECT CODE

1. Fill in compulsory (*) information in Register New Project form
2. Click FINISH

Register New Project

General Baseline version: 2023-07-24

Name: * P-EDMS

Description:

Service Provider / Contractor Name: * ICT

Plan Date Started:

Project Focal Name:

P-EDMS Solution Focal Name:

Remark:

Phase: * NA

Target Date Finished:

Project Focal Email:

P-EDMS Solution Focal Email:

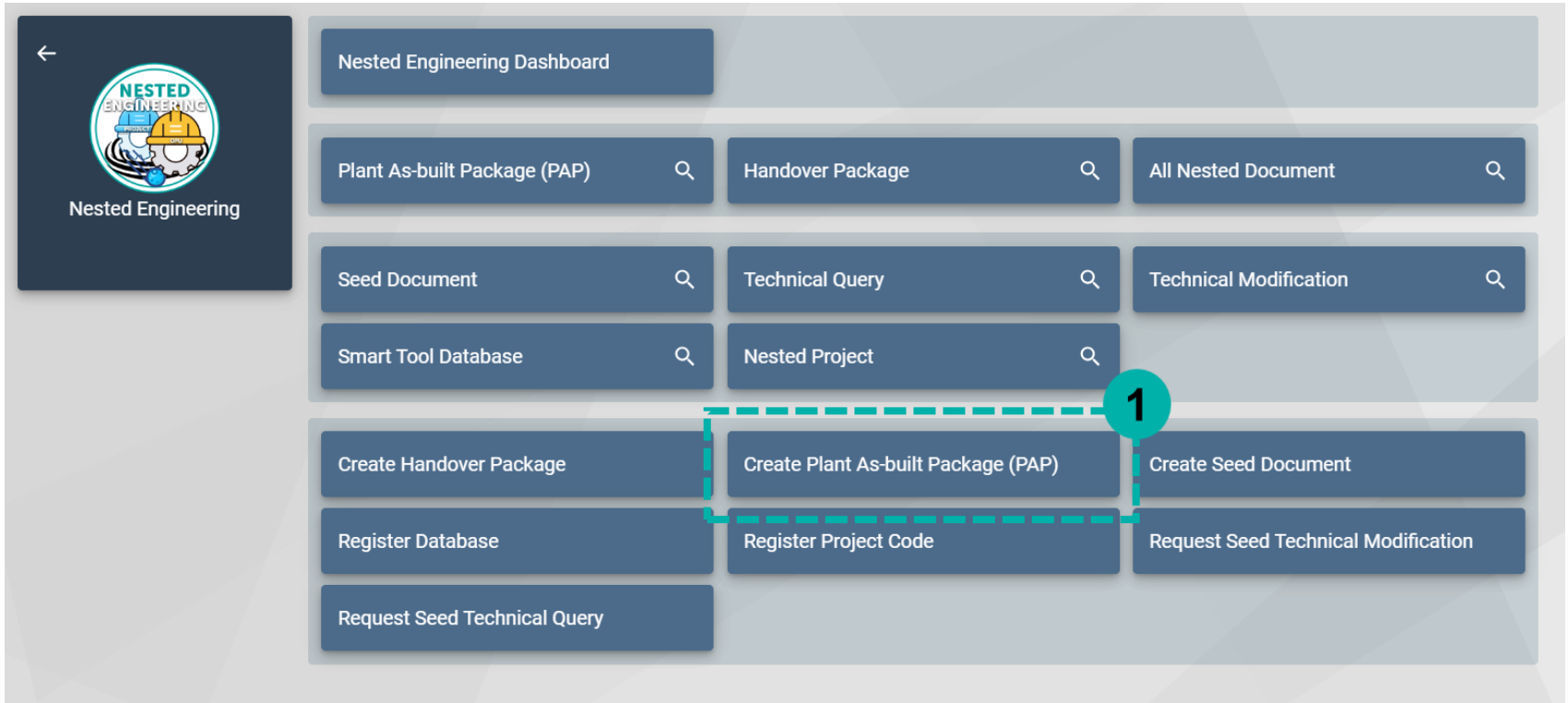
Step 1 of 2

CANCEL APPLY FINISH

CREATE PLANT AS-BUILT PACKAGE (PAP)

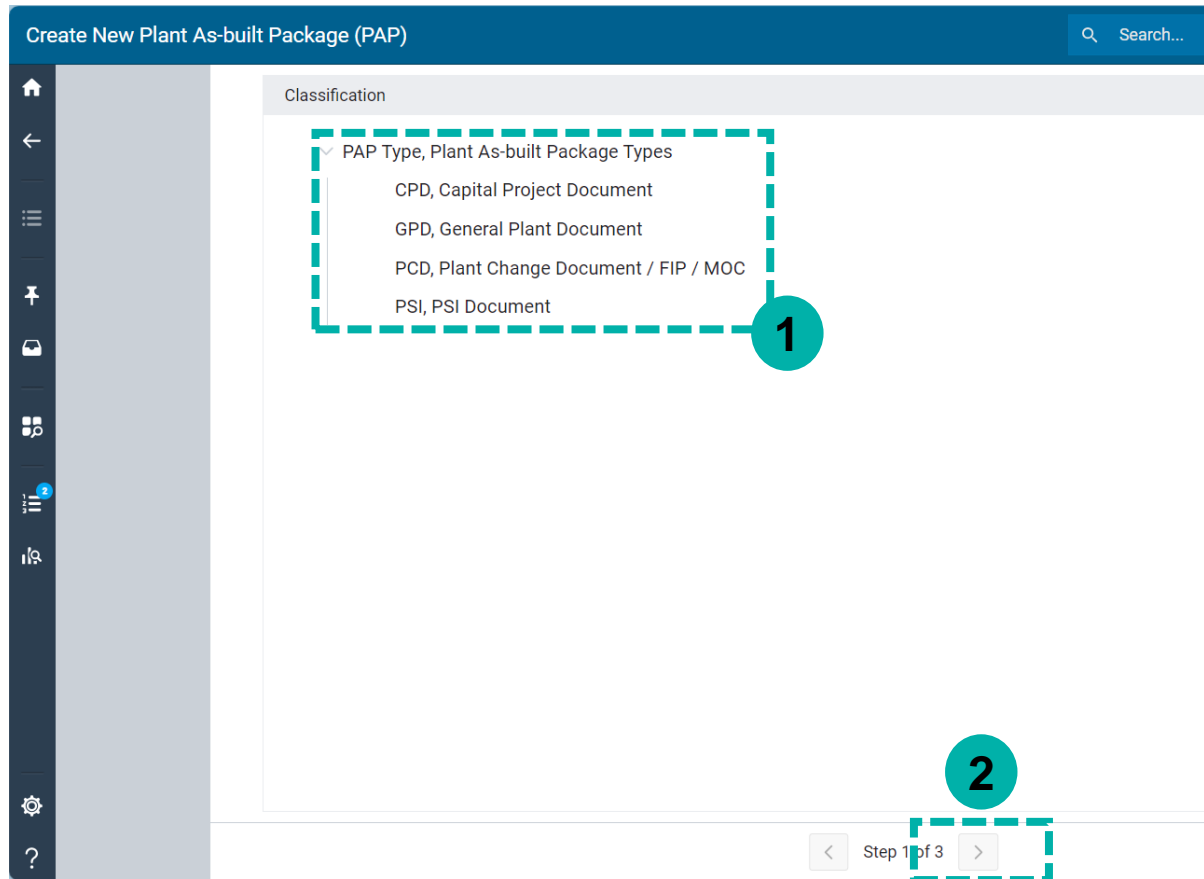
CREATING PAP

1. Select Create Plant As-built Package (PAP) in Nested Engineering module.



CREATING PAP

1. Select PAP Type
2. click > to proceed to next page.



CREATING PAP

1. Fill in all compulsory information (FIP/Project, Changed Doc, etc.).

Create New Plant As-built Package (PAP)

Search...

QUERY PCMTBE + CREATE PCMTBE ROLE 10 Selected Che Ab...

Details Name Baseline version: 2023-05-16

General

Description:

Purpose or Type: GPD

Nested Category: * Category 3

Initiator: *

Status: Ongoing

Related Items

*FIP / Project <input type="button" value="0"/> *	CDW Tag <input type="button" value="0"/>	Changed Doc <input type="button" value="0"/>	Doc Controller <input type="button" value="0"/>	Equipment <input type="button" value="0"/>	MTR Tag <input type="button" value="0"/>	New Doc <input type="button" value="0"/>	Tool <input type="button" value="0"/>	Tool Admin <input type="button" value="0"/>
* <input type="text"/>								<input type="button" value="iR"/>

< Step 2 of 3 >

CANCEL FINISH

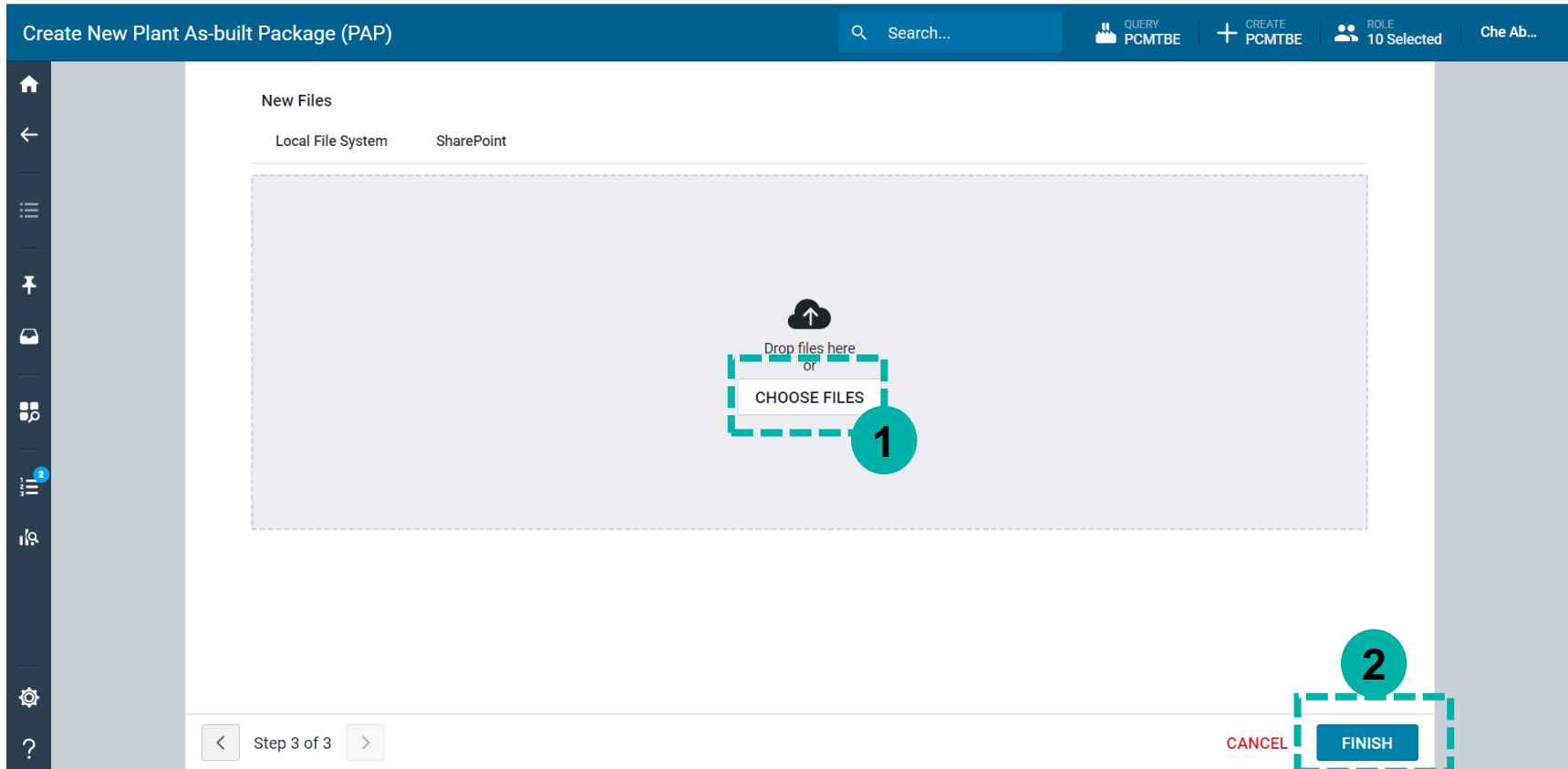
CREATING PAP

1. Click search to pop up the search engine.
2. Check project
3. Click ADD to proceed. (Repeat the same step for other items.)

The screenshot displays the 'Create New Plant As-built Package (PAP)' interface. The main form includes fields for 'Description', 'Purpose or Type' (set to GPD), 'Nested Category' (set to Category 3), and 'Initiator'. Below the form is a 'Related Items' section with columns for '*FIP / Project', 'CDW Tag', 'Changed Doc', and 'Doc'. A search icon in the 'Related Items' section is highlighted with a red dashed box and a red circle labeled '1'. An overlay window titled 'Results : Nested Project' is open, showing a search bar with an asterisk, a 'Filter by' section, and a table of results. The table has columns for Name, Description, Phase, Contractor Name, Date Started, and Date. A row is visible with 'Name: TEST', 'Phase: EPC', 'Contractor Name: N/A', and 'Date Started: 2023-05-19'. A red dashed box and a red circle labeled '2' highlight the 'Name' column header. At the bottom right of the overlay, a red dashed box and a red circle labeled '3' highlight the 'ADD' button. The overlay also shows 'SELECTED ITEMS' and 'Page 1 of 1'.

CREATING PAP

1. (OPTIONAL) Click CHOOSE FILES to attach file
2. Click FINISH.



CREATING PAP

1. Click PIN icon
2. Click view in grid to show PAP listing.


The screenshot displays a software interface with a dark blue header bar. The header contains the text 'Pinned Items: New Items', a search bar with 'Search...', and several action buttons: 'QUERY PCMTBE', 'CREATE PCMTBE', 'ROLE 10 Selected', and 'Che Ab...'. Below the header, there is a 'Pins' sidebar on the left and a data table on the right. The sidebar has a 'New Items' section with a 'PIN' icon highlighted by a red dashed box and the number '1'. The data table has columns: 'Name', 'Description', 'Class', 'Creation Date', 'Created By', and 'L'. A row with 'PCMTBE-2023-PAP-CAT3-0003' is highlighted by a red dashed box and the number '2'.

All... Name	Description	Class	Creation Date	Created By	L
PCMTBE-2023-PAP-CAT3-0003		Nested_PAP	5/30/2023 22:31:14	salihin.abdullah	5

ASSIGN DC/SMART TOOLS/DRAUGHTSMAN FOCAL

1. Click ACTION ICON
2. Dropdown Nested Engineering and click Update PAP to assign DC/Tool Admin/Draughtsman.

The screenshot shows a software interface with a table of data. The table has columns for 'All... Name', 'Description', 'Class', 'Creation Date', 'Created By', and 'L'. The first row contains the following data:

All... Name	Description	Class	Creation Date	Created By	L
 PCMTBE-2023-PAP-CAT3-0003		Nested_PAP	5/30/2023 22:31:14	salihin.abdullah	5 ^

The left sidebar contains a menu with the following items:

- Actions
 - Files
 - Manage Relationship
 - Nested Engineering** (highlighted with a red dashed box and a red circle with the number 1)
 - Attach Workflow
 - Create Handover Package
 - Manage Files
 - Update PAP** (highlighted with a red dashed box and a red circle with the number 2)
 - Nested InSights
 - Object...
 - Workflow

ASSIGN DC/TOOLS ADMIN/DRAUGHTSMAN FOCAL

PAP PCASB-2023-PAP-CAT3-0024

Details Name Baseline version: 2023-07-24

General

Description: TEST SALIHIN Status: Ongoing

Purpose or Type: PCD

Nested Category: * Category 3

WF - Initiator: * [Search]

Related Items

Change Request [0] Seed File [0] Seed Query [0] [0] [0] Tag - Equipment [0] Tag - MTR [0] Tool [0] **WF - Doc Controller [1]** WF - Tool Admin [1]

Results : Document Controller

Filter by:

Pin Groups:

Name:

Description:

Name	Description	Login Na...	Organization
<input type="checkbox"/> MOHAMAD QAYYUM MOHAMAD SA...	MOHAMAD QAYYUM MOHAMAD SA...	mohamadqayyu...	
<input type="checkbox"/> NUR FAZILAH M MAZNI	NUR FAZILAH M MAZNI EXECUTIVE	nurfazilah.mma...	PEDMS
<input checked="" type="checkbox"/> AHMAD SALIHIN C ABDULLAH	AHMAD SALIHIN C ABDULLAH SOF...	salihin.abdullah	PEDMS
<input type="checkbox"/> SYS.DSB.PCMTBE	SYS.DSB.PCMTBE SYS.DSB.PCMTBE	sys.dsb.pcmte	PEDMS
<input type="checkbox"/> RAUF ARAFAT B M ARSHAD	RAUF ARAFAT B M ARSHAD EXECU...	rauf_arafat	PEDMS
<input type="checkbox"/> M FADZIL AZIM B HASHIM	M FADZIL AZIM B HASHIM COACH	fadzilazim	PETRONAS
<input type="checkbox"/> MOHD IZUAN BIN ABD HAMID	MOHD IZUAN BIN ABD HAMID TEC...	izuan.hamid	PETRONAS
<input type="checkbox"/> SUHAILA BT M SHUIF	SUHAILA BT M SHUIF HEAD (DISC...	suhaila_shuif	PETRONAS

Page 1 of 3

1. Click **WF - Doc Controller** tab
2. Click Search icon to search users.
3. Check the user list
4. click ADD to assign. (Repeat for **Tools Admin** tab)
5. Click UPDATE to proceed.

ACTIVE & ATTACHING WORKFLOW TO PAP

1. Click ACTION ICON,
2. Dropdown Nested Engineering and click Attach Workflow.
3. Click OK to proceed.
4. Error will pop up if DC/Smart tool admin not been assigned. Please make sure to assign DC/Tools Admin.

The screenshot displays a software interface with a top navigation bar containing a search field and buttons for 'QUERY PCMTBE', 'CREATE PCMTBE', and 'ROLE 10 Selected'. The main area shows a table with columns: Name, Description, Class, Creation Date, and Created By. A row is selected with 'PCMTBE-2023-PAP-CAT3-0003' in the Name column. A modal dialog titled 'Attach Workflow' is open, showing a dropdown menu with '[Nested] Plant As-built Package (PAP)' selected. The dialog has 'CANCEL' and 'OK' buttons. An error message is displayed in the bottom right corner, stating: 'Error: Encountered an unexpected error whilst executing AttachWorkflow, see server logs for more details. Error: Workflow recipient is missing. Please assign DC and Smart Tool Admin user to this PAP first. You can do this by select this PAP menu -> Nested Engineering -> Update PAP'.



Name	Description	Class	Creation Date	Created By
PCMTBE-2023-PAP-CAT3-0003		Nested_PAP	5/30/2023 22:31:14	salihin.abdullah

DOCUMENT CONTROLLER

DOCUMENT CONTROLLER NOTIFICATION

1. Document controller will receive email notification for PAP preparation.

FYA: 1/5 - PAP Preparation for Cat 3, PMA-2024-PAP-CAT3-0002

 PEDMS Support
To  Afiq Azri Zainudin (EXT/DIGITAL)

1

P-EDMS Nested Engineering Workflow Notification

Dear AFIQ AZRI B. ZAINUDIN,

A Plant As-built Package (PAP) is submitted to P-EDMS for your action 1/5 - PAP Preparation for Cat 3:

Plant As-built Package (PAP)			
PAP Details			
PAP Number	: PMA-2024-PAP-CAT3-0002	Title	:
Status	: Ongoing	Type	:
Project Details			
Project Name	: Nested Proj	Description	:
Phase	: O&M	Contractor Name	: Contractor X
Planned Started	:	Planned Finished	:
Nested Category			
Nested Category	: Category 3		
Description	: Used for Nested OPU Internal Update (without PRO) - Category 3 allows direct updating to the Plant's master database, ensuring documents and drawings as-built updated upon project completion.		

Note: This task is due on 3/18/2024.
Click [here](#) to review the PAP InfoMap.
Click [here](#) to review the To Do List.

Thank you

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.
Should you encounter any issues or requests, please contact ICT Service Desk at ict.servicedesk@petronas.com.

DOCUMENT CONTROLLER

1. Select PAP
2. Click on to do list item to view the checklist
3. Checklist item

Please follow the instruction in **Checklist Description** and update/complete Compliance* listing.

The screenshot displays a 'To Do List' interface. On the left, a sidebar shows a 'To Do List: Overview' with a pie chart and a list of categories: 'All' (3 items), 'My Assigned/Claimed' (3 items), and 'PAP' (3 items). A red dashed box and circle '1' highlight the 'PAP' category. The main area shows a table with columns: 'All...', 'Name', 'Workflow Item', 'Workflow Item Description', 'Response Status Code', and 'T...'. Three rows are visible, all with the name '1/5 - PAP Preparation for Cat 3'. The third row is highlighted in blue, with a red dashed box and circle '2' around it. Below the table, a 'Checklist*' sub-view is open, showing a table with columns: 'Checklist Item', 'Checklist Description', 'Compliance*', and 'Durati...'. A red dashed box and circle '3' highlight this sub-view. The 'Checklist*' table contains 10 items, including '1.01 - KOM', '1.02 - Attach MOM', '1.03 - Develop MCR List', '1.04 - Assign Related Smart Tool', '1.05 - Assign Changed Document', '1.06 - Assign Changed Tag', '1.07 - Obtain Markup File', and '1.08 - Verify Markup File Name'. The interface also includes a search bar, 'EXPORT ALL TO EXCEL', 'DEFAULT LIST', and 'Page 1 of 1' indicators.

DOCUMENT CONTROLLER

1. You may dropdown the compliance item and select N/A, No or Yes
2. Click save after updating the compliance item
3. Click completed after all the compliance item has been updated

The screenshot displays a software interface with a table of compliance items and a task list. The table has columns for Description, Compliance*, Duration, Tool/Syst..., and Pa. The Compliance* column is highlighted in green, and a dropdown menu is open, showing options: Yes, N/A, No, and Yes. A red dashed box labeled '1' points to the dropdown menu. A red dashed box labeled '2' points to the 'SAVE' button in the top right. A red dashed box labeled '3' points to the 'Completed' status in the task list for 'Nested Engineering'.

Description	Compliance*	Duration	Tool/Syst...	Pa
Work-off meeting with Plant Change Focal & Smart Tools Admin for briefing & align of scope & requireme...	Yes	1 day	MS Team	Pla
Work-off meeting MoM and attach to this PAP, if any. Select this TDL -> Related PAP -> Nested Engineering -> ...	N/A	10 min	P-EDMS WC	
Work-off meeting with Plant Change Focal & Smart Tools Admin & Plant Change focal to list out Master Changed Document number list (for Smart & N...	No	5 day	P-EDMS WC,	
Work-off meeting with Plant Change Focal & Smart Tools Admin & Plant Change focal to list out Master Changed Document number list (for Smart & N...	Yes	10 min	P-EDMS WC	
Work-off meeting with Plant Change Focal & Smart Tools Admin & Plant Change focal to list out Master Changed Document number list (for Smart & N...	No	30 min	P-EDMS WC	
Work-off meeting with Plant Change Focal & Smart Tools Admin & Plant Change focal to list out Master Changed Document number list (for Smart & N...	Yes	1 day	MS Team/E...	
Work-off meeting with Plant Change Focal & Smart Tools Admin & Plant Change focal to list out Master Changed Document number list (for Smart & N...	Yes	30 min	P-EDMS WC	
Work-off meeting with Plant Change Focal & Smart Tools Admin & Plant Change focal to list out Master Changed Document number list (for Smart & N...	Yes	5 min	P-EDMS WC	
Work-off meeting with Plant Change Focal & Smart Tools Admin & Plant Change focal to list out Master Changed Document number list (for Smart & N...	Yes	10 min	P-EDMS WC	
Work-off meeting with Plant Change Focal & Smart Tools Admin & Plant Change focal to list out Master Changed Document number list (for Smart & N...	Yes	10 min	P-EDMS WC	
Work-off meeting with Plant Change Focal & Smart Tools Admin & Plant Change focal to list out Master Changed Document number list (for Smart & N...	Yes	1 day	P-EDMS WC	
Work-off meeting with Plant Change Focal & Smart Tools Admin & Plant Change focal to list out Master Changed Document number list (for Smart & N...	Yes	10 min	P-EDMS WC	

1 - 13 of 13

PMA-2024-PAP-CAT3-0002

Task PAP

Actions

- Nested Engineering
- Completed
- Update Duration

Relationships

- Show Next Step (1)
- Show Next Steps (1)

DRAFTER

DRAFTER

FYA: 1/5 - Check-out Document for Update, DLA-PCSB-ADM-PID-01-9999

PS PEDMS Support
To Afiz Azri Zainudin (EXT/DIGITAL)

1

P-EDMS Nested Engineering Workflow Notification

Dear AFIQ AZRI B. ZAINUDIN,

A nested document is submitted to P-EDMS for your action 1/5 - Check-out Document for Update:

Document Number	Title	PAP Type / Purpose	FIP / Project
DLA-PCSB-ADM-PID-01-9999	TEST DOCUMENT	PSI Document	Nested Proj

Note: This task is due on 3/8/2024.
Click [here](#) to review the document InfoMap.
Click [here](#) to review the To Do List.

Thank you

1. Drafter will receive email notification
2. Follow the instruction in Checklist Description and updated the compliance item
3. Click completed after all the compliance item has been updated

The screenshot shows a software interface with a task list and a checklist. The task list has the following data:

Targeted Date	To-Do-List Item	Related Document Number	Related Document Descr...	Workflow Percentage	Revisio...
3/18/2024	1/5 - PAP Preparation for Cat 3	PMA-2024-PAP-CAT3-0002			
3/8/2024	1/5 - Check-out Document for Up...	DLA-PCSB-ADM-PID-01-9999	TEST DOCUMENT		E

The checklist below has the following data:

Checklist Item	Checklist Description	Complian...	Duration	Tool/Syst...	Participant	Remar
1.01 - Download Markup F...	- Go to TDL menu -> Related Document tab -> Show PAP -> Select PAP -> Show Handover Package -...	Yes	10 min	P-EDMS WC	Plant Drafter	
1.02 - Check Out Document	- Go to TDL menu -> Related Document tab -> Check-out document ([NOTE] the file default check...	Yes	5 m	P-EDMS WC	Plant Drafter	
1.03 - Draft Document	- Draft checked-out document file as per markup	Yes	4 da	AutoCAD / M...	Plant Drafter	

[Open]

REVIEWER

REVIEWER

FYA: 3/5 - Review, DLA-PCSB-ADM-PID-01-9999

 PEDMS Support
To: Afiq Azri Zainudin (EXT/DIGITAL)

P-EDMS Nested Engineering Workflow Notification

Dear AFIQ AZRI B. ZAINUDIN,

A nested document is submitted to P-EDMS for your action 3/5 - Review:

Document Number	Title	PAP Type / Purpose	FIP / Project
DLA-PCSB-ADM-PID-01-9999	TEST DOCUMENT	PSI Document	Nested Proj

1

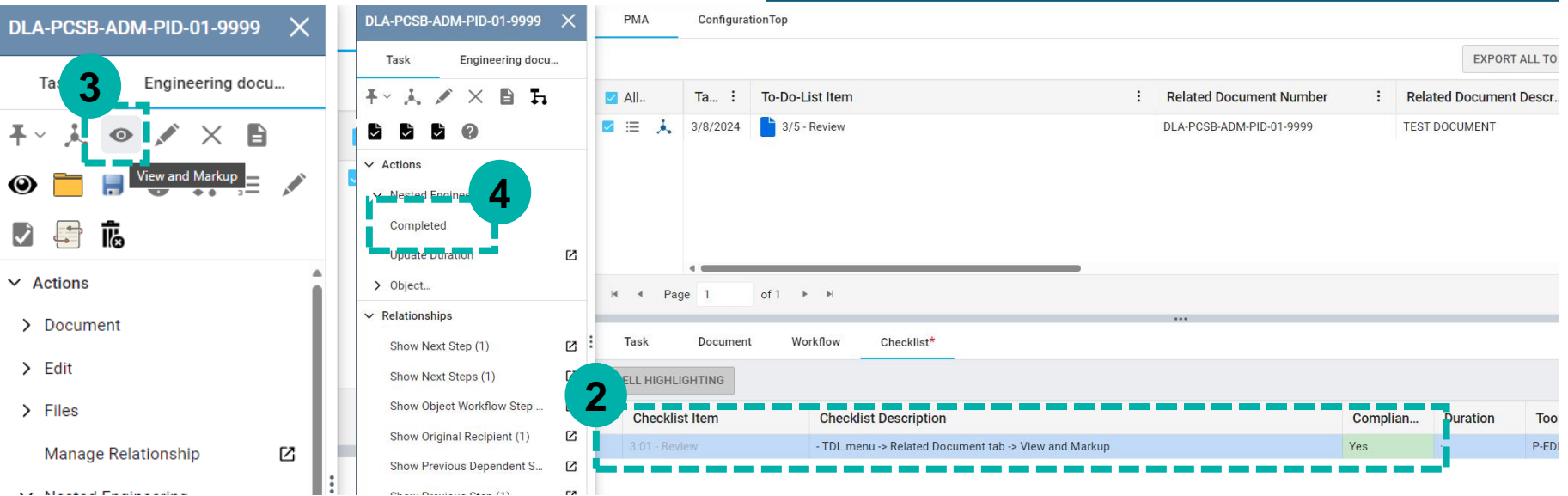
Note: This task is due on 3/8/2024.
Click [here](#) to review the document InfoMap.
Click [here](#) to review the To Do List.

Thank you

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.
Should you encounter any issues or requests, please contact ICT Service Desk at ict.servicedesk@petronas.com.

1. Reviewer will receive notification email
2. Follow the instruction in Checklist Description and updated the compliance item
3. Under document tab, click eye icon for view the document
4. Click completed after all the compliance item has been updated



The screenshot displays the PMA ConfigurationTop interface. On the left, a task list shows 'Engineering docu...' with a circled '3' pointing to the 'View and Markup' icon. Below this, the 'Actions' menu is open, showing 'Nested Engineering' and 'Completed' with a circled '4'. The main area shows a table with columns: 'All...', 'Ta...', 'To-Do-List Item', 'Related Document Number', and 'Related Document Descr.'. A row is highlighted with a circled '2' pointing to the 'Checklist*' tab. The checklist table has columns: 'Checklist Item', 'Checklist Description', 'Complian...', 'Duration', and 'Too'. A row is highlighted with a circled '2' pointing to the 'Complian...' column.

Checklist Item	Checklist Description	Complian...	Duration	Too
3.01 - Review	- TD menu -> Related Document tab -> View and Markup	Yes		P-ED

APPROVER

APPROVER

FYA: 4/5 - Approve, DLA-PCSB-ADM-PID-01-9999

PS PEDMS Support
To Afiq Azri Zainudin (EXT/DIGITAL)

P-EDMS Nested Engineering Workflow Notification

Dear AFIQ AZRI B. ZAINUDIN,

A nested document is submitted to P-EDMS for your action 4/5 - Approve:

1

Document Number	Title	PAP Type / Purpose	FIP / Project
DLA-PCSB-ADM-PID-01-9999	TEST DOCUMENT	PSI Document	Nested Proj

Note: This task is due on 3/8/2024.
Click [here](#) to review the document InfoMap.
Click [here](#) to review the To Do List.

Thank you

PETRONAS Engineering Data Management System (P-EDMS™)

1. Approver will receive notification email
2. Follow the instruction in Checklist Description and updated the compliance item
3. Under document tab, click eye icon for view the document
4. Click completed after all the compliance item has been updated

The screenshot displays the P-EDMS interface with three main components:

- Task Window (DLA-PCSB-ADM-PID-01-9999):** Shows a task titled "Engineering docu...". A red circle with the number "3" highlights the "View and Markup" icon in the task toolbar.
- Checklist:** A table with columns for "Checklist Item", "Checklist Description", "Compliance", and "Duration". A red circle with the number "4" highlights the "Completed" status in the "Compliance" column for the item "4.01 - Review & Approve".
- Document View (PMA ConfigurationTop):** A table with columns for "All...", "Ta...", "To-Do-List Item", "Related Document Number", and "Related Document De". A red circle with the number "2" highlights the "View and Markup" icon in the document view toolbar.

Thank You

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

ict.servicedesk@petronas.com.my

Do not forget to include in the email CC'ed our team :

p.edmssupport@petronas.com.my