

PETRONAS Engineering Data Management System (P-EDMS)

Web Client User

TRAINING TOPICS

01. Introduction
02. Access & Login
03. Functionality
04. Document Workflow
05. Document Review & Markup Guide

INTRODUCTION

What is P-EDMS?

- Is an abbreviation from **PETRONAS Engineering Data Management System** for Project and Plant Operations.
- **P-EDMS** 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.
- **P-EDMS** was endorsed in May 2014 as Standardized engineering solution Group wide.

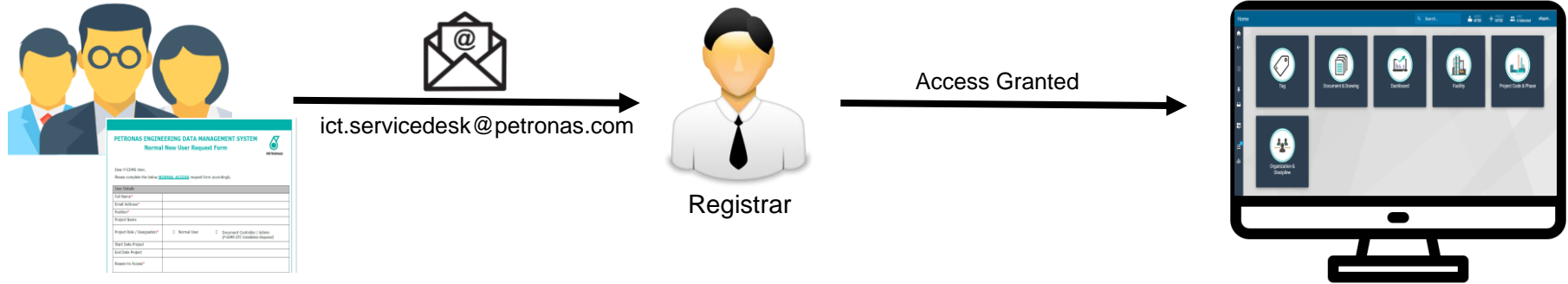


[Open]

ACCESS & LOGIN

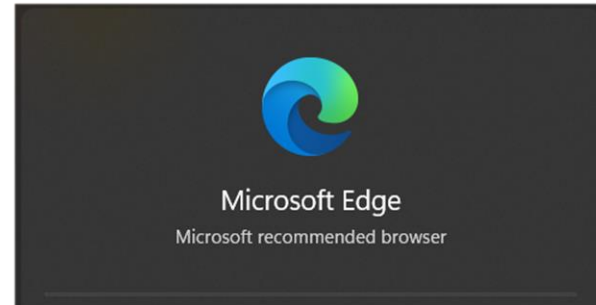
ACCESSING P-EDMS

Workflow for P-EDMS Access Request



PEDMS Access

1. Launch Microsoft Edge from your Desktop



2. Type <https://pedms.petronas.com/> into the address bar and press Enter key.



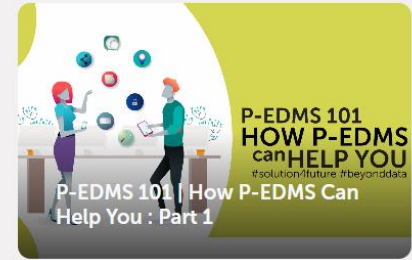
ACCESSING P-EDMS

- This is P-EDMS Landing Page.

P-EDMS | PETRONAS Engineering Data Management System



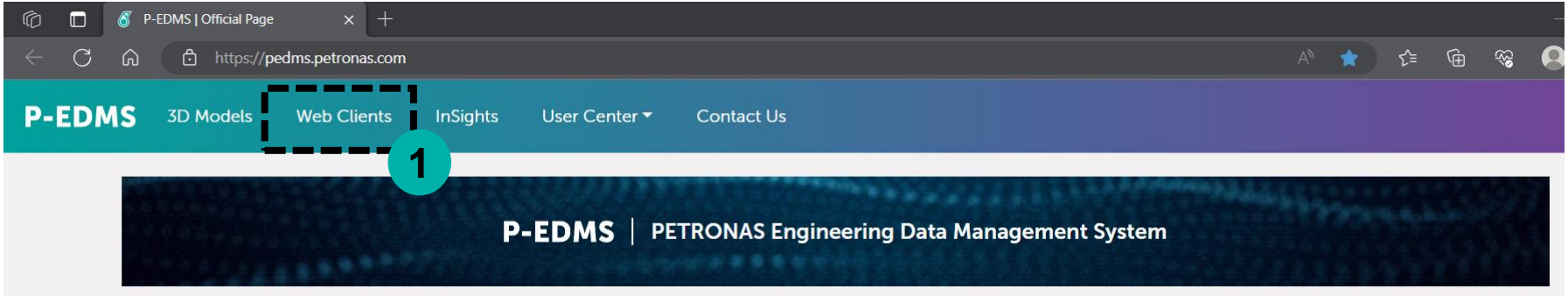
Selamat Hari Raya from P-EDM



[See more](#)

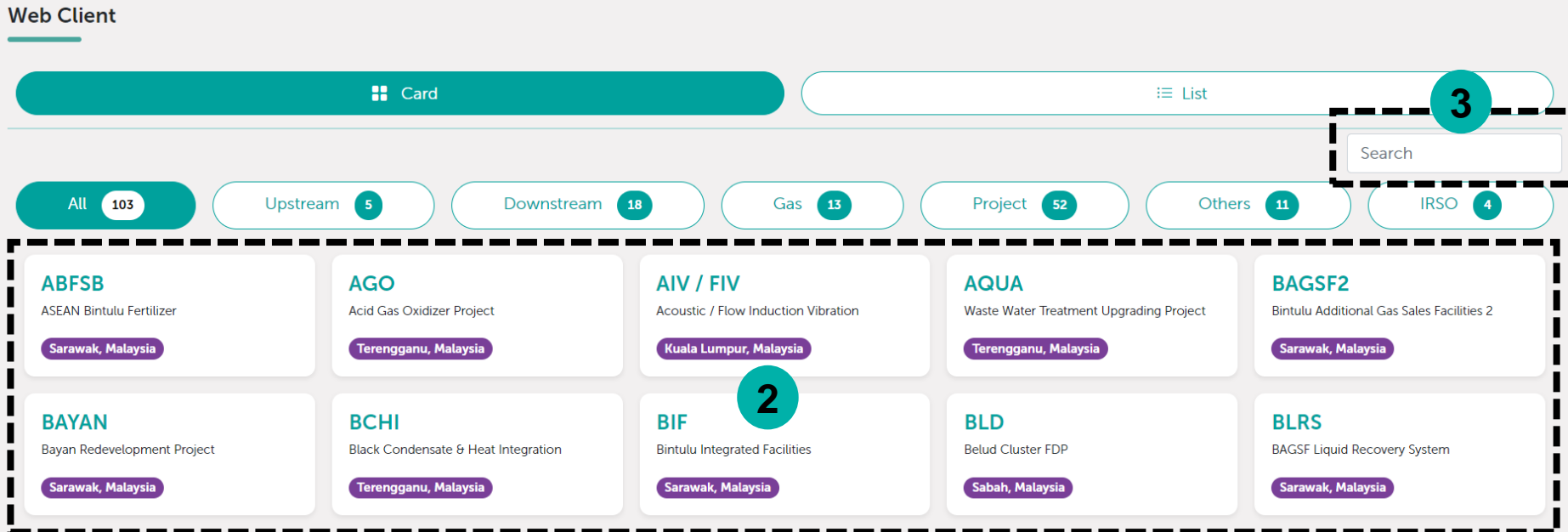
ACCESSING TO SPECIFIC O&M / PROJECT

1. Click on Web Clients.



2. List of O&M and projects sites will appear.

3. Search specific O&M or projects site in search box



LOGGING IN P-EDMS



PETRONAS

Login to P-EDMS Web

Sign in with

PETRONAS ID

PETRONAS USER

1. Click PETRONAS ID
2. Enter PETRONAS email and password
3. Follow instructions as required by MFA in Authenticator app

Sign in with Local Credentials

Username

Password

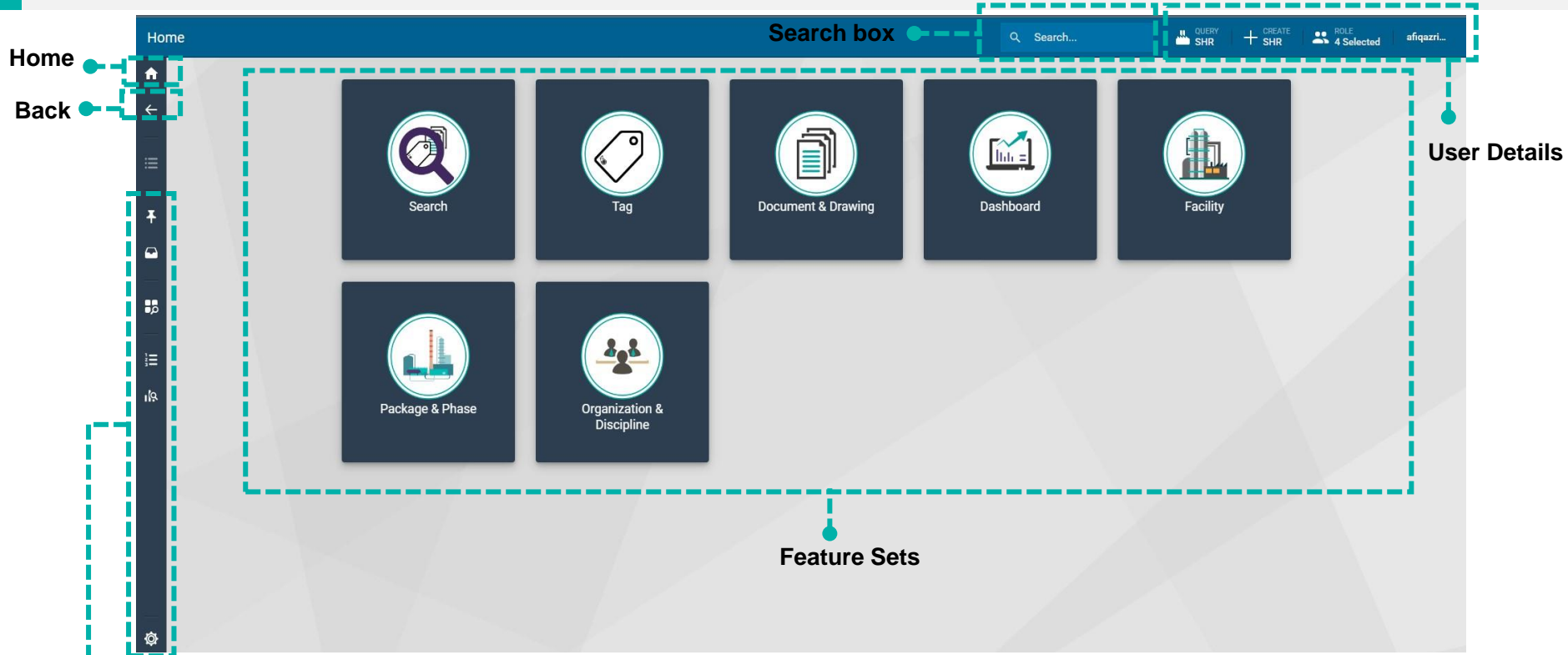
NON-PETRONAS USER

1. Type Username & Password
2. Once credentials are entered, click SIGN IN

Keep me signed in

Sign In

P-EDMS HOME PAGE

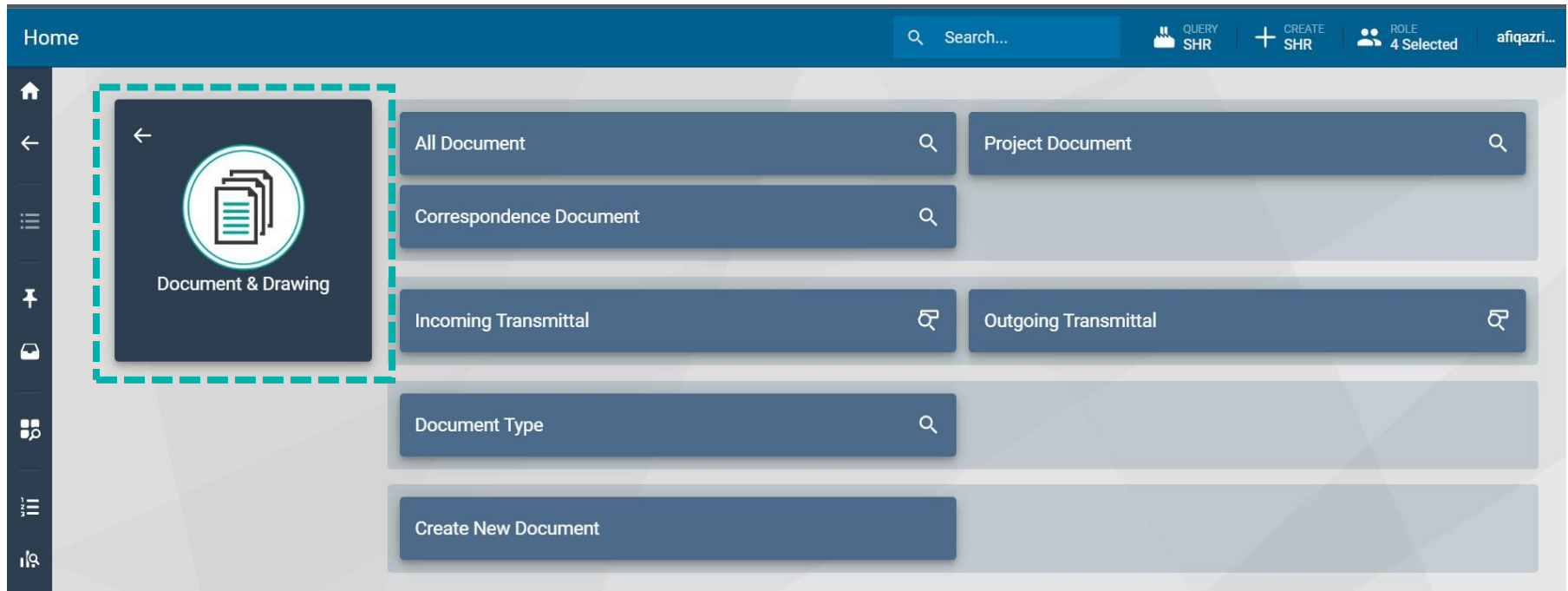


Icon	Name	Function Details.
	Pins	Provide quick access to items that have pinned
	Notifications	Alerts for changes that has been made to an object that have registered
	Search Bar	Search for objects in the system based on parameters
	To Do List	List all user task
	Advanced Search	Performs details search using specific search criteria
	Setting	Display system settings that can use to customize user experience

[Open]

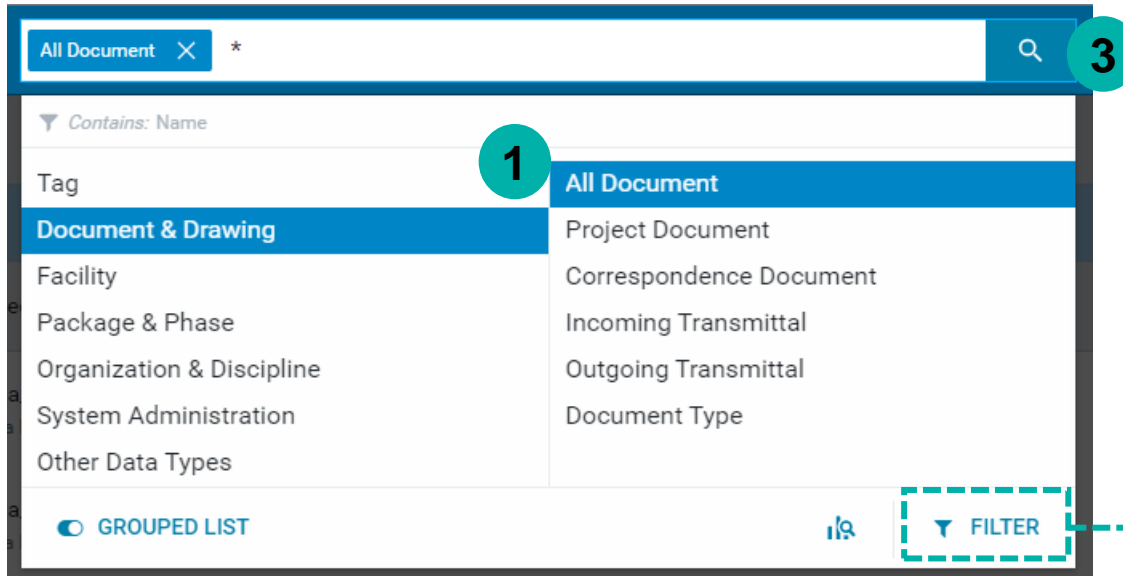
SEARCH DOCUMENT

SEARCH BY DOCUMENT AND DRAWING

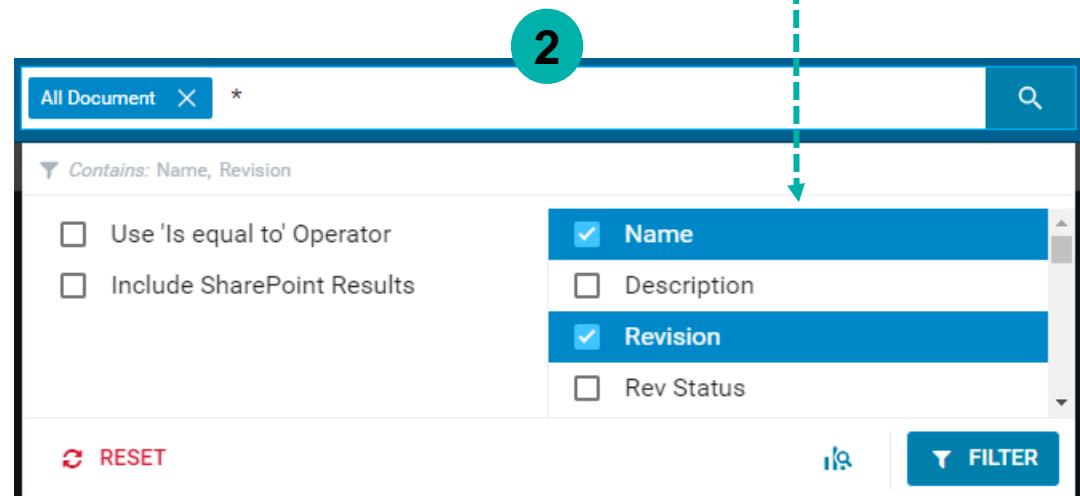


- **All Documents** - To search all document (master index)
- **Project Document** – To search project documents only
- **Correspondence Document** – To search correspondence documents only
- **Incoming/Outgoing transmittal** – To search related transmittals
- **Document Type** – To search by document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

SEARCH BY SEARCH BOX



1. Select Documents by which category (Defined specifically criteria)
2. Use filter option to narrowing search
3. Press 'Search' Button



DOCUMENT LISTING

Results : All Document All Document X SHR

<input type="checkbox"/> All...	Name	Description	Revi...
<input type="checkbox"/>	SHR-000-EXE-K001-43-MEC-CAL-0001	STRENGTH CALCULATION - DECOMPOSER LLI R-43-01	A
<input type="checkbox"/>	SHR-000-EXE-K001-43-MEC-DGA-0001	GENERAL ARRANGEMENT DETAILS DRAWING AND FOUND...	A
<input type="checkbox"/>	SHR-000-EXE-K001-43-MEC-DWG-0001	DECOMPOSER (R-43-01) MISCELLANEOUS DETAILS	A
<input type="checkbox"/>	SHR-000-EXE-K001-43-MEC-DWG-0008	EQUIPMENT DATA SHEET- DECOMPOSER LLI R-43-01	A
<input type="checkbox"/>	SHR-000-EXE-K001-43-MEC-ITP-0001	INSPECTION AND TEST PLAN	A
<input type="checkbox"/>	SHR-000-EXE-K001-43-MEC-PRC-0001	SURFACE PREPARATION AND PAINTING PROCEDURE	A
<input type="checkbox"/>	SHR-000-EXE-K001-43-MEC-PRC-0013	WELDING PROCEDURE	A
<input type="checkbox"/>	SHR-000-EXE-K001-43-MEC-PRC-0018	NON DESTRUCTIVE TEST PROCEDURE	A
<input type="checkbox"/>	SHR-000-EXE-K001-43-MEC-QAA-0001	PROJECT QUALITY ASSURANCE PLAN	A
<input type="checkbox"/>	SHR-000-EXE-K001-43-MEC-VDR-0001	LIST OF VENDOR DOCUMENTS AND DRAWINGS	A
<input type="checkbox"/>	SHR-000-EXE-K001-43-PMG-VDR-0001	LIST OF VENDOR DOCUMENTS AND DRAWINGS	B
<input type="checkbox"/>	SHR-000-EXE-K001-43-QAC-PRC-0006	SOLUTION ANNEALING PROCEDURE FOR DISH HEAD	A
<input type="checkbox"/>	SHR-000-EXE-K001-43-QAC-PRC-0011	HYDROSTATIC TEST PROCEDURE	A
<input type="checkbox"/>	SHR-000-EXE-K001-43-QAC-PRC-0012	PMI PROCEDURE	A
<input type="checkbox"/>	SHR-000-EXE-K002-00-MEC-CAL-0001	MECHANICAL CALCULATION-SECOND REACTOR	A
<input type="checkbox"/>	SHR-000-EXE-K002-00-MEC-DGA-0001	SECOND REACTOR ASSEMBLY DWG	A
<input type="checkbox"/>	SHR-000-EXE-K002-00-MEC-DLP-0001	FOUNDATION LAYOUT AND LOADING PLAN	A
<input type="checkbox"/>	SHR-000-EXE-K002-00-MEC-PRC-0003	FERRITE TEST PROCEDURE	A
<input type="checkbox"/>	SHR-000-EXE-K002-00-MEC-PRC-0004	IMPACT TEST PROCEDURE	A
<input type="checkbox"/>	SHR-000-EXE-K002-00-MEC-PRC-0007		A

Page 1 of 72 1 - 25 of 1793 items

Filter button

List of Document

Total Document

FILTER DOCUMENT

1

Revi...	Rev Status	Doc Class	Marku
1		X - Owner Req...	SHR-0C
DUND..		X - Owner Req...	SHR-0C
		X - Owner Req...	SHR-0C
		X - Owner Req...	SHR-0C
A	IFR		
A	IFR		
A	IFR		
A	IFR		
A	IFR		
B	IFA		
A	IFR		
A	IFR		
A	IFR		
A	IFR	X - Owner Req...	SHR-0C

↑ Sort Ascending
↓ Sort Descending
Columns
Filter

Show items with value that:

Contains **a**

Drawing

And **b**

Is equal to

FILTER **CLEAR**

- Click on Filter button to use the filter. It will only shows filtered document
 - Suggest to always set Operator to 'Contains'
 - Suggest to always set Filters Logic to 'Or'
- To further trim down the search, apply more Filter on other Column accordingly.



'Contains' filter returns result that contains the keyword.

'Is equal to' operator give result that have exact match to the keyword.

[Open]

VIEW DOCUMENT

VIEW DOCUMENT

1. To view the documents, click on the View and markup button.

The screenshot displays a document management system interface. At the top, a blue header bar shows 'Results : All Document' on the left and 'All Document X *SHR-000-EXE-PDT-ICT-SPN-0001 1' on the right. Below the header is a table with columns: 'All... Name', 'Description', 'Revi...', and 'Rev Status'. The first row is highlighted in blue and contains the document ID 'SHR-000-EXE-PDT-ICT-SPN-0001', the description 'Testing Specifications and Procedures_Demo', revision 'A', and status 'IFR'. A context menu is open over the first row, with a red circle and the number '1' highlighting the 'View and Markup' button. Below the table, a preview window is open, showing a document with the following text: 'Spell out the Project Name (Project Acronym) Testing Specifications and Procedures Month DD, YYYY PATENT AND TRADEMARK OFFICE INFORMATION TECHNOLOGY TESTING BRANCH'. The preview window has a toolbar at the top with various icons for document manipulation.

All... Name	Description	Revi...	Rev Status
SHR-000-EXE-PDT-ICT-SPN-0001	Testing Specifications and Procedures_Demo	A	IFR

SHR-000-EXE-PDT-ICT-SPN-0001 (A,1,... All Document X *SHR-000-EXE-PDT-ICT-SPN-0001 1

Spell out the Project Name
(Project Acronym)
Testing Specifications and Procedures
Month DD, YYYY
PATENT AND TRADEMARK OFFICE
INFORMATION TECHNOLOGY TESTING BRANCH

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

VIEW DOCUMENT DETAILS

1. Click on the Show the detail form button.
2. The Document details will then be displayed as shown below such as General info, PBS, Revision and Reference Number

The screenshot shows a document management interface. At the top, there is a header bar with 'Results : All Document' on the left, a search bar containing 'All Document X *SHR-000-EXE-PDT-ICT-SPN-0001', and a page indicator '1'. Below the header is a table with columns: 'Name', 'Description', 'Revi...', 'Rev Status', and 'Doc Clas'. The first row is highlighted in blue and contains the document ID 'SHR-000-EXE-PDT-ICT-SPN-0001' and the description 'Testing Specifications and Procedures_Demo'. A context menu is open over this row, with a red circle '1' highlighting the 'Show the detail form' button. Below the table, a detailed view of the document is shown, enclosed in a dashed red box. This view has tabs for 'A. General', 'B. PBS', 'C. Revision', and 'D. Reference Number'. The 'A. General' tab is active, showing sections for '01 - Identification', '02 - Confidentiality', and '03 - Numbering & WBS'. A red circle '2' is placed to the left of the detailed view. The '01 - Identification' section includes 'Document Number: SHR-000-EXE-PDT-ICT-SPN-0001' and 'Title / Description: Testing Specifications and Procedures_Demo'. The '02 - Confidentiality' section shows 'Confidentiality: CONFIDENTIAL'. The '03 - Numbering & WBS' section includes 'ENS Code: SHR, PROJECT SAHARA ROSE - PROVISION OF EPCC SERVICES FOR MELAMINE PLANT FOR PETRONAS CHEMICALS FERTILISER KEDAH SDN BHD', 'Package: 000, NOT APPLICABLE', 'Project Phase: EXE, Execution', 'Originator: PDT, PROJECT DELIVERY & TECHNOLOGY', 'Discipline: ICT, INFORMATION, COMMUNICATION AND TECHNOLOGY (INCLUDING P-EDMS)', and 'Sheet Number (###):'.

Name	Description	Revi...	Rev Status	Doc Clas
SHR-000-EXE-PDT-ICT-SPN-0001	Testing Specifications and Procedures_Demo	A	IFR	X - Owner

1 Show the detail form

2

A. General B. PBS C. Revision D. Reference Number

01 - Identification

Document Number: SHR-000-EXE-PDT-ICT-SPN-0001

Title / Description: Testing Specifications and Procedures_Demo

02 - Confidentiality

Confidentiality: CONFIDENTIAL

03 - Numbering & WBS

ENS Code: SHR, PROJECT SAHARA ROSE - PROVISION OF EPCC SERVICES FOR MELAMINE PLANT FOR PETRONAS CHEMICALS FERTILISER KEDAH SDN BHD

Package: 000, NOT APPLICABLE

Project Phase: EXE, Execution

Originator: PDT, PROJECT DELIVERY & TECHNOLOGY

Discipline: ICT, INFORMATION, COMMUNICATION AND TECHNOLOGY (INCLUDING P-EDMS)

Sheet Number (###):

[Open]

SAVE DOCUMENT

SAVE SINGLE DOCUMENT

Results : All Document All Document X *SHR-000-EXE-PDT-ICT-SPN-0

All... Name	Description	Revi... :
<input type="checkbox"/> SHR-000-EXE-PDT-ICT-SPN-0001	Testing Specifications and Procedures_Demo	A

1. Select the document

2. Click Save File As...

1. Select the document
2. Click Save File As...

SAVE MULTIPLE DOCUMENTS

Results : All Document

7 items selected

All... Name	Description	Revi... :
<input checked="" type="checkbox"/> SHR-000-EXE-K001-43-MEC-CAL-0001		
<input checked="" type="checkbox"/> SHR-000-EXE-K001-43-MEC-DGA-0001		
<input checked="" type="checkbox"/> SHR-000-EXE-K001-43-MEC-DWG-0001		
<input checked="" type="checkbox"/> SHR-000-EXE-K001-43-MEC-DWG-0008		
<input checked="" type="checkbox"/> SHR-000-EXE-K001-43-MEC-ITP-0001		
<input checked="" type="checkbox"/> SHR-000-EXE-K001-43-MEC-PRC-0001		
<input checked="" type="checkbox"/> SHR-000-EXE-K001-43-MEC-PRC-0013		

1. In the document list, click action button from one of the document

2. Select document

3. Click Save File As...

1. In the document list, click action button from one of the document
2. Select document
3. Click Save File As...

PIN DOCUMENT

PIN SINGLE DOCUMENT

Results : All Document

All...	Name	Description	Revi...
<input type="checkbox"/>	SHR-000-EXE-PDT-ICT-SPN-0001	Testing Specifications and Procedures_Demo	A

1. Select the document
2. Click Pin

1. Select the document
2. Click Pin

PIN MULTIPLE DOCUMENT

Results : All Document

All...	Name
<input checked="" type="checkbox"/>	SHR-000-EXE-K001-43-MEC-CAL-0001
<input checked="" type="checkbox"/>	SHR-000-EXE-K001-43-MEC-DGA-0001
<input checked="" type="checkbox"/>	SHR-000-EXE-K001-43-MEC-DWG-0001
<input checked="" type="checkbox"/>	SHR-000-EXE-K001-43-MEC-DWG-0008
<input checked="" type="checkbox"/>	SHR-000-EXE-K001-43-MEC-ITP-0001
<input checked="" type="checkbox"/>	SHR-000-EXE-K001-43-MEC-PRC-0001
<input checked="" type="checkbox"/>	SHR-000-EXE-K001-43-MEC-PRC-0013

1. In the document list, click action button from one of the document
2. Select document
3. Click Pin
4. All the documents has been added to pins list

1. In the document list, click action button from one of the document
2. Select document
3. Click Pin
4. All the documents has been added to pins list

PRINT DOCUMENT

PRINT DOCUMENT

ICT-SPN-0001 (A,1,... All Document × *SHR-000-EXE-PDT-ICT-SPN-0001 1

Spell out the Project Name
(Project Acronym)
Testing Specifications and Procedures

Month DD, YY

PATENT AND TRADEM
INFORMATION TECHNOLOGY

Pages to print:

- All
- Current Page
- Current View
- e.g. 3, 4-10

Include comments
 Include markups

Print Quality:
Normal

Total: 14 pages

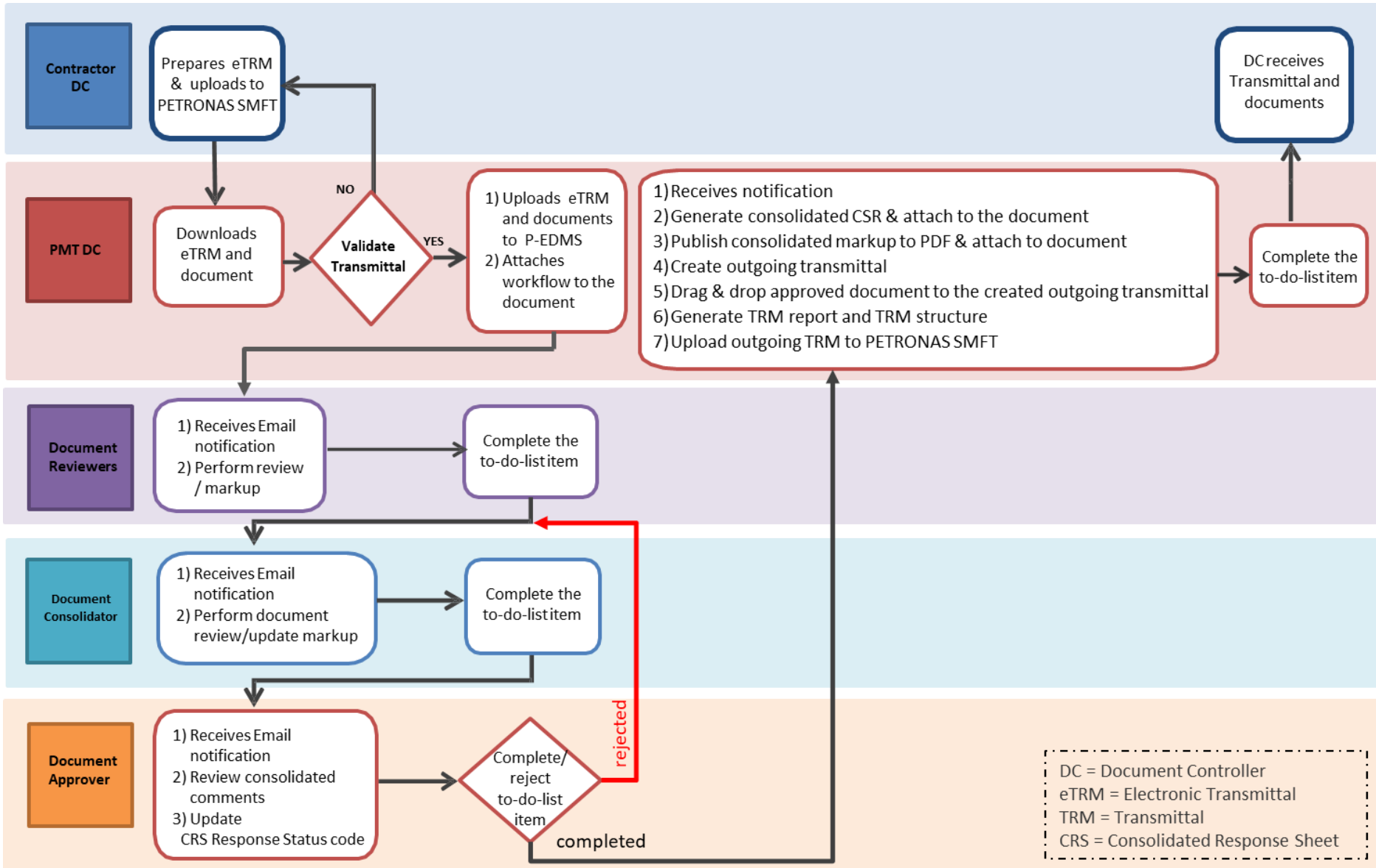
[Add Watermark](#)

CANCEL PRINT

1. View the file
2. Click Print
3. In prompt windows, click print.

DOCUMENT WORKFLOW

P-EDMS WORKFLOW










DOCUMENT REVIEW AND MARKUP GUIDE

REVIEWER EMAIL NOTOFICATION

1. Once your P-EDMS ID assigned with the document as Reviewer, you will receive email notification as below.

FYA: (2/7) - TO REVIEW, SHR-000-EXE-PDT-ICT-SPN-0001

 PEDMS Support
To  Afiq Azri Zainudin (EXT/DIGITAL)

 Reply  Reply All  Forward  

Fri 8/7/2022 10:10 AM

P-EDMS Workflow Notification

Dear AFIQ AZRI B. ZAINUDIN,

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

You can access the document from the link below:

Document Number	Title	Rev	Status	Class	Review Return Code	Message From Previous Step
SHR-000-EXE-PDT-ICT-SPN-0001	Testing Specifications and Procedures_Demo	A	IFR	X		

Note: This document's task is due on 7/15/2022. Click [here](#) to open workflow task.

Thank you

PROJECT SAHARA ROSE - PROVISION OF EPCC SERVICES FOR MELAMINE PLANT FOR PETRONAS CHEMICALS FERTILISER KEDAH SDN BHD

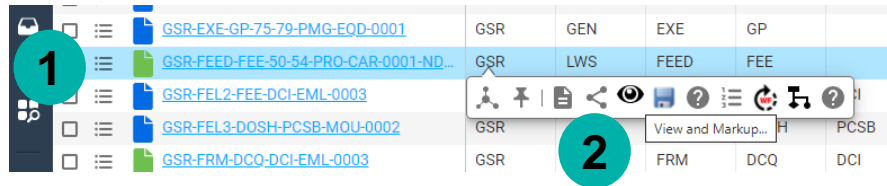
PETRONAS Engineering Data Management System (P-EDMS)

[THIS IS SYSTEM AUTO-GENERATED NOTIFICATION]

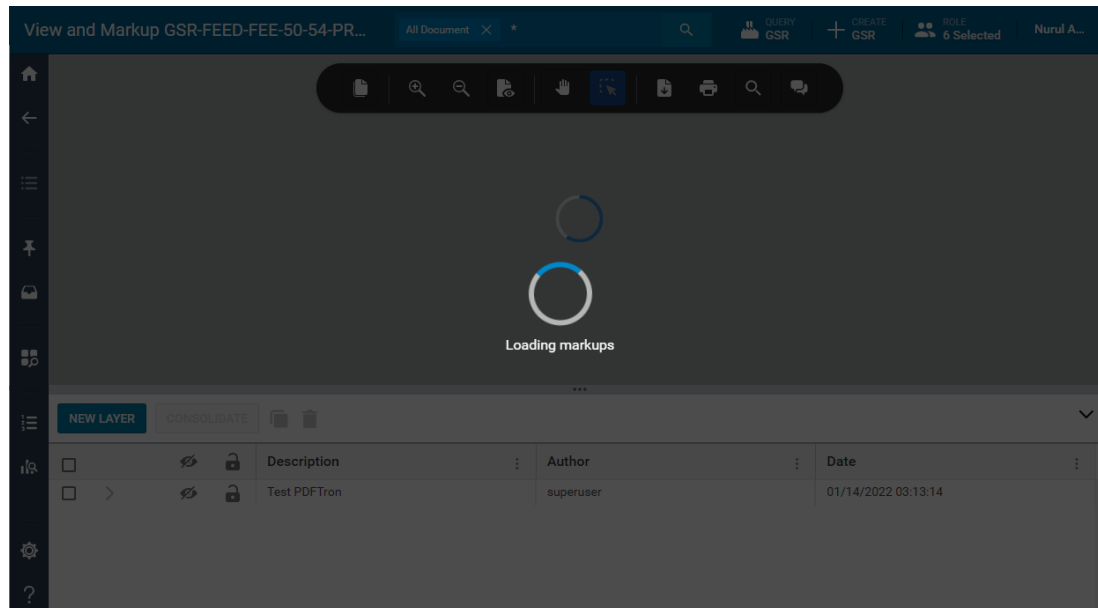
Do not reply to this email as it is a system generated notification. If you are experiencing any technical issues, please contact PETRONAS ICT Service Desk at 8-351-3333/+603-2331 3333 or email us at ict.servicedesk@petronas.com For enquiries regarding PETRONAS Group ICT, please email ask.ict@petronas.com

- On your email, Click [here](#) in the email link to directly open TO-DO-LIST
-

OPEN & VIEW DOCUMENTS FROM DOCUMENT LIST (1/2)



1. Hover over the document number to display the tooltip.
2. Click on the 'eye' icon to display the file



NOTE:

- Loading of file may take a little time depending on file size and/or page number.
- The loading circle on top shows the overall loading, while the loading circle at the back shows the file loading.
- Viewing a file will also automatically open the markup layers.

OPEN & VIEW DOCUMENTS FROM TO-DO-LIST (2/2)

To Do List: Overview

Document Revision: 2

2 selected

- All 2
- My Assigned/Claimed Tasks 2
- Document Revision 2

To Do List

GSR ConfigurationTop

EXPORT ALL TO EXCEL DEFAULT LIST

All...	Name	Targeted Date	Workflow Item	Workflow Item Description	Response Status C
<input type="checkbox"/>	(1/7) - FOR INFOR.	Fri Jan 21 20...	GSR-FEL3-DOSH-PCSB-MOU-0002	TEST PRJ 1	
<input checked="" type="checkbox"/>	(2/7) - TO REVIEW	Fri Jan 28 20...	GSR-ABD-CIDB-00-00-ARC-ABD-0001	TEST PDTRONG CRS	

To Do List

GSR-ABD-CIDB-00-00-ARC-AB... ConfigurationTop

EXPORT ALL TO EXCEL

Task Document

Actions

1. Click on To-Do list (or follow the link in the notification email)
2. Click on 'Action' button
3. Click on Document Tab
4. Click on the eye icon to display the file

DOCUMENT VIEWER INTERFACE

The screenshot displays the Document Viewer Interface. At the top, there is a header bar with the text "View and Markup GSR-ABD-CIDB-00-00-ARC-ABD-0001...", a search bar, and user information including "QUERY GSR", "CREATE GSR", "ROLE 7 Selected", and "Nurul A...". Below the header is a toolbar with various icons for document navigation and editing. The main content area shows a PDF document with the following details:

PROJECT	: PROVISION OF ENGINEERING, PROCUREMENT, CONSTRUCTION, INSTALLATION AND COMMISSIONING (EPCIC) OF KASAWARI GAS DEVELOPMENT PROJECT
CLIENT	: PETRONAS CARIGALI SDN BHD
CONTRACT NO.	: CHO/2018/DKS/1001
DOCUMENT TITLE	: PIPE STRESS ANALYSIS REPORT CALCULATION NOTE KSBL1-CN004
DOCUMENT CLASS	: Z
SECURITY CLASSIFICATION	: INTERNAL USE

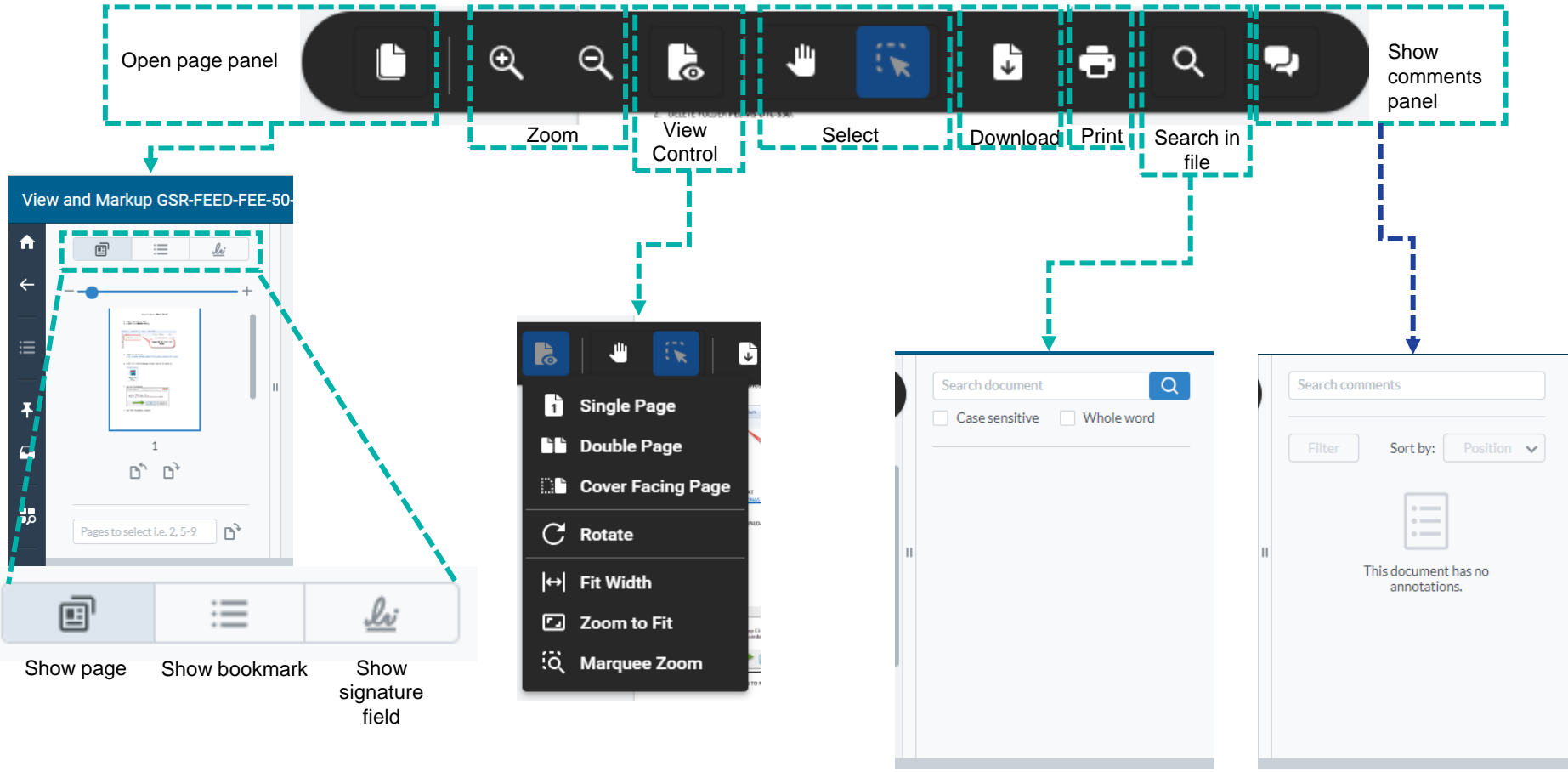
Below the document is a "MARKUP LAYER PANEL" with a "NEW LAYER" button and a table with columns "Description", "Author", and "Date". A "Markup layer details" icon is also present. A "PDF floating control" toolbar is overlaid on the document. A "MARKUP LAYER PANEL" label is on the right side of the interface.

FILE VIEWER & MARKUP PANEL

MARKUP LAYER PANEL

For viewing file only, minimize this pane using this arrow

FAMILIARIZING WITH THE FILE VIEWER CONTROLS



CREATING MARKUPS

The screenshot illustrates the process of creating a markup layer in three steps:

- 1** On the Mark-up panel, click New Layer button
- 2** Create Markup File prompt will appear. Fill in the fields with the details and click finish
- 3** New markup layer is created

NOTE: PDFTron force you to create and save a markup layer before commenting on the file. PDFTron will autosave markups during commenting

The 'Create Markup File' dialog shows the following details:

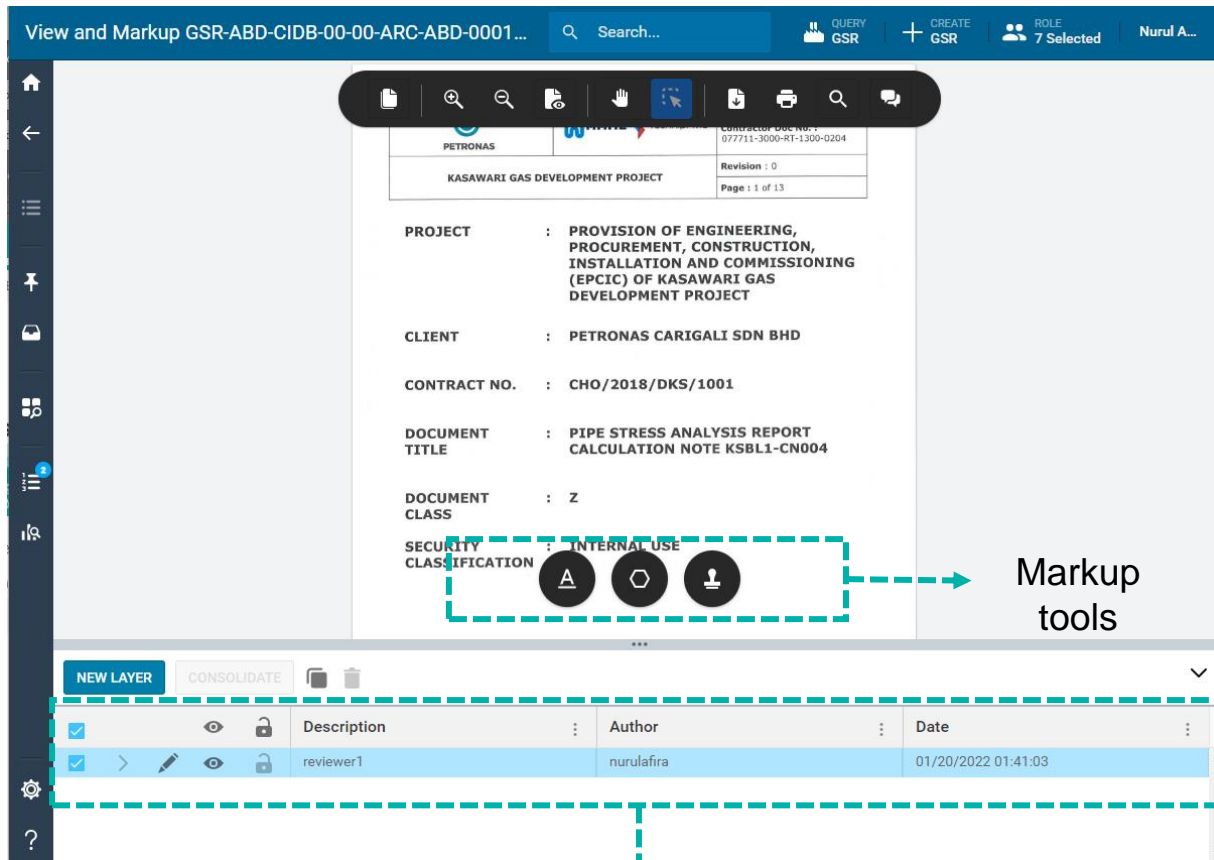
- Main details:**
 - Name: MarkupDetailFileName
 - MarkupUserName: nurulafira
 - MarkupSequence: 0000
 - Description: reviewer1
- Ownership Details:**
 - Item owning group: OPEN
- Markup File Details:**
 - Type of markup: Reviewed

The resulting markup table is as follows:

	Description	Author	Date
<input checked="" type="checkbox"/>	reviewer1	nurulafira	01/20/2022 01:41:03

CREATING MARKUPS

- Once a markup layer is created, the markup tools will be available at the bottom of the page.



New markup layer

MARKUP PANEL CONTROL

The screenshot shows the Markup Panel Control interface. At the top, there are buttons for 'NEW LAYER' (highlighted in blue), 'CONSOLIDATE', and icons for a folder and trash. Below this is a table with columns: Description, Author, and Date. The table contains two rows: 'Test PDFTron' (author: superuser, date: 01/14/2022 03:13:14) and 'review' (author: nurulafira, date: 01/19/2022 14:28:09). The 'review' row is selected and highlighted in blue. Three red circles with numbers 1, 2, and 3 are overlaid on the 'review' row, pointing to the pencil icon, the eye icon, and the lock icon respectively. A dashed red box highlights a dark grey notification box at the bottom right that says 'The markup was saved successfully'. A red dashed arrow points from this notification box to the text 'Markups will be consistently saved while you add comments' on the right side of the image.

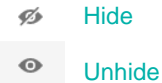
			Description	Author	Date		
<input type="checkbox"/>	>			Test PDFTron	superuser	01/14/2022 03:13:14	
<input checked="" type="checkbox"/>	>				review	nurulafira	01/19/2022 14:28:09

Markups will be consistently saved while you add comments

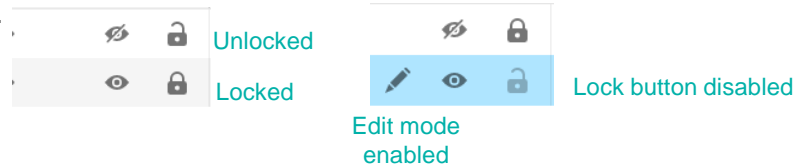
The markup was saved successfully

1. Enable Edit button. If the pencil is not displayed, the layer could not be edited. You can only edit your markup layer.

2. Hide/unhide button. To view others' markup layer, click to show 'eye' icon.



3. Lock layer button. Layers can be locked when not in Edit mode. While Edit mode is on, layers cannot be locked. Locked layers cannot be edited, deleted or consolidated.

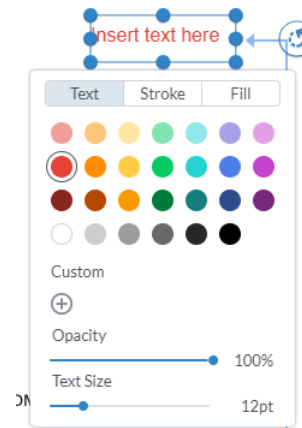


ADDITIONAL TEXT MARKUP TOOL

- Clicking on the markup gives more editing option:



1. Add a comment/reply to the mark-up
2. Change the style, color, size & opacity of the text



3. Delete markup
4. Insert a URL or link to page

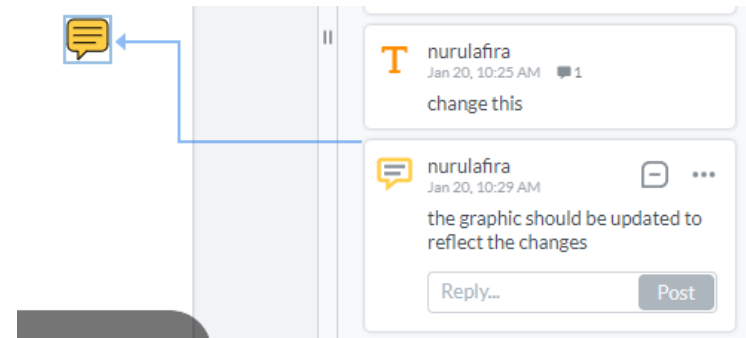
A screenshot of a form for inserting a URL. It has two tabs: "URL" and "Page". Below the tabs is a text input field with the placeholder text "Enter URL you would like to link to". To the right of the input field is a blue button labeled "Link".

ADDITIONAL TEXT MARKUP TOOL

Right clicking on the file while in Edit layer/create markup mode give more options for text markup

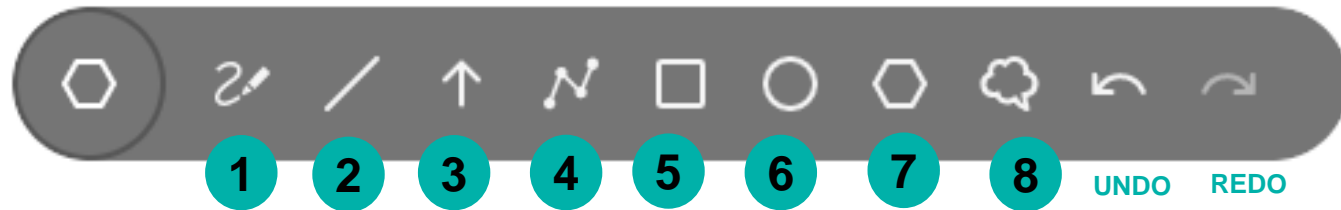


1. Pan tool – move the page around
2. Note tool – add a note or long comment
3. Highlight text tool – highlight a block of text
4. Free Hand tool – draw freely
5. Free Hand Highlight tool – highlight text/image freely
6. Free Text tool – add a new text field



Note tool:
Click on the Note icon, add comment/note in the Comment panel on the right

DRAWING/SHAPE TOOL



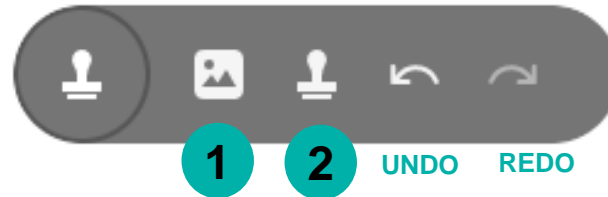
1. Free drawing tool
2. Draw straight Line
3. Include Arrow
4. Draw connected line tool (double-click to end the line)
5. Draw a square/rectangle
6. Draw circle or oval
7. Draw polygon (click at each point of the polygon and double-click to close the shape)
8. Draw cloud (click at each point of the cloud area and double-click to close the cloud)

DRAWING/SHAPE TOOL

1. You can add in notes to the shape on the comment panel

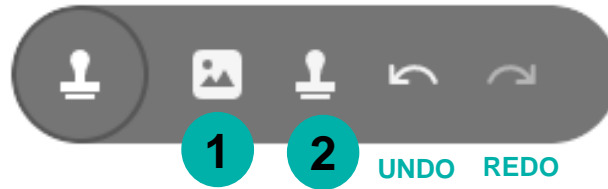
The screenshot displays a software interface for document review. The top navigation bar includes the document title "View and Markup GSR-ABD-CIDB-00-00-ARC-ABD-0001...", a search bar, and user information "Nurul A...". The main content area shows a document titled "PIPE STRESS ANALYSIS REPORT CALCULATION NOTE KSBL1-CH004" with "Revision : 0" and "Page : 5 of 13". The document text includes sections for "2.0 PURPOSE", "3.0 - CALCULATION OVERVIEW", "4.0 - PROJECT DOCUMENT REFERENCES", and "5.0 SUMMARY AND CONCLUSION". A red dashed box highlights a portion of the "3.0 - CALCULATION OVERVIEW" section. A comment panel on the right shows a comment by "nurulafira" dated "Jan 20, 10:14 AM" with the text "delete this para" and a "change" button. A blue arrow points from the comment to the highlighted text. A red circle with the number "1" is overlaid on the comment panel.

STAMP TOOL

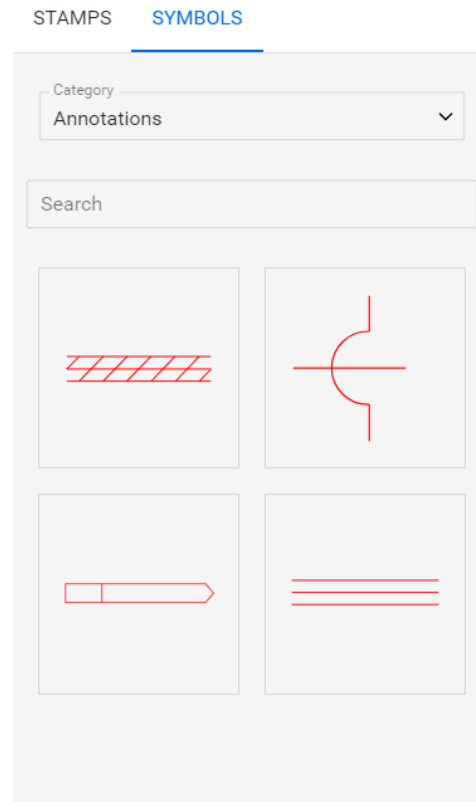
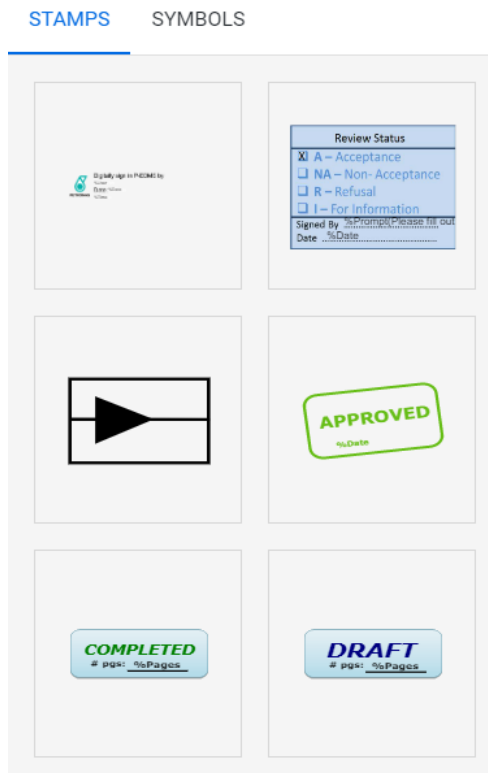


1. Stamp image (click on the icon, and then where on the document you want the image to appear, choose image file (.jpg, .png) > Open. Resize and adjust the picture accordingly

STAMP TOOL




2. Insert stamp (click on the icon, choose from pre-configured stamp or symbol on the right panel)



E-SIGNATURE



2. Insert stamp (click on the icon, choose from pre-configured stamp or symbol on the right panel)


Digitally signed in P-EDMS by
AFIQ AZRI B. ZAINUDIN -----> Name
Date: October 13, 2022 -----> Date
9:36:08 AM -----> Time

STAMPS SYMBOLS

A panel with two tabs: 'STAMPS' and 'SYMBOLS'. The 'STAMPS' tab is selected and highlighted with a red dashed box. It contains four stamp options:

- A stamp with the PETRONAS logo and text: "Digitally signed in P-EDMS by %User Date: %Date %Time". Below it is the label "E-Signature".
- A stamp with a play button icon.
- A stamp with a green rounded rectangle and the text "APPROVED %Date".
- A stamp with a blue rounded rectangle containing a "Review Status" table:

Review Status	
<input checked="" type="checkbox"/>	A - Acceptance
<input type="checkbox"/>	NA - Non-Acceptance
<input type="checkbox"/>	R - Refusal
<input type="checkbox"/>	I - For Information
Signed By %Prompt(Please fill out	
Date %Date	

COMPLETE TO-DO LIST

- After completing markups, proceed to complete To-Do list
 1. Click back button to return to To-Do list
 2. From the Task tab, expand 'Workflow Action'
 3. Click on 'Completed'

The screenshot displays a software interface for document management. The main window shows a document titled 'View and Markup GSR-ABD-CIDB-00-00-ARC-ABD-0001...'. The document content includes a header with logos for PETRONAS, KASAWARI GAS DEVELOPMENT PROJECT, and MMHE, along with project details like 'PIPE STRESS ANALYSIS REPORT CALCULATION NOTE KSBL1-CM004'. The document text is partially visible, showing sections for PURPOSE, CALCULATION OVERVIEW, and SUMMARY AND CONCLUSION.

Overlaid on the document is a 'To Do List' window. The window title is 'GSR-ABD-CIDB-00-00-ARC-AB...'. It features a search bar and a 'Task' menu. The 'Task' menu is expanded, showing 'Workflow Action' with 'Completed' selected. The 'To Do List' table below shows the following items:

Name	Targeted Date	Workflow Item	Wc
(1/7) - FOR INFOR.	Fri Jan 21 20...	GSR-FEL3-DOSH-PCSB-MOU-0002	TE
(2/7) - TO REVIEW	Fri Jan 28 20...	GSR-ABD-CIDB-00-00-ARC-ABD-0001	TE


CONSOLIDATOR

CONSOLIDATOR EMAIL NOTIFICATION

- Once your P-EDMS ID assigned with the document as Consolidator, you will receive email notification as below

FYA: (3/5) - TO CONSOLIDATE COMMENT, SHR-000-EXE-PDT-ICT-SPN-0001

 PEDMS Support
To  Afiq Azri Zainudin (EXT/DIGITAL)

 Reply  Reply All  Forward  
Thu 7/7/2022 7:08 AM

P-EDMS Workflow Notification

Dear AFIQ AZRI B. ZAINUDIN,

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

You can access the document from the link below:

Document Number	Title	Rev	Status	Class	Review Return Code	Message From Previous Step
SHR-000-EXE-PDT-ICT-SPN-0001	Testing Specifications and Procedures_Demo	A	IFR	X		

Note: This document's task is due on 7/8/2022. Click [here](#) to open workflow task.

Thank you

PROJECT SAHARA ROSE - PROVISION OF EPCC SERVICES FOR MELAMINE PLANT FOR PETRONAS CHEMICALS FERTILISER KEDAH SDN BHD

PETRONAS Engineering Data Management System (P-EDMS)

[THIS IS SYSTEM AUTO-GENERATED NOTIFICATION]

Do not reply to this email as it is a system generated notification. If you are experiencing any technical issues, please contact PETRONAS ICT Service Desk at 8-351-3333/+603-2331 3333 or email us at ict.servicedesk@petronas.com For enquiries regarding PETRONAS Group ICT, please email ask.ict@petronas.com

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

CONSOLIDATE MARKUP LAYERS

- Open the file via To-Do-List. In the Markup Layer pane, ensure all layers to be consolidated are shown, and selected

1. Unhide all layers to be consolidated

2. Select the layers

3. Click on CONSOLIDATE button

4. Fill in the Markup File prompt and click Finish

5. New consolidated layer is shown and review layers automatically hidden. Add/edit comments using the markup tools and Comment panel.

			Description	Author	Date
<input type="checkbox"/>	>		reviewer2	nurulafira	01/20/2022 02:00:00
<input type="checkbox"/>	>		reviewer1	nurulafira	01/20/2022 01:41:03
<input checked="" type="checkbox"/>	>		consolidator	nurulafira	01/20/2022 02:59:40

Create Markup File

Main details

Name: * MarkupDetailFileName: _____ MarkupUserName: nurulafira- _____

MarkupSequence: 0000

Description: * consolidator

Ownership Details

Item owning group: OPEN

Markup File Details

Type of markup: * Consolidated

CANCEL FINISH

CONSOLIDATE SINGLE MARKUP LAYER

The screenshot shows the PDFTron interface with a document titled 'View, Mark-up & Consolidate using PDFTron User Guide'. A 'Copy Markup File' dialog box is open, showing the following details:

- Main details:** Name: [MarkUpDetailFileName], MarkupUserName: [syafiqazrie.ismail], MarkupSequence: 0000
- Description:** Consolidated (Step 4)
- Ownership Details:** ItemOwningGroup: INTERNAL_USE
- Markup File Details:** Type of markup: Consolidated (Step 5)

The interface also shows a table of markup layers with the following data:

	Description	Author	Date
<input type="checkbox"/>	Reviewed	syafiqazrie.ismail	
<input checked="" type="checkbox"/>	Consolidated	syafiqazrie.ismail	02/14/2022 08:33:43

1. Unhide the one markup layer
2. Select the layer
3. Click on copy icon button
4. Update the original description
5. Change type of markup to Consolidated
6. Click on copy button
7. Automatically Consolidated layer is created, you may continue to complete your consolidation and complete TDL

UPDATE CRS RESPONSE STATUS

The screenshot shows the 'To Do List' interface. The top bar is dark blue with the text 'To Do List'. Below it, there's a header for the document 'SHR-000-EXE-PDT-00-ICT-SPN...' with a close button. The main area is divided into 'Task' and 'Document' tabs, with the 'Document' tab selected and highlighted with a red circle 2. A toolbar contains various icons, with the 'Update CRS Response Status' icon (a circular arrow) highlighted with a red circle 3. A tooltip for this icon says 'Update CRS Response Status...'. Below the toolbar, there's a table with columns 'All...', 'Name', and 'Workflow Item'. The table contains one row: '(3/7) - TO CONSOLIDATE COMMENT' with a document icon and the ID 'SHR-000-EXE-PDT-00-ICT-SPN-0011'. A red circle 1 is placed over the first row of the table.

The screenshot shows the 'CRS Response Status' dialog box. The title bar is 'CRS Response Status'. Below it, there's a label 'Response Status: *' followed by a dropdown menu. The dropdown menu is open, showing the following options: 'Please select...', 'CODE 1, APPROVED', 'CODE 2, ACCEPTED WITH COMMENTS', 'CODE 3, REJECTED AND RESUBMIT', and 'CODE 4, FOR INFORMATION / REFERENCE (NO ACTION REQUIRED)'. A red circle 4 is placed over the dropdown menu. At the bottom right of the dialog, there are two buttons: 'CANCEL' and 'UPDATE'. The 'UPDATE' button is highlighted with a red circle 5.

1. Click action button
2. Select document tab
3. Click on Update CRS Response Status
4. Select Response Status
5. Click UPDATE to finish

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

COMPLETE TO-DO-LIST

The screenshot shows a software interface with a task list. The top bar displays the task ID 'SHR-000-EXE-PDT-00-ICT-SPN...' and a close button. Below this, there are two tabs: 'Task' (selected) and 'Document'. A toolbar contains various icons for task management. A sidebar on the left lists actions: 'Object...', 'Workflow Action', 'Add Recipient...', 'Completed', and 'Completed (For...)'. The 'Completed' option is highlighted in blue. A table on the right shows a single task item with a checkmark icon, a list icon, a document icon, and a related document number.

	✓		To-Do-List Item	⋮	Related Document Number	⋮
▶	☰	👤	📄 (3/7) - TO CONSOLIDATE COMME...		AERO-FEL1-PMT-01-ADM-CO-0002-003	



1. Click action button
2. Select Task tab
3. From the Task tab, expand 'Workflow Action'
4. Click on 'Completed'




APPROVER

APPROVER EMAIL NOTIFICATION

- Once your P-EDMS ID assigned with the document as Approver, you will receive email notification as below

FYA: (2/7) - TO APPROVE, SHR-000-EXE-PDT-ICT-SPN-0001

 PEDMS Support
To  Afiq Azri Zainudin (EXT/DIGITAL)

 Reply  Reply All  Forward  

Fri 8/7/2022 10:10 AM

P-EDMS Workflow Notification

Dear AFIQ AZRI B. ZAINUDIN,

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

You can access the document from the link below:

Document Number	Title	Rev	Status	Class	Review Return Code	Message From Previous Step
SHR-000-EXE-PDT-ICT-SPN-0001	Testing Specifications and Procedures_Demo	A	IFR	X		

Note: This document's task is due on 7/15/2022. Click [here](#) to open workflow task.

Thank you

PROJECT SAHARA ROSE - PROVISION OF EPCC SERVICES FOR MELAMINE PLANT FOR PETRONAS CHEMICALS FERTILISER KEDAH SDN BHD

PETRONAS Engineering Data Management System (P-EDMS)

[THIS IS SYSTEM AUTO-GENERATED NOTIFICATION]

Do not reply to this email as it is a system generated notification. If you are experiencing any technical issues, please contact PETRONAS ICT Service Desk at 8-351-3333/+603-2331 3333 or email us at ict.servicedesk@petronas.com For enquiries regarding PETRONAS Group ICT, please email ark.ict@petronas.com

On your email, Click [here](#) in the email link to directly open TO-DO-LIST

UPDATE CRS RESPONSE STATUS

To Do List

SHR-000-EXE-PDT-00-ICT-SPN... X

Task Document **2**

1

3 Update CRS Response Status...

All...	Name	Workflow Item
<input checked="" type="checkbox"/>	(4/7) - TO APPROVE	SHR-000-EXE-PDT-00-ICT-SPN-0011

SHR-000-EXE-PDT-00-ICT-SPN-0011

CRS Response Status

Response Status: * **4**

Please select...
CODE 1, APPROVED
CODE 2, ACCEPTED WITH COMMENTS
CODE 3, REJECTED AND RESUBMIT
CODE 4, FOR INFORMATION / REFERENCE (NO ACTION REQUIRED)

5

CANCEL UPDATE

1. Click action button
2. Select document tab
3. Click Update CRS Response Status
4. Select Response Status
5. Click UPDATE to finish

NOTE : Approval have authority to edit/finalize CRS response status made by Consolidator

COMPLETE TO-DO-LIST

The screenshot shows a software interface with a task list and an action menu. The task list has columns for 'All...', 'Name', and 'Workflow Item'. The action menu is on the left, with 'Task' and 'Document' tabs. The 'Task' tab is selected, and the 'Workflow Action' section is expanded. The 'Completed' option is highlighted, and a tooltip shows 'Completed'.

✓ All...	Name	Workflow Item
✓ [icon] [icon]	(4/7) - TO APPROVE	[icon] SHR-000-EXE-PDT-00-ICT-SPN-0011

Task **2** Document

Actions

> Object...

Workflow Action **3**

Add Recipient... [icon]

Completed **4**

Completed (For naming)

1. Click action button
2. Select Task tab
3. From the Task tab, expand 'Workflow Action'
4. Click on 'Completed'

DOWNLOAD/PUBLISH PDF WITH MARKUP

View and Markup SHR-000-EXE-PDT-00-ICT-SPN-0011 (A,1,Wf-C)

Search...

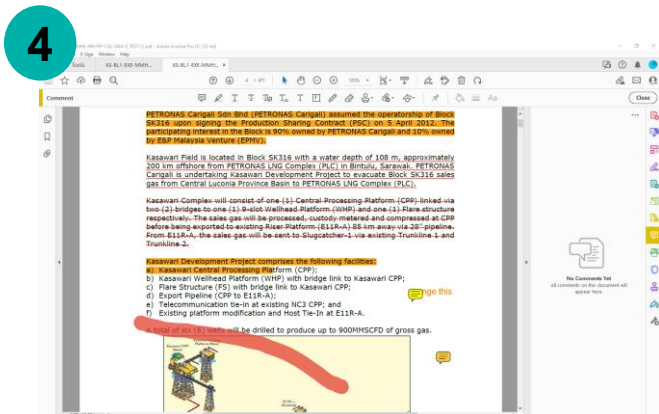
2

3

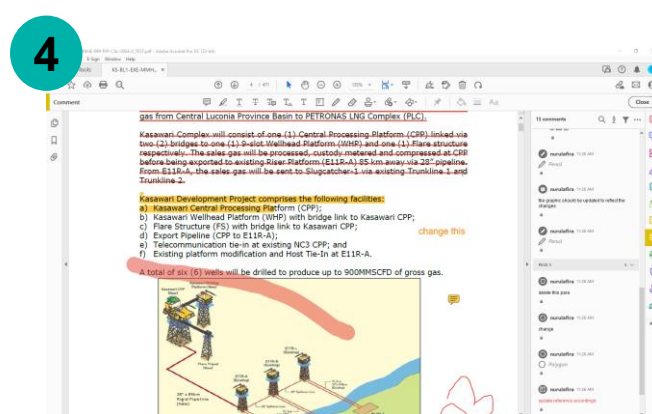
1

	NEW LAYER	DATE	Name	Description	Owning Group
<input type="checkbox"/>	>		SHR-000-EXE-PDT-ICT-afiqazri.zainudin-0004	Reviewer - Afiq	OPEN
<input type="checkbox"/>	>		SHR-000-EXE-PDT-ICT-afiqazri.zainudin-0005	Consolidated - Afiq	OPEN

1. Unhide the comment layer
2. Click on the Download icon from the Floating Control
3. Choose either 'Markups As Comments' or 'Markups Flattened'
4. The file will be downloaded into your local



'Flatten makups' will embed the markups into the PDF file



'Markups as comments' will generate a PDF with the comments layer traceable in Adobe Reader

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