



Certification of Local Construction Product & Material (CCPM)

Applicant User Manual

Ver 1.0

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1.0 Login Screen

- Existing Users can enter user id and password to login. New Users must register an account with system before preceding the certification of local construction product and material. For new Users, click on [Register As New User](#) to create new account and register Company.



The screenshot shows the login interface for the CIDB Malaysia online application. At the top, the CIDB Malaysia logo is displayed. Below the logo, the text reads "Online Application for Certification of Local Construction Product & Material". A light blue box contains the following text: "If you have created your Login ID and Password, please key in your Login ID and Password here. Important! Login ID and Password that you have created is case sensitive. Register as new customer/user, please click on the respective link." Below this text are two input fields: "User ID:" and "Password:". A blue "LOGIN" button is positioned below the input fields. Further down, there are links for "Forgot your ID/Password?", "Product Manufacturer (Factory) Listing [Click Here](#)", and "[Register As New User](#)".

Figure 1.0: CCPM Login Screen

1.1 Forgot ID/Password

Enter Email address to receive forgotten username or password information via email.



CIDB MALAYSIA

**Online Application
for Application Certification of Approval**

Forgot Your UserName/Password?

Enter you Email to receive your UserName/password

Your Email must be registered under CIDB.

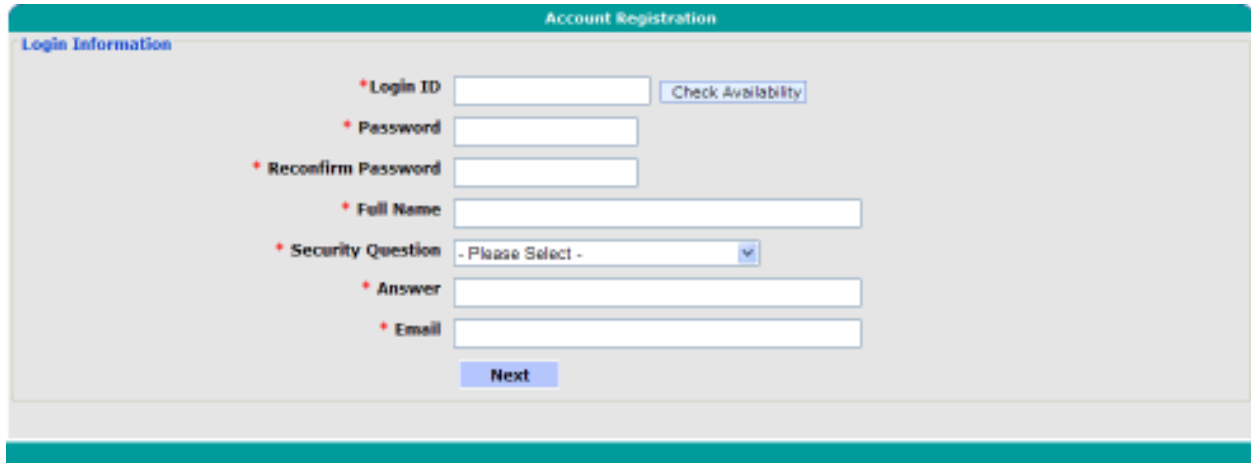
Email :

Submit

Figure 1.1: CCPM Password Recovery Screen

2.0 CCPM Account Registration (Register as New User)

2.1 Login Information



Account Registration

Login Information

* Login ID

* Password

* Reconfirm Password

* Full Name

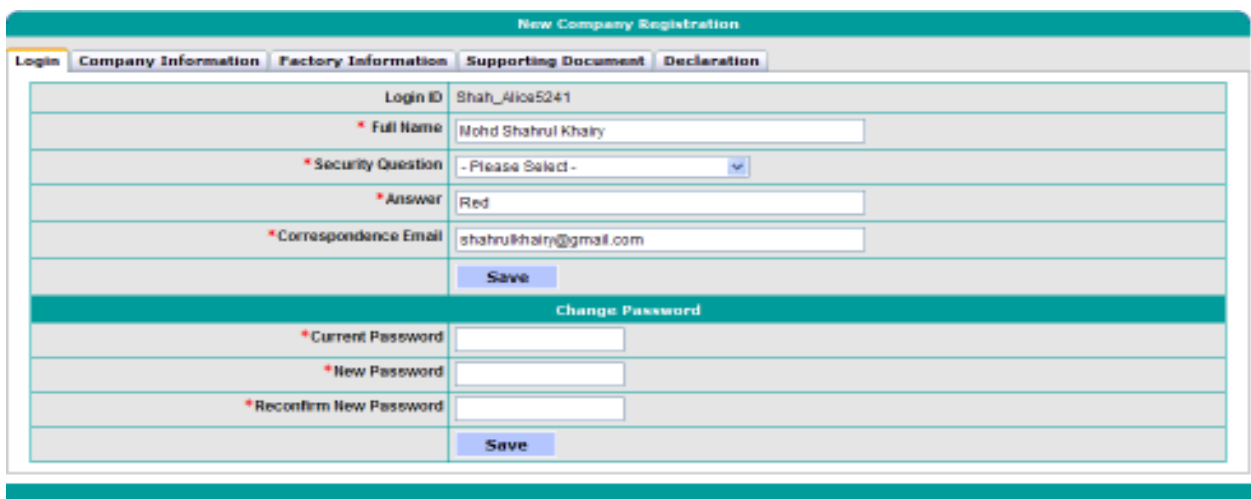
* Security Question

* Answer

* Email

Figure 2.0: CCPM Account Registration - Enter Login Information Screen

- Enter required login information
- Click on to check if Login ID (Username) is available. If not available, enter another new login ID.
- If Login Id is available, a remark highlighted in green will display, indicating Login Id. is valid :
Your Login ID is available.
- If Login Id. already has an account that exist with CCPM, the following remark will display in red :
This Login ID is not available.
- Click on . Under Login Tab, the login details are displayed and are editable. You can also change the Password.



New Company Registration

Login | Company Information | Factory Information | Supporting Document | Declaration

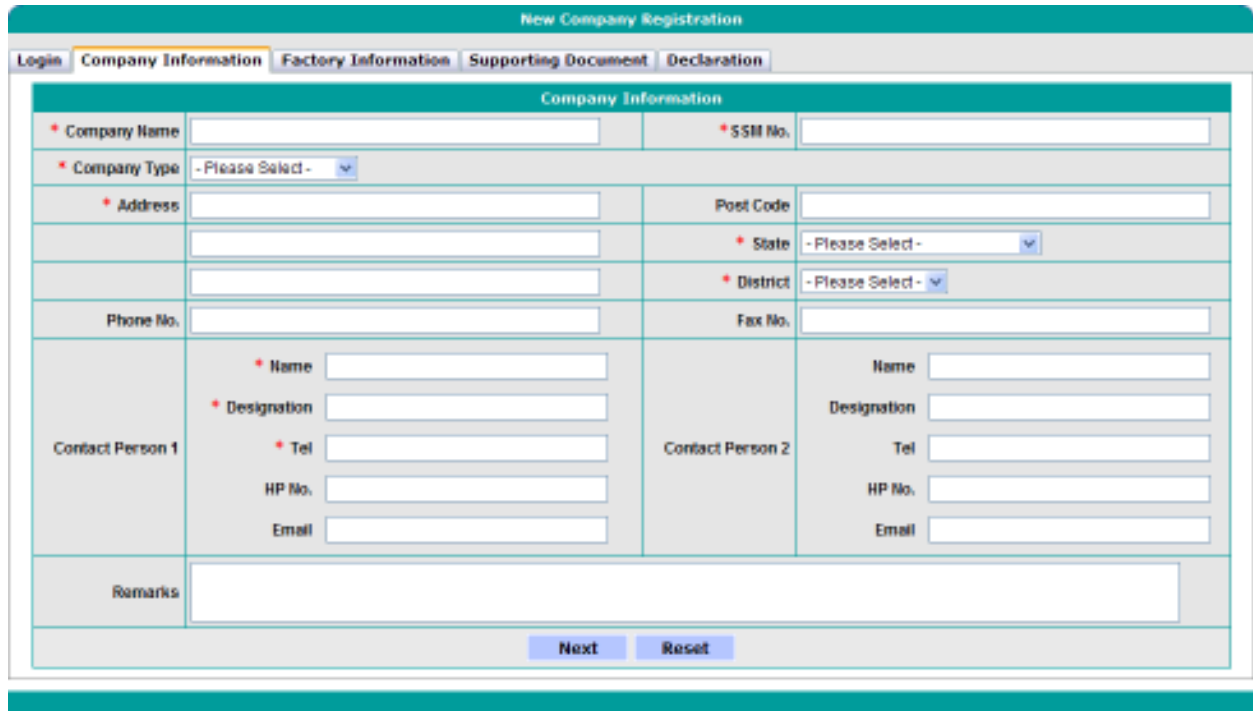
Login ID	Shah_Alice5241
* Full Name	<input type="text" value="Mohd Shahrul Khairy"/>
* Security Question	<input type="text" value="- Please Select -"/>
* Answer	<input type="text" value="Red"/>
* Correspondence Email	<input type="text" value="shahrukhairy@gmail.com"/>
	<input type="button" value="Save"/>

Change Password

* Current Password	<input type="password"/>
* New Password	<input type="password"/>
* Reconfirm New Password	<input type="password"/>
	<input type="button" value="Save"/>

Figure 2.1: CCPM Account Registration - Login Information Screen

2.2 Company Information



The screenshot shows a web form titled "New Company Registration" with a tabbed interface. The "Company Information" tab is active. The form contains the following fields:

- Company Name** (mandatory, marked with *)
- SSIM No.** (mandatory, marked with *)
- Company Type** (dropdown menu, default: "- Please Select -")
- Address** (text input)
- Post Code** (text input)
- State** (dropdown menu, default: "- Please Select -")
- District** (dropdown menu, default: "- Please Select -")
- Phone No.** (text input)
- Fax No.** (text input)
- Contact Person 1** (grouped fields):
 - Name (mandatory, marked with *)
 - Designation
 - Tel
 - HP No.
 - Email
- Contact Person 2** (grouped fields):
 - Name
 - Designation
 - Tel
 - HP No.
 - Email
- Remarks** (text area)
- Next** and **Reset** buttons at the bottom.

Figure 2.2: CCPM Account Registration - Company Information Screen

- Enter mandatory details for Company Information (as indicated with *).
- Click on **Reset** to reset all the fields.
- Click on **Next** to save the company information and proceed to Registration factory Information.

2.3 Factory Information

New Company Registration

Login Company Information Factory Information Supporting Document Declaration

Factory				
No.	Factory Name	State	District	Status
Factory Information				
* Factory Name <input style="width: 90%;" type="text"/>		* Address <input style="width: 95%;" type="text"/>		
SSM No. TEST12345		<input style="width: 95%;" type="text"/>		
Phone No. <input style="width: 80%;" type="text"/>		<input style="width: 95%;" type="text"/>		
Fax No. <input style="width: 80%;" type="text"/>		Post Code <input style="width: 60%;" type="text"/>		
* State - Please Select -		* District - Please Select -		
Contact Person 1	<input type="checkbox"/> Same as company contact person 1			
	* Name <input style="width: 90%;" type="text"/>			
	* Designation <input style="width: 90%;" type="text"/>			
	* Tel <input style="width: 90%;" type="text"/>			
	HP No. <input style="width: 90%;" type="text"/>			
Email <input style="width: 90%;" type="text"/>		Contact Person 2	<input type="checkbox"/> Same as company contact person 2	
Name <input style="width: 90%;" type="text"/>			Name <input style="width: 90%;" type="text"/>	
Designation <input style="width: 90%;" type="text"/>			Designation <input style="width: 90%;" type="text"/>	
Tel <input style="width: 90%;" type="text"/>			Tel <input style="width: 90%;" type="text"/>	
HP No. <input style="width: 90%;" type="text"/>			HP No. <input style="width: 90%;" type="text"/>	
Email <input style="width: 90%;" type="text"/>		Email <input style="width: 90%;" type="text"/>		
Status	<input checked="" type="checkbox"/> Active			
Remarks	<input style="width: 95%; height: 30px;" type="text"/>			
<input style="margin-right: 20px;" type="button" value="Save"/> <input type="button" value="Reset"/>				

Figure 2.3: CCPM Account Registration - Factory Information Screen


- Enter mandatory details for Factory Information (as indicated with *).
- Click on to reset all the fields.
- Click on to save the factory information. Users also can register another factory (Can have multiple factory)
- Click on the factory's list to update the saved factory information.

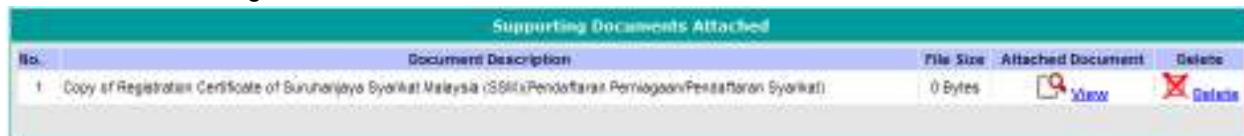
2.4 Supporting Document



Supporting Documents Needed		
No.	Document Description	Attach
1	Copy of Registration Certificate of Suruhanjaya Syarikat Malaysia (SSM)(Pendaftaran Perniagaan/Pendaftaran Syarikat)	 Attach
2	Copy of Lesen Perdagangan-Borang 1(Sarawak State)	 Attach
3	Copy of Lesen Perniagaan - Borang B (Sabah State)	 Attach

Figure 2.4.1: CCPM Account Registration - Listing Required Supporting Document Screen

- Only required at least one from the supporting document listing and can attach multiple attachment.
- Click on  [Attach](#) to attach the related supporting document
- After successfully attach the related supporting document, the system will display the listing current attached document.







Supporting Documents Attached				
No.	Document Description	File Size	Attached Document	Delete
1	Copy of Registration Certificate of Suruhanjaya Syarikat Malaysia (SSM)(Pendaftaran Perniagaan/Pendaftaran Syarikat)	0 Bytes	 View	 Delete

Figure 2.4.2: CCPM Account Registration - Attached Supporting Document Screen

- Click on  [View](#) to view the current attached document
- Click on  [Delete](#) to delete the current attached document

2.5 Declaration

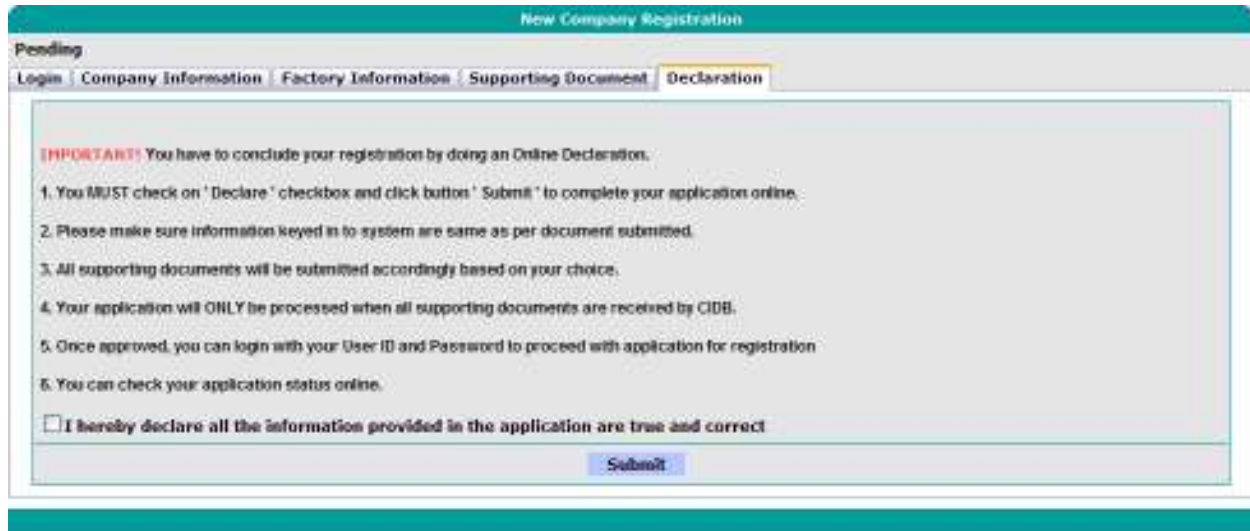
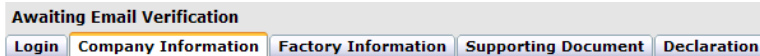


Figure 2.5.1: CCPM Account Registration - Declaration Screen

- Complete the CCPM Account Registration by checking “**I hereby declare all the information provided in the application are true and correct**” to confirm information on screen. Click on **Submit** to Submit registration.
- Upon submission, Application Status will display as ‘Awaiting Email Verification’.



- An email notification requesting for account activation will be sent to User’s correspondence email. User must view email and click on [Activate](#) to validate authenticity of correspondence email provided earlier.
- User will automatically be directed to client screen.
- Application Status will display as ‘Application Awaiting Verification & Approval’. CIDB will proceed to Verify and Approve account registration.



- Once account registration is Approved by CIDB, User’s account will be activated and User will be notified via email. Proceed to login to CCPM with Username and Password created.

3.0 Menu Bar

- After Company Registration has been approved, User can view and have access to the following screens. Point to the main menu, and click on sub menu to access to particular screen.



- The Menu Bar above is explained as follows :-
 - a) Application Records: List of applications created / submitted.
 - b) New Application: CCPM Application Form.
 - c) Company Profile: Company, Factory, User Information displayed.
 - d) User Profile: List of users and their information displayed.
 - e) User Manual / FAQ: CCPM User Manual / Guide / FAQ.

4.0 CCPM Application Form

The CCPM Application Form is used to apply for Certification of Local Construction Product & Material. This Form consists of the following sections to be filled by user :-

4.1 New Application Form

4.1.1 Company and Inspection Information

Application Form			
Job No.	DRAFT_CIDB000163	Status	Draft Application. Awaiting Submission
CIDB Branch	CIDB NEGERI TERENGGANU	File No.	-
Submission Date	-	Approve Date	-
Applicant Information			
Company Name	NETT SYSTEMS (MSC) SDN. BHD.	Address	NO. 546, BLOCK A2,
SSM No.	TEST12345	Address 2	LEISURE COMMERCE SQUARE,
Phone No.	03-7877 2327	Address 3	PETALING JAYA
Fax No.	03-7877 6327	Post Code	46150
District	PETALING	State	SELANGOR
Contact Person 1	Name	TIRUMARRAN	Contact Person 2
	Designation	MANAGER	
	Tel	03-7877 2327	
	HP No.		
	Email	info@nettsys.com	
Inspection Information			
* Factory Name	- Please Select -	Address	ADDRESS 1
SSM No.	TEST12345		ADDRESS 2
Phone No.	032123443		ADDRESS 3
Fax No.	0344242	Post Code	23000
District		State	TERENGGANU
Contact Person	Name	TIRUMARRAN	
	Designation	MANAGER	
	Tel	03-7877 2327	
	HP No.		
	Email	info@nettsys.com	
* Propose date / time	11/Sep/2013	:	9:00 am
<input type="button" value="Save"/> <input type="button" value="Reset"/>			

Figure 4.1.1: CCPM Application Form Applicant and Inspection Information

- Select Factory Name where inspection is to be processed (mandatory).
- Enter propose data and select time for inspection (mandatory). Inspection date propose have to be more than 2 weeks from the apply date.
- Click on to save changes.
- Application Status is displayed as: 'Draft Application. Awaiting Submission'.

Status of application changes according to different processing stage of application. Check the status of application regularly.

4.1.2 Product Information

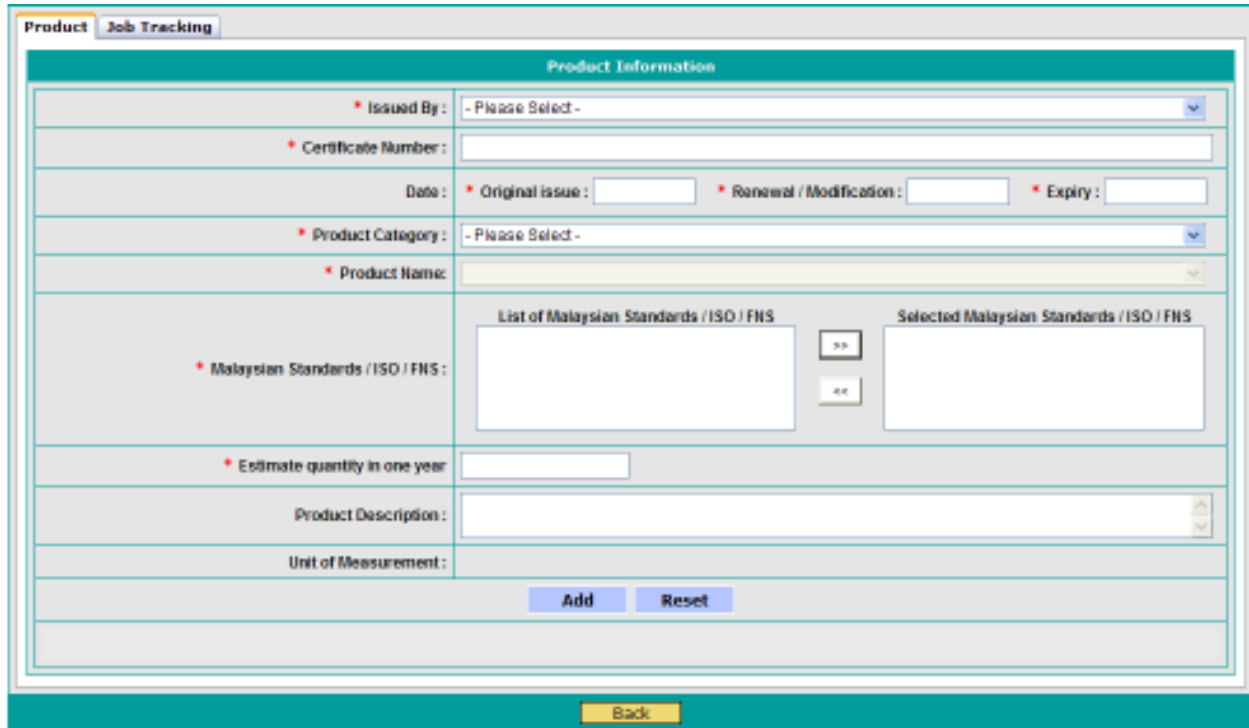


Figure 4.1.2.1: CCPM Application Form Product Information

- Enter mandatory details for OGA certificates Information (as indicated with *).
- Select product category and select product name.
- Enter estimate quantity in one year
- Click on **Add** to save product information.
- The saved product information will display in table (grid view) form as shown below

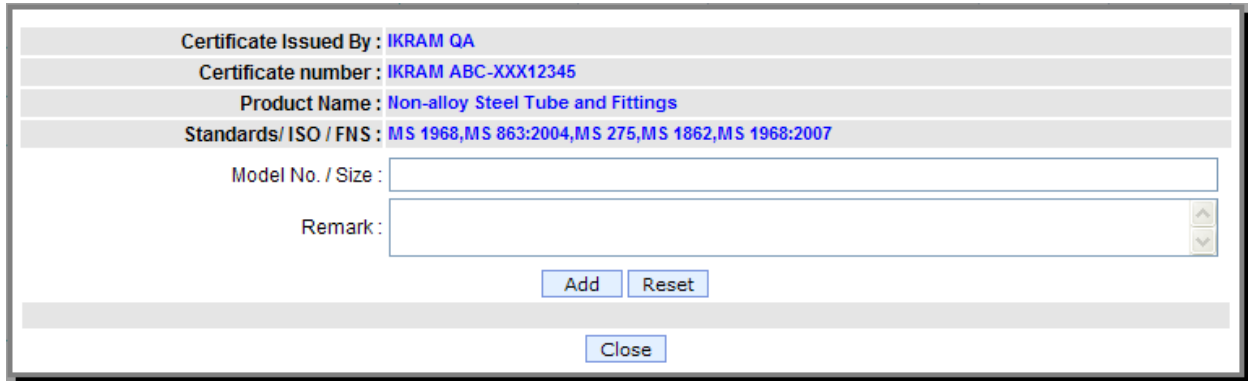
No.	Issued By	Certificate No.	Product Name	Malaysian Standards / ISO / FNS	Expiry Date	
1	KRAM QA	KRAM-ABC-KXX12345	Non-alloy Steel Tube and Fittings	MS 1968, MS 882, 2004, MS 275, MS 1982, MS 1968, 2007	18/Feb/2013	Model / Size X Remove
2	SRM QA	SRM-XXX123-ABC	Ceramic Wash Basin (Pedestal)	MS 147:2001	28/Feb/2013	Model / Size X Remove

Figure 4.1.2.2: List of saved product information

- Click on each row on the table to view and edit details of each product.
- Click on [X Remove](#) to delete the current product information

4.1.3 Model / Size Information

- Click on [Model / Size](#) on the listing saved product information for add the model / size of product
- A popup window will appear as shown below. Enter the Model / Size information for selected product and click on to save the Model / Size information



Certificate Issued By : IKRAM QA
 Certificate number : IKRAM ABC-XXX12345
 Product Name : Non-alloy Steel Tube and Fittings
 Standards/ ISO / FNS : MS 1968,MS 863:2004,MS 275,MS 1862,MS 1968:2007

Model No. / Size :
 Remark :

Figure 4.1.3.1: CCPM Application Form Model / Size Information

- The saved Model / Size information will display in table (grid view) form as shown below

No.	Model No. / Size	Remark
1	MODEL 1	-
2	MODEL 2	-
3	MODEL 3	-

Figure 4.1.3.2: List of saved Model / Size information

- Click on each row on the table to view and edit details of each product – Update or delete. (Row is highlighted in blue when clicked).
- Click on to delete the selected Model / Size information. (After select one of listing record)
- Click on to reset all the fields.
- Click on to close the modal popup.

4.1.4 Supporting Document

- Attach relevant supporting documents for the application as shown below :-



No.	Document Description	Attach
1	Copy of Registration Certificate of Sarbanjaya Syarikat Malaysia (SSM)(Pendaftaran Perniagaan/Pendaftaran Syarikat)	 Attach
2	Copy of Lesen Perdagangan-Barang F (Sarawak State)	 Attach
3	Copy of Lesen Perniagaan - Barang B (Sabah State)	 Attach

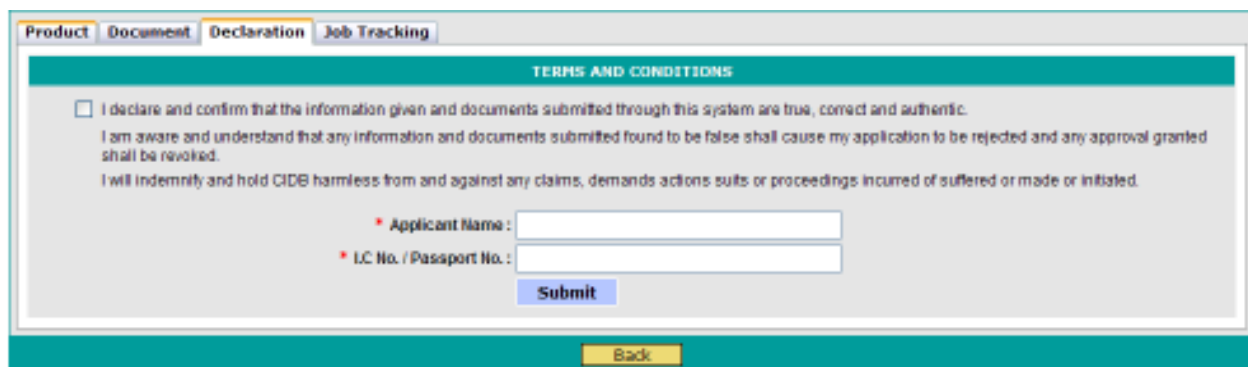
No.	Issued By	Certificate No.	Date Original Issue	Date Renewal	Date Expiry	Attach
1	SRM DAS	SRM_30012545	12Jun2012	25Jun2013	31Oct2013	 Attach

Attachment Capacity : 100% free of 10 MB.

Figure 4.1.4.1: Consignment Test Application Form Document Attachment

- Only requires at least one from the supporting document listing for copy of Company Registration.
- Required attach the entire OGA certificate in product listing in table (grid view).

4.1.5 Declaration



I declare and confirm that the information given and documents submitted through this system are true, correct and authentic.
I am aware and understand that any information and documents submitted found to be false shall cause my application to be rejected and any approval granted shall be revoked.
I will indemnify and hold CIDB harmless from and against any claims, demands actions suits or proceedings incurred of suffered or made or initiated.

* Applicant Name :

* IC No. / Passport No. :

Submit

Figure 4.1.5: CCPM Application Form Declaration

- Complete the CCPM application with the Declaration section and Submit Application. Enter Applicant Name (name of person filling in application form details) and IC No, and click on **Submit** to Submit application (mandatory.)
- Applications not declared or submitted will be saved as 'Draft' and are still editable. Application already submitted cannot be modified (Submit button disappears upon successful submission).

- User must regularly check their email for notifications (Application Summary) or login to system and check for application status updates.
- Once completed submit application, user can make payment for this application

4.2 Additional Application Form

- Additional applications can only be made after the application has been approved and current CIDB certificate must be valid for more than two months from the expiry date.



No.	Issued By	Certificate No.	Product Name	Product Standard	Expiry Date	
1	IGRAM QA	IGRAM XXX12345	Hot Steel Strip and Sheet	MS 1709:2003 JIS G 3131	31/Dec/2014	View Model
2	BRM QAS	BRM ZZZ123-XXX	Ceramic Flushing Cisterns Not Equipped With Mechanisms	MS 147:2001	04/Dec/2014	View Model
3	CDB HOLDING	CDB-XXX123	Hot Dip Zinc Coated Sheet in Coil	MS 606	28/Nov/2013	View Model
4	BRM QAS	BRM-ABC123	Ungrazed Ceramic Tiles (>7cm)	MS ISO 13006:2003	18/Jun/2014	View Model

Figure 4.2.1: Add New Model/Size Main Screen

- Click on **Add New Model/Size** to add new Model / Size in the current application
- Modal popup confirmation will appear to make confirmation that applicant sure to add new Model / Size

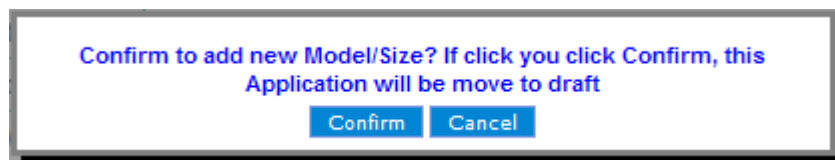


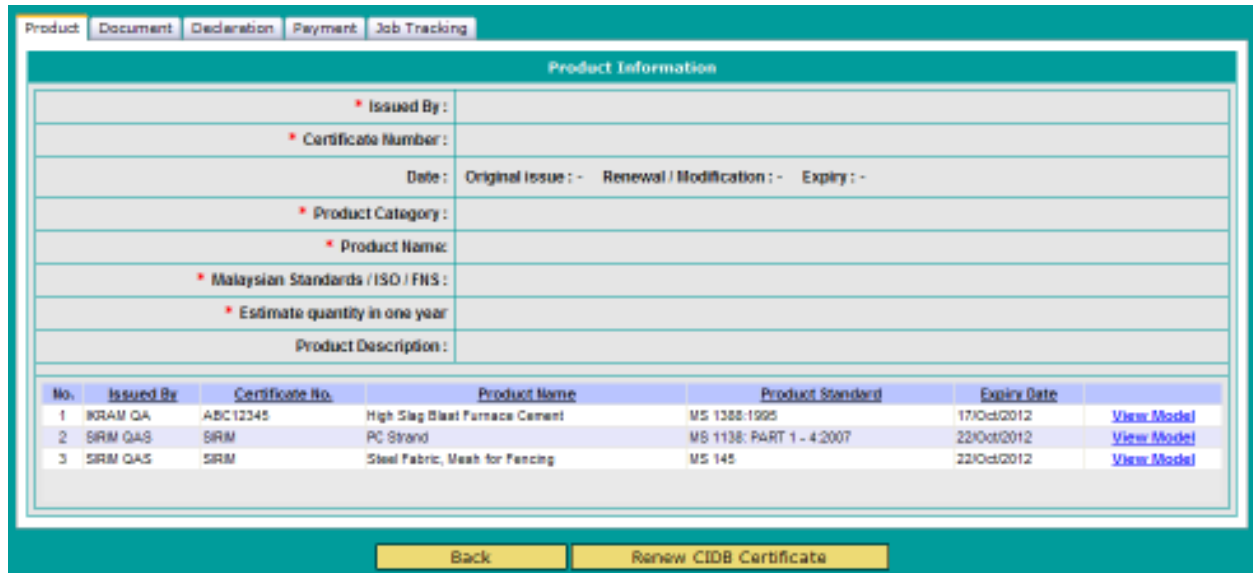
Figure 4.2.1: Modal popup confirmation Add new Model / Size Screen

- If Applicant clicks on **Confirm**, Application moves to draft status.
- Enter the propose date and time for inspection (Mandatory). Inspection date propose have to be more than 2 weeks from the apply date.
- Applicant can add the new product information (new OGA Certificate) if have new product or can add new model / size at existing product.
- Applicant can't remove or delete the existing product and Model / Size information
- Attach the latest OGA certificate for entire new product or Model / Size.

- Complete the CCPM Additional application with the Declaration section and Submit Application. Enter Applicant Name (name of person filling in application form details) and IC No, and click on **Submit** to Submit application (mandatory.)
- Applications not declared or submitted will be saved as 'Draft' and are still editable. Application already submitted cannot be modified (Submit button disappears upon successful submission).
- User must regularly check their email for notifications (Application Summary) or login to system and check for application status updates.
- Once completed submit application, user can make payment for this application

4.3 Renewal Application Form

- Renewal Application can only be made after the application has been approved and current CIDB certificate must be less than two months from the expiry date.



No.	Issued By	Certificate No.	Product Name	Product Standard	Expiry Date	
1	KRAM QA	ABC12345	High Slag Blast Furnace Cement	MS 1388:1995	17/Oct/2012	View Model
2	SRM QAS	SRM	PC Strand	MS 1138: PART 1 - 4:2007	22/Oct/2012	View Model
3	SRM QAS	SRM	Steel Fabric, Mesh for Fencing	MS 145	22/Oct/2012	View Model

Figure 4.3.1: Renewal Application Main Screen

- Click on **Renew CIDB Certificate** to renew the current application
- Enter the propose date and time for inspection (Mandatory). Inspection date propose have to be more than 2 weeks from the apply date.
If no additional product or Model / Size, applicant can tick 'Renewal only (No new additional items) and no need to enter propose date and time for inspection.

* Propose date / time : : - Please Select - Renewal Only (No new additional items)

- Applicant need to update the all OGA certificate information with the new issue date & expiry date and enter the estimated quantity and actual quantity.
- Applicant can remove any existing product or model\size at this time
- Applicant can add new product or model\size during renewal
- Attach the latest copy of Company Registration and OGA certificate for entire product.
- Enter Applicant Name (name of person filling in application form details) and IC No, and click on **Submit** to Submit application (mandatory.)
- Applications not declared or submitted will be saved as 'Draft' and are still editable. Application already submitted cannot be modified (Submit button disappears upon successful submission).
- User must regularly check their email for notifications (Application Summary) or login to system and check for application status updates.
- Once completed submit application, user can make payment for this application

4.4 CIDB Certificate Notification Letter

- Once the application is approved by CIDB, applicant will receive an email including the link to view the CIDB Certificate Notification Letter.



No.	Issued By	Certificate No.	Product Name	Product Standard	Expiry Date	View Model
1	KRAH DA	KRAH XXX12345	Mild Steel Strip and Sheet	MS 1785:2003, IS 9 1131	29/Oct/2013	View Model
2	SRBH DAS	SRBH ZZZ123-XX	Dynamic Flashing Camera Not Equipped With Mechanism	MS 147:2001	30/Jun/2013	View Model
3	CDB HOLDING	CDB-XXX123	Hot Dip Zinc Coated Sheet in Coil	MS 686	20/Dec/2013	View Model

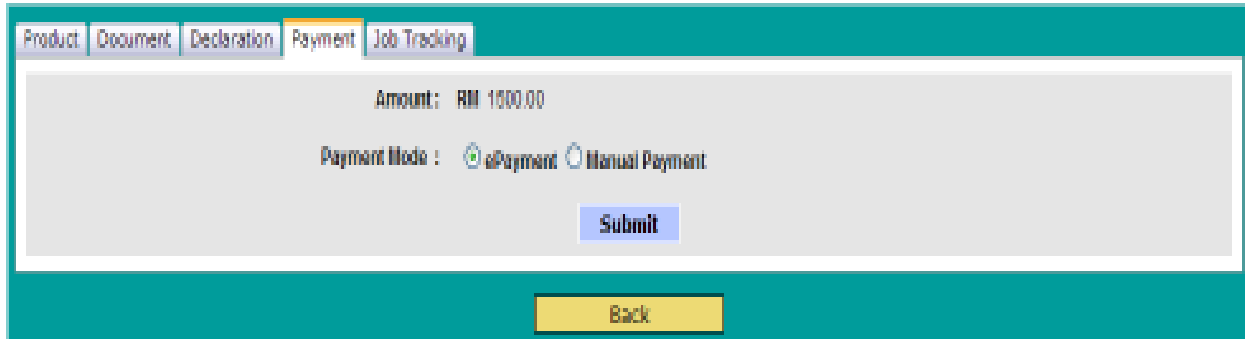
Figure 4.3.1: CIDB Certificate Notification Main Screen

- Applicant also can login to system and Click on **CIDB Certificate Notification Letter** to view the CIDB Certificate Notification Letter
- Print the CIDB Certificate Notification Letter and bring this hard copy to CIDB counter to collect the Original CIDB Certificate for approved application

5.0 Payment

- Applicant can make payment via ePayment or manual payment (make payment at CIDB counter)

5.1 ePayment



Product Document Declaration **Payment** Job Tracking

Amount: RM 1500.00

Payment Mode : ePayment Manual Payment

Submit

Back

Figure 5.1.1: Payment Screen

- Step:
 1. Select ePayment on Screen and click “Submit” Button
Notes: Don't close or refresh the current screen until the payment transaction successful
 2. Choose either make Payment trough Credit Card or Financial Process Exchange



CIDB - Windows Internet Explorer

 Construction Industry Development Board
72, Jalan Pahang, 53000 Kuala Lumpur
Tel: 03-2617 0200 Fax: 03-2617 0220
Email: cidb@cidb.gov.my

Virtual Internet Payment (viP)

Company Name	TESTING SDN BHD
Job No	DRAFT_CIDB000043
Transaction Type	Credit Card
Amount (RM)	Credit Card Financial Process Exchange

Pay Now!

Figure 5.1.2: Selection Transaction Type Screen

5.1.1 Credit Card

- a) Select credit card type (Visa or MasterCard) as shown at Figure 5.1.1(a)

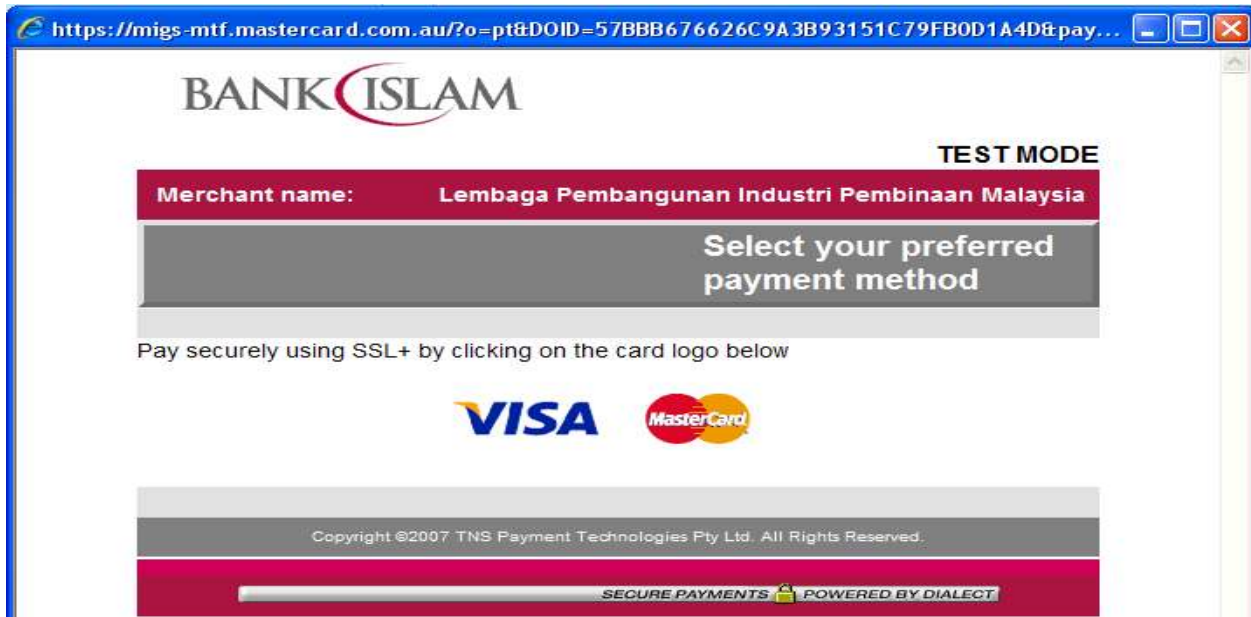


Figure 5.1.1(a): Selection Credit Card Type Screen

- b) Enter required field and click “Pay” Button

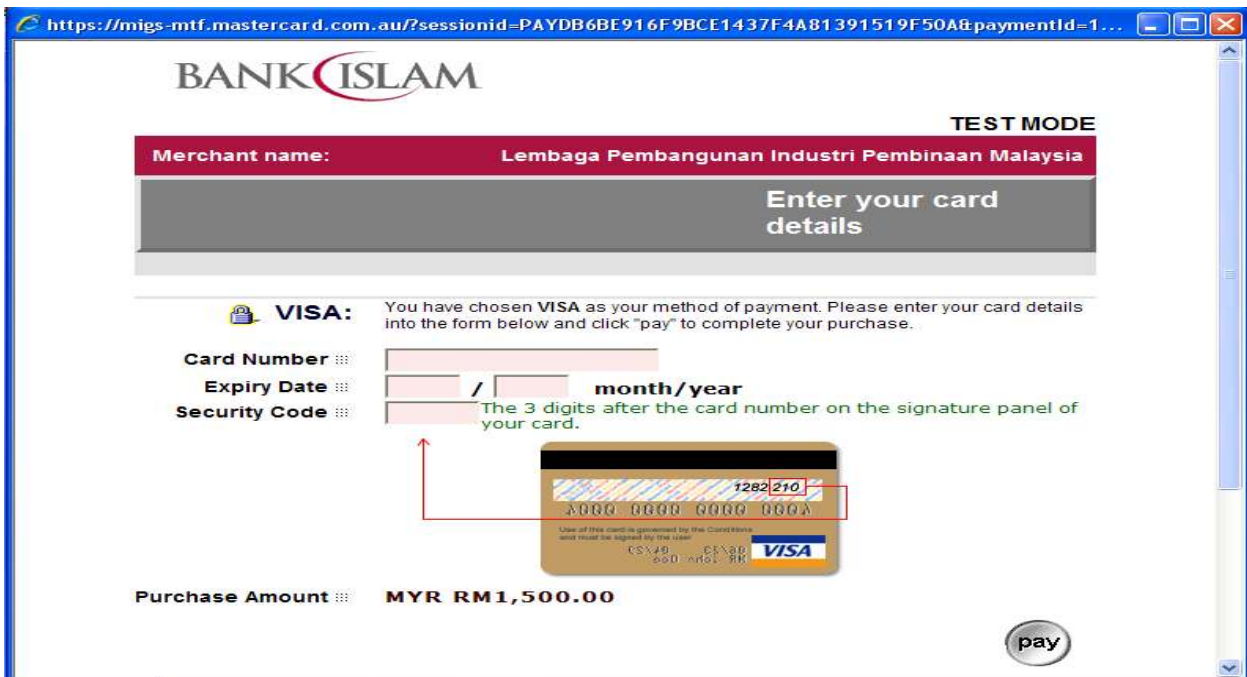


Figure 5.1.1(b): Credit Card Information Screen

5.1.2 Financial Process Exchange

- a) Select Retail / Corporate internet banking and click “Agree and Continue” Button

Figure 5.1.2(a): Selection Retail / Corporate Internet Banking Screen

- b) The selected bank Online Banking website should appear on screen
 c) Proceed with the login and payment.
 d) Once the payment process complete, the next screen should appear.
 e) Click “Click Here to Complete Your Transaction” to confirm and complete the transaction

Figure 5.1.2(d): Transaction Status Information Screen

5.2 Manual Payment

Step:

1. Print the Application Summary and bring this hardcopy to CIDB counter
 - Click the "Payment Slip" button under payment tab to view and print the application summary
2. After payment done, login into CCPM System web site and go to CCPM application that under awaiting payment.
3. Choose the manual payment in payment tab and Applicant will need to enter CIDB receipt no. given by CIDB counter into the system.

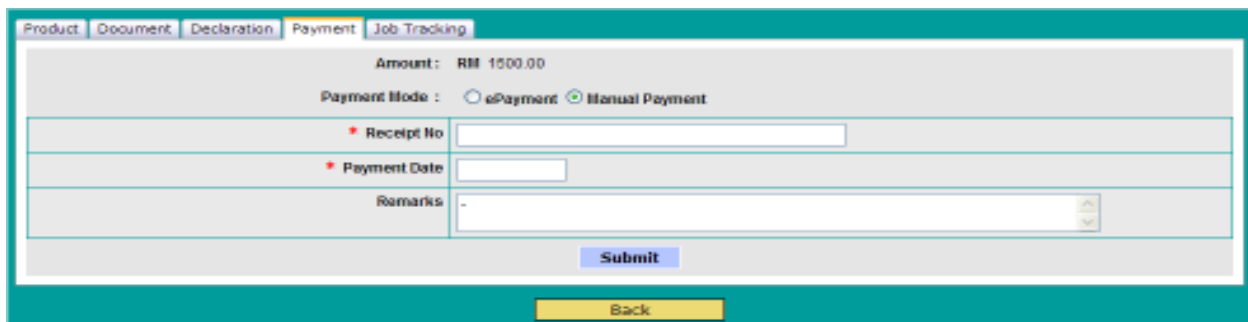


Figure 5.2: Manual Payment Information Screen

4. Click on **Submit** to submit the payment information.
5. Receipt no. will also be validated with the existing receipt no in CCPM. Will only accept if receipt no. do not exist in CCPM
6. If this information is accepted, CCPM application move to "In process Status" and the CIDB officer will process this application

6.0 List of Applications and Application Status



Figure 6.0: CCPM Application List Main Screen

- This screen displays the list of Applications submitted by applicant and application status
- Click on [DRAFT_CIDB000115](#) to view Application Form details.
- Status of each application explains the different processing stage that the application is currently in, and its description is displayed at the top right of the Application Form.

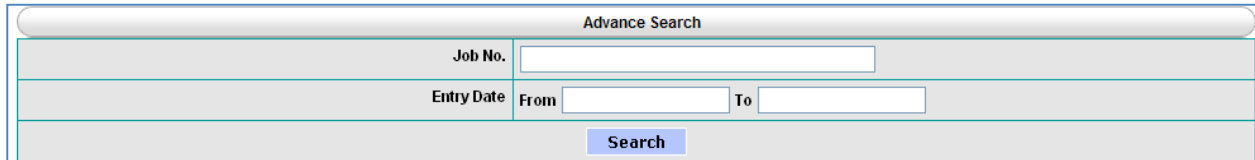


Figure 6.1: e-CEE Application List Main Screen

Status / Processing Stage	Application Status (Description)
Draft	Draft Application. Awaiting Submission Applications that are not submitted yet and are still editable. Applicant can click on Job No (e.g. DRAFT_CIDB000115) to edit application details before submission.
Awaiting Payment	Awaiting Payment Application already submitted and cannot be edited Applicant can click on Job No (e.g. DRAFT_CIDB000115) to make payment through ePayment or manual payment.
In Process	<p>a) New Incoming Application. Awaiting Document Verification Application is currently being processed by CIDB for document verification</p> <p>b) Awaiting Scheduling Application is currently being processed by CIDB for scheduling to set date and time for verification.</p> <p>c) Awaiting Verification Application is currently being processed by CIDB for verification at applicant's factory Awaiting Verification Results Review Application is currently being processed by CIDB for verification result review.</p> <p>d) Awaiting Approval Application is currently being processed by CIDB for Approval</p>
Approved Application	Application Approved Application already approve by CIDB and applicant can view the CIDB Certificate Notification Letter
Rejected Application	Application Rejected Applications already reject by CIDB and applicant must update this rejected application and make new payment.

7.0 Search

- This screen allows Client Users to search for existing applications by entering relevant information in text field.



The screenshot shows a web interface titled "Advance Search". It contains three input fields: "Job No." with a single text box, "Entry Date" with "From" and "To" text boxes, and a "Search" button below them.

Advance Search	
Job No.	<input type="text"/>
Entry Date	From <input type="text"/> To <input type="text"/>
<input type="button" value="Search"/>	

Figure 7.0: Search Screen

- Client can search based on Job No, Entry Date, Category, and Status.

8.0 Company Profile

- This screen allows applicant to view company information including the existing factory and user information

Company Information						
Company Information		Factory Information		User		
Company Name		TESTING XXX SDN BHD		SSM No.		
Address 1		NO 70 FELDA KERTEH 03		Post Code		
		JALAN RAJA UDANG		District		
		KETENGAH JAYA		State		
Phone No.		098202453		Fax No.		
				0954544542		
Contact Person 1	Name	SHAHRUL		Contact Person 2	Name	
	Designation	Manager			Designation	Assistant Manager
	Tel	098202453			Tel	-
	Email	shahrul@netbysa.com			Email	ilijst@yahoo.com
	HP No.	0123873404			HP No.	0172554123

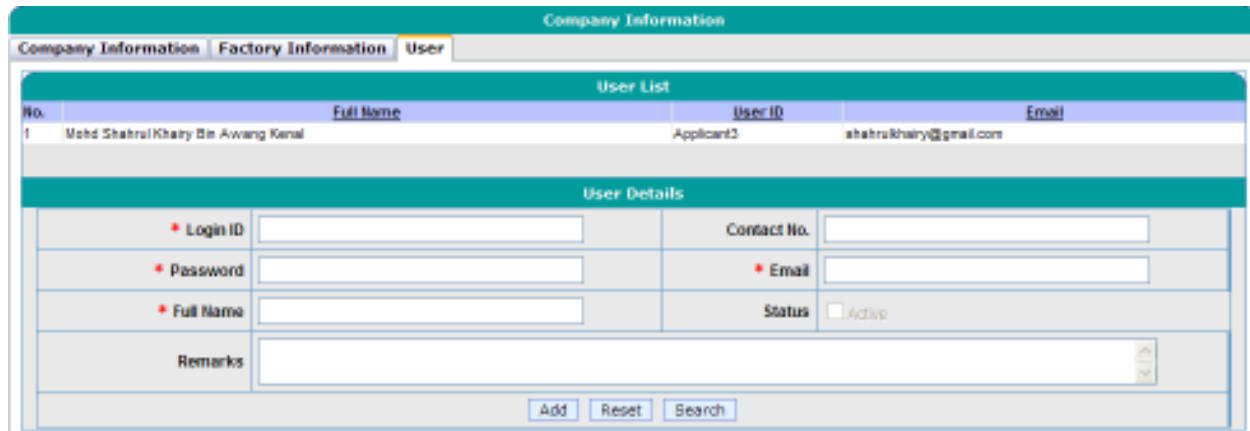
Figure 6.1: Company Information Screen

Company Information						
Company Information		Factory Information		User		
Factory						
No.	Factory Name	District	State	Status		
1	FACTORY 1	KUALA PLAH	NEGERI SEMBILAN	Active		
2	FACTORY 2	KAJIPAR	PERAK	Active		
Factory Information						
* Factory Name		* Address				
SSM No.		SSM XXX12345				
Phone No.						
Fax No.		Post Code				
District		* State		- Please Select -		
Contact Person 1	* Name			Contact Person 2	Name	
	* Designation				Designation	
	* Tel				Tel	
	* HP No.				HP No.	
	* Email				Email	
Status		<input checked="" type="checkbox"/> Active				
Remarks						
		Save		Reset		

Figure 6.2: Factory Information Screen

- Applicant can edit or add new factory.
- Enter mandatory details for Factory Information (as indicated with *).

- Click on **Save** to save factory information
- Click on **Reset** to reset all the fields.
- Click on Factory (row) to view and edit its details.



Company Information			
Company Information			
User List			
No.	Full Name	User ID	Email
1	Mohd Shahrul Khairy Bin Awang Kenal	Applicant2	shahrulkhairy@gmail.com

User Details			
* Login ID	<input type="text"/>	Contact No.	<input type="text"/>
* Password	<input type="text"/>	* Email	<input type="text"/>
* Full Name	<input type="text"/>	Status	<input type="checkbox"/> Active
Remarks	<input type="text"/>		

Figure 6.3: User Information Screen

- Click on User (Row) to view and edit its details.
- Enter mandatory details for User Information (as indicated with *).
- Click on **Add** to Add new user.
- Click on **Reset** to reset all the fields.
- Click on **Search** to search the user information.