



Electronic Submission Standard

ESS2-Common

Version 3.0

**Common
Application Submission
Procedures**

SUMBER PUTRA

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Table of Contents

1	THE SUMBER PUTRA E-SUBMISSION USER MANUAL	3
1.1	INTRODUCTION	3
1.2	PERFORMING E-SUBMISSION IN BRIEF	3
2	E-SUBMISSION GENERAL	6
2.1	INTRODUCTION	6
2.2	QUALIFIED PERSON REGISTRATION	7
2.2.1	<i>Qualified Person First Time Login</i>	16
2.2.2	<i>Qualified Person Maintenance</i>	19
2.2.3	<i>Password Maintenance</i>	23
2.3	COMPANY REGISTRATION.....	27
2.4	HARDWARE / SOFTWARE RECOMMENDATIONS.....	31
2.4.1	<i>Basic Hardware/Operating System Recommendations</i>	31
2.4.2	<i>Software Recommendations</i>	31
3	E-SUBMISSION PROJECT	32
3.1	INTRODUCTION	32
3.2	PROJECT REGISTRATION	32
3.2.1	<i>Create New Project</i>	33
3.3	SEARCH REGISTERED PROJECT	37
3.4	ADD PROJECT MEMBER	41
3.4.2	<i>Registered Project Maintenance</i>	50
3.5	SUMBER PUTRA E-SUBMISSION ENQUIRY FUNCTIONS.....	54
3.5.1	<i>Search Customer Name Enquiry</i>	54
3.6	DOWNLOAD SOFTWARE.....	56
3.7	PAGE NAVIGATOR.....	60
3.8	USER LOGOUT.....	61
3.9	INSTALLATION OF ESPRO	62
3.10	UN INSTALLATION OF ESPRO	73
4	E-SUBMISSION PREPARATION	76
4.1	INTRODUCTION – USING ESPRO	76
4.2	SUMBER PUTRA E-SUBMISSION ESPRO FUNCTIONS	77
4.2.1	<i>Add Project</i>	78
4.2.2	<i>Delete Project</i>	80
4.2.3	<i>Prepare Document</i>	81
4.2.4	<i>Submission Checklist</i>	84
4.2.5	<i>Add forms/files to a folder in Work Area</i>	85
5	SUBMITTING THE APPLICATION	86
5.1	INTRODUCTION	86
5.2	SUBMISSION THRU WORKSTATION.....	86
5.2.1	<i>Pre-Submission Checking</i>	90
5.2.2	<i>Resume Submission</i>	92
5.2.3	<i>Remove Submission</i>	94
5.3	SUBMISSION THRU PERBADANAN PUTRAJAYA ES COUNTER	96
5.4	SUBMISSION STATUS ENQUIRY	100
5.4.1	<i>Submission Status Enquiry for Planning Permission</i>	101

1 The SUMBER PUTRA E-Submission User Manual

1.1 Introduction

E-Submission (ES) is a part of SUMBER PUTRA system to facilitate the submission of application and plan approval through SUMBER PUTRA web site. There is also an enhancement to the existing means of performing ES i.e. providing a more convenient way to do online Qualified Person (QP) registration, enquiry and the introduction of “Projects” .It also facilitates Perbadanan Putrajaya officers to perform application processing and plan checking. It covers the application types concerning planning permissions, infrastructure plan approvals, building plan approvals and certification forming a one-stop convenience point for round the clock submission via Internet.

With this system, the Qualified Person will no more be dependent on PC Operating System version and MS Office version for the installation of submission preparation module (ESPro). There is new file compression method to allow the Qualified Person to submit electronic plans and documents from their homes and offices to Perbadanan Putrajaya. In addition, the Qualified Person is able to track the submission status online at their own convenience.

This guideline provides instructions for the Qualified Person to register with Perbadanan Putrajaya and become a Qualified Person. Only Registered QP will have right to access most of the E-submission functions.

This guideline will also cover general functions on E-Submission which include sections on how to login and logout from SUMBER PUTRA E-Submission web site, instructions to download and install the necessary tools to the local personal computer in order to view and fill in application forms and performs electronic submission.

Functions provided in SUMBER PUTRA E-Submission are grouped into 2 major modules i.e ESHub and ESPro. ESHub module covers the registration of Qualified Person and their company, project registration, maintenance tools and customer enquiry. ESPro (previously known as Submission Preparation Module) is the tool to allow registered Qualified Person to prepare his/her application offline and upon completion of the preparation performs e-Submission to Perbadanan Putrajaya.

1.2 Performing E-Submission in brief

- 1.2.1 Qualified Person Registration with Perbadanan Putrajaya. Please refer to Section 2.2 of this document, (applies to new Qualified Person). Upon successful registration, an email will be sent to you.
- 1.2.2 Company Registration with Perbadanan Putrajaya. Please refer to Section 2.3 of this document, (applies to company that has not done registration with Perbadanan Putrajaya). Upon successful registration an email will be sent to you.
- 1.2.3 Hardware/Software checks. Please refer to Section 2.4 of this document.
- 1.2.4 Download ESPro software. You need to go to E-Submission web site. Please open new window for IE and type the URL address <http://www.ppj.gov.my> , click on [e-Pemajuan](#) then

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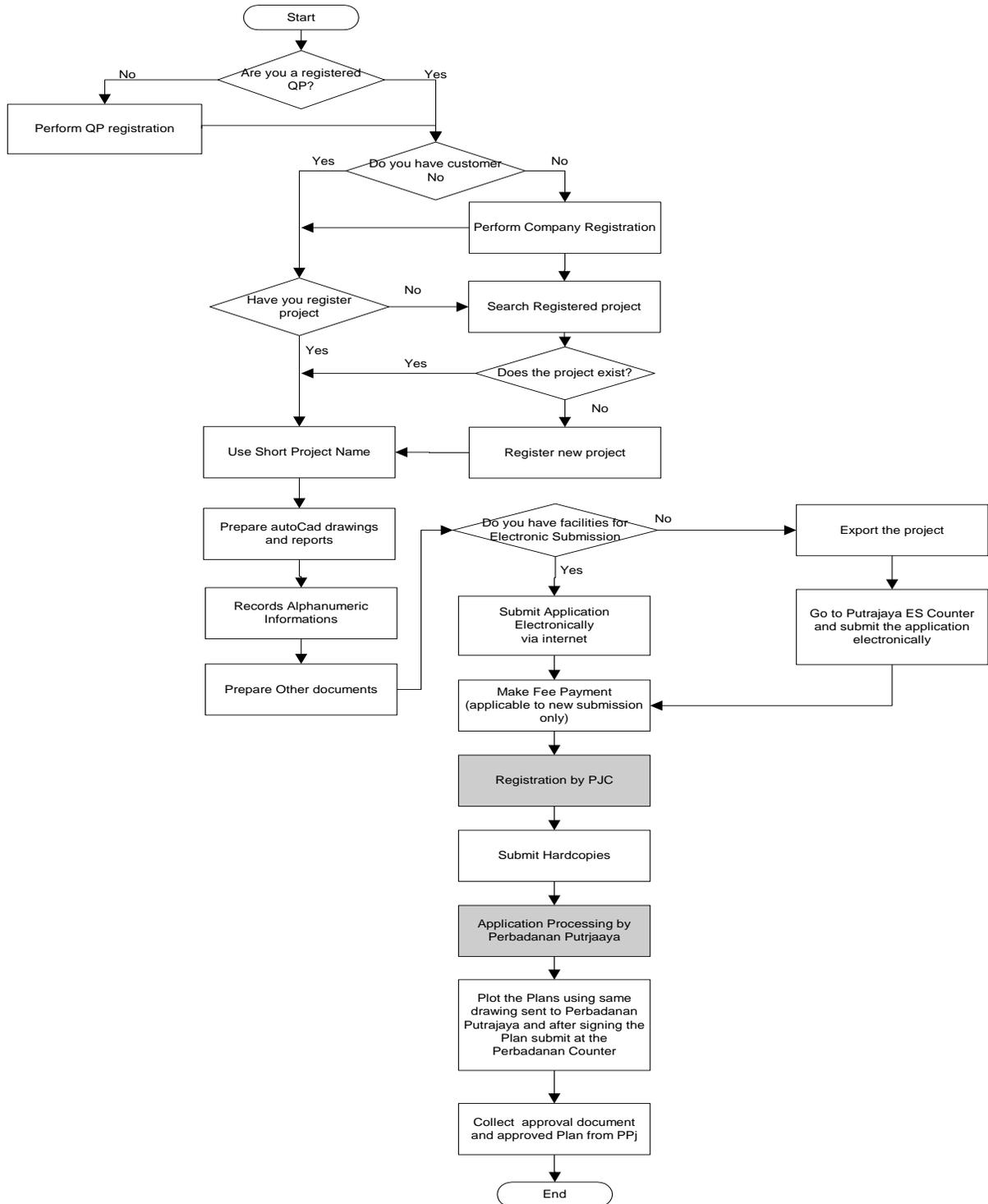
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click on [Electronic Submission Hub](#). It will direct you to Sumber Putra E-Submission home page. Please login using user id and password as given in the email after QP registration. After login please refer to Section 3.6 of this document for further actions.

- 1.2.5 Installation of ESPro. Please refer to Section 3.9 of this document. If ESPro has already been installed before, QP needs to perform Synchronisation before proceeding with application preparation.
- 1.2.6 After Installation has been successfully completed, please refer to Section 4 – 4.2 to familiarize yourself with ESPro desktop.
- 1.2.7 Submission preparation.
 - 1.2.7.1 Project Registration/ Check Short Project Name at ESHub.
Please refer to Section 3.2 – 3.4 of this document.
 - 1.2.7.2 Add Project using ESPro on local personal computer.
Please refer to Section 4.2, 4.2.1, 4.2.2 of this document.
 - 1.2.7.3 Preparation of Drawings and Scanned Document.
For submission of applications to Jabatan Perancangan Bandar please refer to ESS2-Appendix A I Procedures, ESS2-Appendix A III Layering and ESS2-Appendix A VIII Symbol. For submission of applications to Jabatan Pembangunan Bandar please refer to ESS2-Appendix BI Procedures and ESS2-Appendix BII Layering.
 - 1.2.7.4 Submission Checklist.
For submission of applications to Jabatan Perancangan Bandar please refer to Section 4.2.4 of this document and ESS2-Appendix A II Submission Checklists for reference only. For submission of applications to Jabatan Pembangunan Bandar please refer to Section 4.2.4 of this document and ESS2-Appendix B VI SubmissionCheckLists.
 - 1.2.7.5 Technical Checklist.
For submission of applications to Jabatan Perancangan Bandar please refer to ESS2-Appendix A VI Technical Checklists for reference only. For submission of applications to Jabatan Pembangunan Bandar please refer to ESS2-Appendix B IV TechnicalCheckLists.
 - 1.2.7.6 Preparation of Alphanumeric Data.
For submission of applications to Jabatan Perancangan Bandar please refer to Section 4.2.3 of this document and ESS2-Appendix A IV Electronic Forms. For submission of applications to Jabatan Pembangunan Bandar please refer to Section 4.2.3 of this document and ESS2-Appendix BIII GeneralForms.
- 1.2.8 Perform E-Submission. Please refer to Section 5 of this document.

However you are advised to read through all the sections in the related documents as this section will only serve as a brief guide.

E- Submission Process



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2 E-Submission General

2.1 Introduction

SUMBER PUTRA E-Submission ESHUB module contains functions for the Qualified Person to view their submission status and a portal for them to register themselves as an E-Submission qualified user in order to gain extra benefits to access other E-Submission functions. Basically ESHUB contains 10 functions that are commonly used by all Qualified Person of SUMBER PUTRA E-Submission. To simplify it, we have listed it in Table 1 as below.

Each function contains some general sub functions which we going to discuss later on this section. And here we also provide the guidelines and instructions step by step on how to use ESHUB system for each sub function.

	ESHUB Function	Function Overview
1	Qualified Person Registration	To allow public to registered as SUMBER PUTRA E-Submission Qualified Person.
2	Company Registration	To allow public to register company.
3	User Login	SUMBER PUTRA E-Submission Registered Qualified Person login via web site home page.
4	Password Maintenance	To allow Registered Qualified Person to change and request new password.
5	Submission Status Enquiry	To view the status of submission.
6	Project Registration	To allow Qualified Person register new project.
7	Project Maintenance	To allow Qualified Person to maintain registered project, create and maintain project member
8	Profile maintenance	To allow Qualified Person to maintain personnel profile.
9	Download tools/software Maintenance	To allow the system administrator to maintain the software required for submission.
10	Enquiry	To allow Qualified Person to query company information.

Table 1 - List Of ESHUB E-Submission Functions

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2.2 Qualified Person Registration

1. Open a new window explorer.
2. Type in URL address as <http://www.ppi.gov.my> , click on [e-Pemajuan](#) then click on [Electronic Submission Hub](#), it will direct you to SUMBER PUTRA E-Submission Home Page as shown in Figure 1.1.

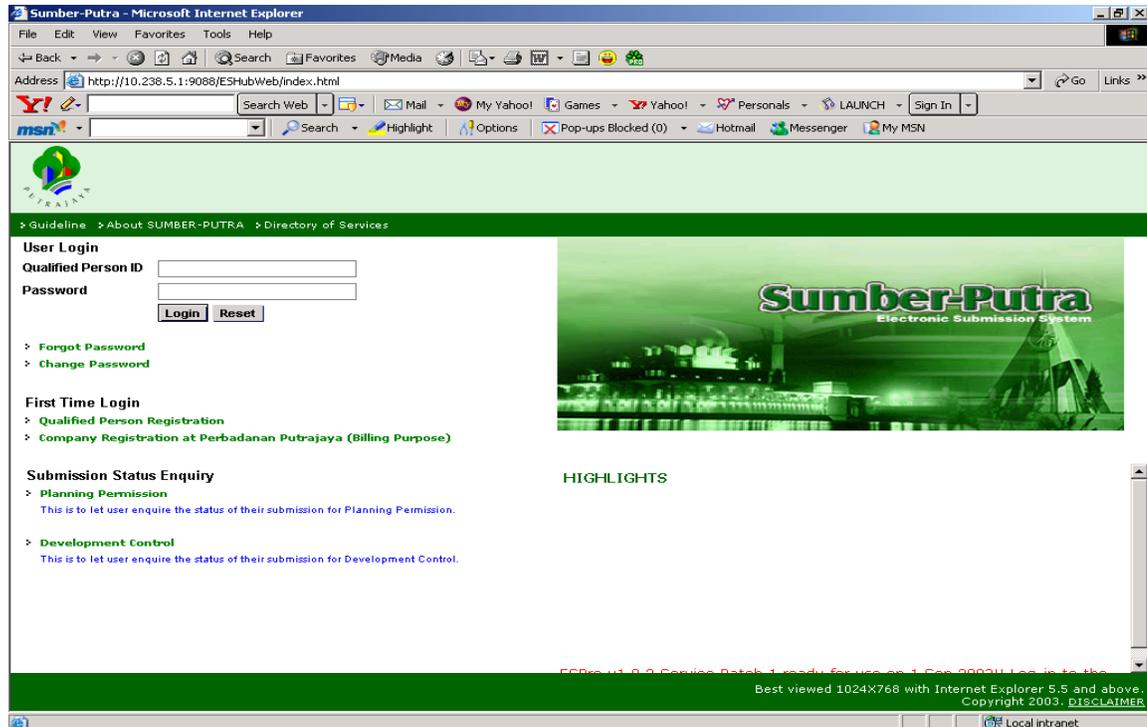


Figure 1.1 - SUMBER PUTRA E-Submission Home Page

3. Click the *Qualified Person Registration* link. It will redirect you to Qualified Person Registration page as shown in Figure 1.2.

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Qualified Person Registration

For registration of company, go to Main Page and click on Company Registration

Qualified Person Personal Information

* denote mandatory field

Qualified Person ID* (Minimum 8 and maximum 20 characters A-Z, 0-9, - and _ characters only E.g. HARIS_IS)

Full Name* (A-Z and ' characters only)

IC No.* (E.g. 690101-14-5581)

Mobile No. (0-9 characters only)

Email* (E.g. Haris_is@hotmail.com)
All correspondence will be sent to this email

Corporate Information

Company Name* (A-Z, 0-9, ' , & , (,) , . and _ characters only E.g. ABX Architect Sdn. Bhd.)

Address* (A-Z, 0-9, . , - , / , ' , & , (,) and _ characters only E.g. 56, Jln P. Ramlee)

Postcode* (0-9 characters only E.g. 57100)

State* -Please Choose-

Telephone No.* (0-9 characters only)

Fax No.* (0-9 characters only)

Contact Person (A-Z, 0-9, - and _ characters only)

Profession Information

Profession* -Please Choose-

Professional Membership No.* (A-Z, 0-9 characters only)
LAM - Lembaga Arkitek Malaysia
PAM - Persatuan Arkitek Malaysia
AILA Malaysia - Institut Arkitek Lanskap Malaysia
LJT - Lembaga Juru Ukur Tanah
LJM - Lembaga Jurutera Malaysia
MIP - Pertubuhan Perancangan Malaysia

Professional Membership Registration Date*

Professional Membership Expiry Date*

Attachments*
The required documents are Sijil Professional Berdaftar, resit/sijil pembaharuan Keahlian Tahunan or Pusat Khidmat Kontraktor(PKK)

Add/Edit Attachments

Submit Cancel

Figure 1.2 - Qualified Person Registration page

4. Create your Qualified Person ID with minimum 8 and maximum 20 characters long. This will act as your E-Submission login in id.
5. Key in mandatory fields: Full Name as your name.
6. Key in mandatory fields: IC No. as your identity number.
7. Key in mandatory fields: Email as your email address.
8. Key in mandatory fields: Company name as your company name.
9. Key in mandatory fields: Address as your company address, the first line is mandatory but the rest are optional.
10. Key in mandatory fields: Telephone No. as contact number, the country code and extension are optional.
11. Key in mandatory fields: Professional Membership No. as your professional membership number, this is optional if you are a contractor, developer, land owner or others.

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12. Key in mandatory fields: or select Registration Date. as the registration date of your profession membership, this is optional if you are a contractor, developer, land owner or others.
13. Key in mandatory fields: or select Expiry Date as the expiry date of your profession membership, this is optional if you are a contractor, developer, landowner or others.
14. Key in mandatory fields: Attachment as the document you required for your registration, this is optional if you are a contractor, developer, landowner or others.
15. Select drop down list: State as your company allocated. This is mandatory.
16. Select drop down list: Profession as your profession title. This is mandatory.
17. Key in optional fields: Mobile No. as your mobile number.
18. Key in mandatory fields: Postcode as your area postcode.
19. Key in mandatory fields: Fax No. as your fax number.
20. Key in optional fields: Contact Person as the person to contact.
21. Click the **Add/Edit Attachment** button to attach document for the registration. A new window is shown as in Figure 1.3.

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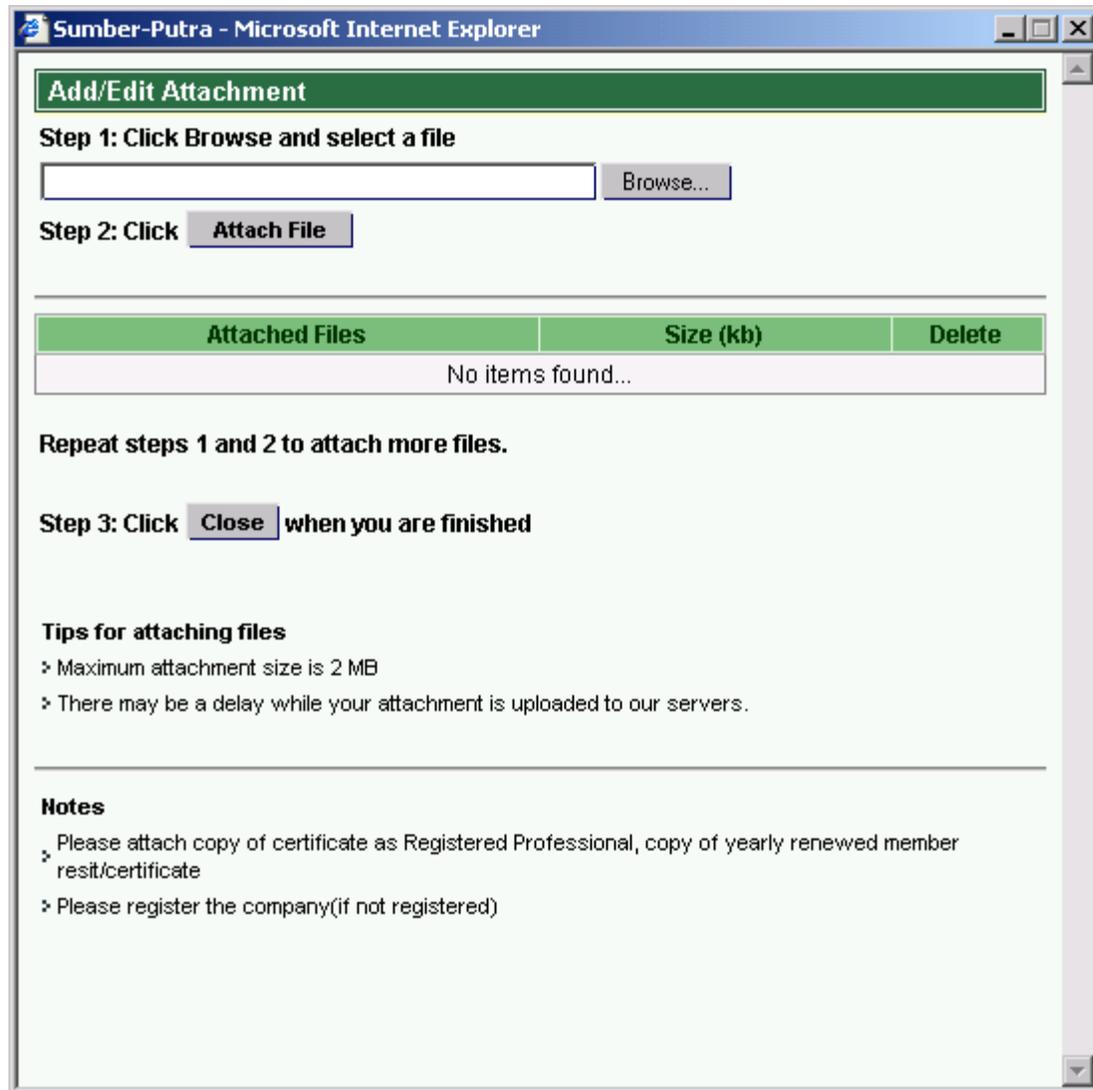


Figure 1.3 - Add/ Edit attachment page

22. Click **Browse** button, a dialog box will pop up to let you select the file you would like to attach in the registration.
23. Click **Attach File** button to upload the files into the list. The maximum size you can attach is 2MB.
24. Click **Delete** if you want to remove any of the attached files.
25. Repeat step 22 – 23 to attach more files.
26. If the file has been added previously, a warning prompt will inform the user that the particular file exists. For example if the file licence.doc has been added before, system prompt a warning as shown in Figure 1.4.

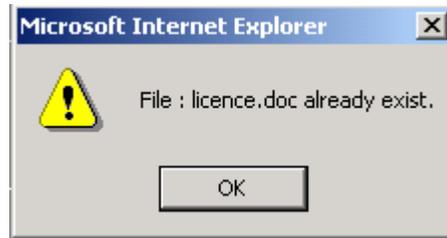


Figure 1.4 - Popup message: Duplicated File Attached

27. If file added exceeds 2 MB, a warning prompt will be shown as in Figure 1.5.

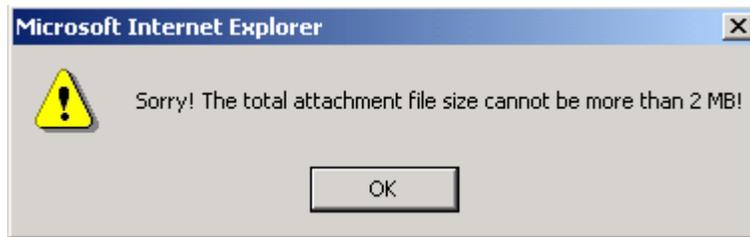


Figure 1.5 - Popup message: Attached file is exceeded 2 MB

28. Click **Close** button once you have completed attachment of files.

29. To submit your registration, click the **Submit** button.

30. If you leave any mandatory field empty, system will prompt a warning saying that the particular field should not be empty. For example if you leave Qualified Person ID field empty, a pop up dialog shown as in Figure 1.6.



Figure 1.6 - Popup message: Mandatory Field Qualified Person ID is empty

31. If the Profession text box is empty, then a pop up dialog shown as in Figure 1.7



Figure 1.7 - Popup message: Profession item is empty

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32. If you key in the wrong format, system will prompt a warning for the particular field as shown in Figure 1.8



Figure 1.8 - Popup message: Field is in wrong format

33. If you have entered the identity number in a wrong format, system will prompt a warning for the particular field as shown in Figure 1.9.



Figure 1.9 - Popup message: IC No. is in invalid format

34. If you have entered an invalid email address, system prompt a warning for the particular field as shown in Figure 1.10.



Figure 1.10 - Popup message: Email is in invalid format

35. If you did not choose the registration date, system prompt a warning as shown in Figure 1.11.



Figure 1.11 - Popup message: Registration date is empty

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36. If you have entered an invalid registration date, system will prompt a warning for the particular field as shown in Figure 1.12.



Figure 1.12 - Popup message: Registration date is in invalid format

37. If your Qualified Person ID has been used by other registered Qualified Person, system prompt a warning as shown in Figure 1.13.



Figure 1.13 - Popup message: Duplicated Qualified Person

If your name and identity number are already used by other Qualified Person, system prompt a message for example if your name "Shamsuddin bin Sulaiman Daun" and identity number 690418-10-5087 is used by other Qualified Person or you have registered successfully before, a warning is shown in Figure 1.14.



Figure 1.14 - Popup message: Qualified Person name and IC already exist

38. If you do not attach any document if you are not contractor, developer, landowner or others, system will prompt a warning for the particular field as shown in Figure 1.15.

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Figure 1.15 - Popup message: File Attachment is required

39. Click **OK** button, system prompt a confirm dialog as shown in Figure 1.16.



Figure 1.16 - Popup message: Confirmation message

40. Click **OK** button to continue the registration of Qualified Person else click **Cancel** to cancel the registration.
41. Click **OK** button, system registers your application as E-Submission Qualified Person, you will get an email with your Qualified Person ID and Password.
42. Click **Close** button to go back to E-Submission home page.

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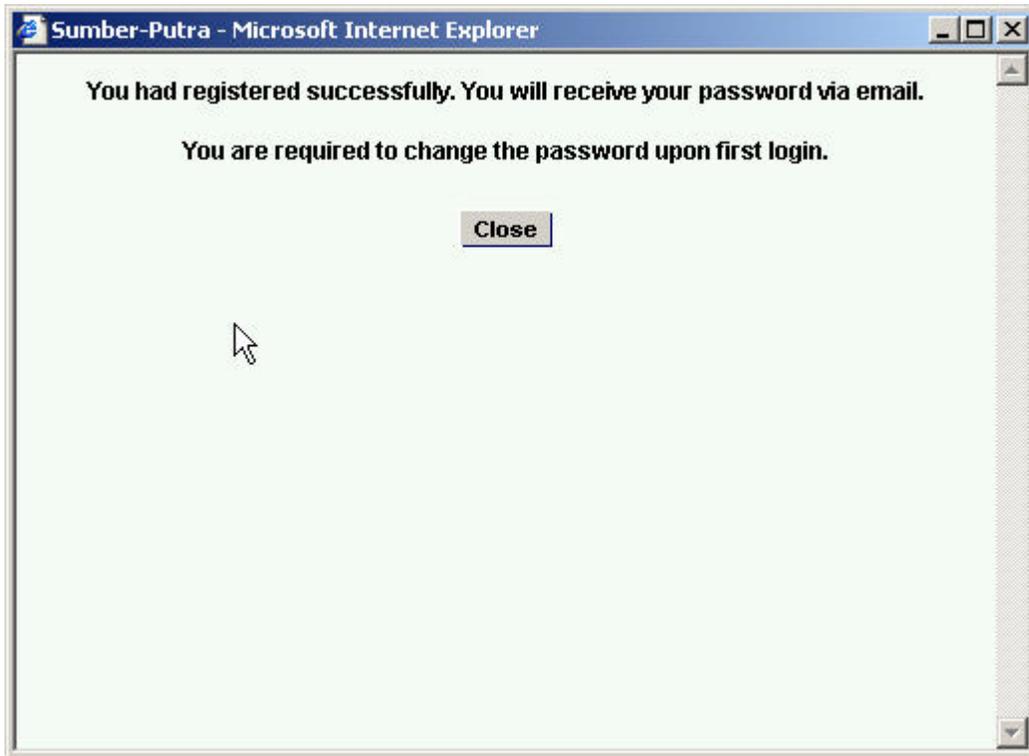


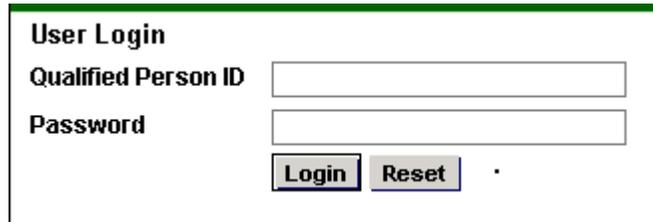
Figure 1.17 - Qualified Person Registration Success message

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2.2.1 Qualified Person First Time Login

1. Go to SUMBER PUTRA E-Submission Home Page, you can log in as shown in Figure 2.1.



The image shows a web form titled "User Login". It contains two input fields: "Qualified Person ID" and "Password". Below the "Password" field are two buttons: "Login" and "Reset".

Figure 2.1 - User Login

2. Key in your Qualified Person ID and password with reference to the email sent to you after you have successfully registered into SUMBER PUTRA E-Submission.
3. Qualified Person ID is case sensitive, system prompt warning as shown in Figure 2.2 for incorrect login id and you need to retry again.



Figure 2.2 - Popup message: Wrong Qualified Person ID

4. Password is case sensitive, system prompt warning as shown in Figure 2.3 for incorrect password, and you need to retry again.



Figure 2.3 - Popup message: Wrong password

5. If you try to enter your Qualified Person ID or Password after 3 unsuccessful tries, system log your login account and you need to contact SUMBER PUTRA E-Submission System Administrator to re-activate your login account. Otherwise a pop window to request for change your password as shown in Figure 2.4

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The screenshot shows a web browser window titled "Change Password - Microsoft Internet Explorer". The page has a green header with the text "Change Password". Below the header, there is a light green box containing the text "Please change your password" and a note: "* denote mandatory fields". There are four text input fields: "Qualified Person ID*", "Old Password*", "New Password*", and "Confirm New Password*". Below the input fields are three buttons: "Submit", "Reset", and "Cancel".

Figure 2.4 - Change password page

6. Key in your Qualified Person ID. It is case sensitive
7. Key in your old password that has been generated by the system in the Old Password text box. It is case sensitive.
8. Key in your new password in the New Password text box and it is case sensitive
9. Key in new password again in Confirm Password text box.
10. Click **Submit** button. System prompt a confirm message as shown in Figure 2.5



Figure 2.5- Popup message: Confirmation for change password

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11. If you key in an incorrect Qualified Person ID, system prompt a warning as shown in Figure 2.5



Figure 2.5 **Popup message: Invalid Qualified Person ID**

12. If your new password and confirm password do not match, system will prompt a warning as shown in Figure 2.6



Figure 2.6 - Popup message: New password and confirm password is un-match

13. If new password is same as previous 3 password, system will prompt a warning as shown in Figure 2.7



Figure 2.7- Popup message: New password should not be same as previous 3 passwords

14. If system accepts your request, it will prompt success message as shown in Figure 2.8

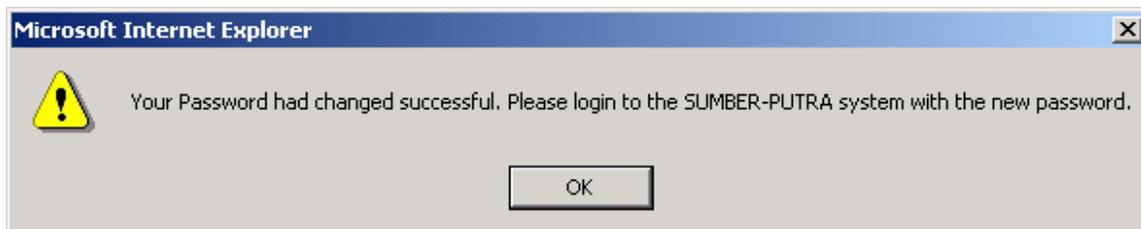


Figure 2.8 - Popup message: Successful change password

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2.2.2 Qualified Person Maintenance

1. Go to SUMBER PUTRA E-Submission Home Page, and login. It will direct you to E-Submission main page as shown in Figure 3.1. On the top of the main page the Qualified Person's name, Qualified Person's id and date will be shown. On the left of the page is the Function menu with 4 categories of E-Submission functions: Registered Project, User Profile, Enquiry and Download. On the right is the Display Area.

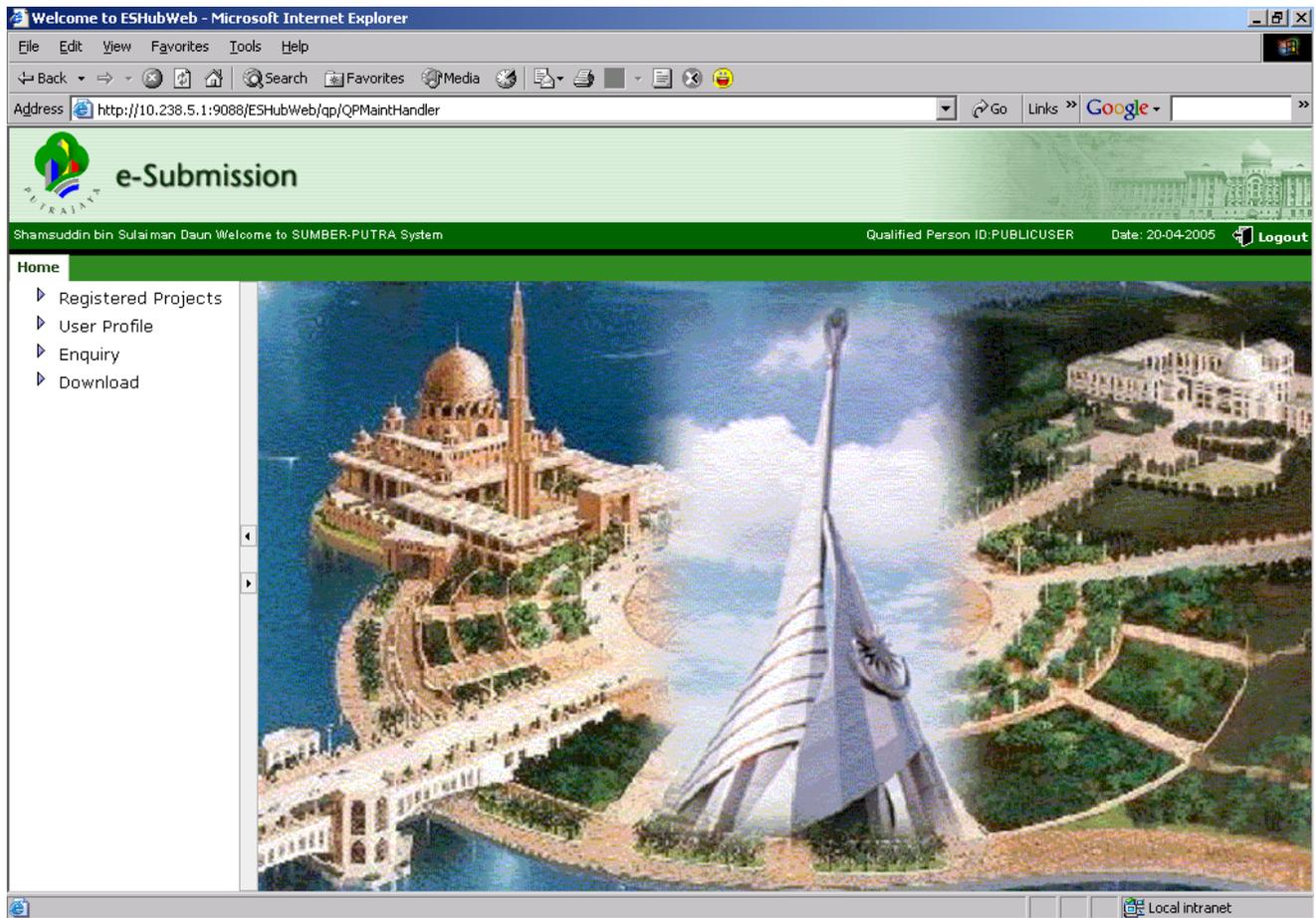


Figure 3.1- SUMBER PUTRA e-Submission main page

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2. To edit your personal profile, click on the [User Profile](#) link from the Function Menu following by [Edit](#) link, system will direct to the profile page shown as in Figure 3.2.

The screenshot shows a web browser window displaying the 'Qualified Person Maintenance' page. The browser title is 'Welcome to ESHubWeb - Microsoft Internet Explorer'. The address bar shows 'http://10.238.5.1:9088/ESHubWeb/qp/QPMaintHandler'. The page header includes the user's name 'Shamsuddin bin Sulaiman Daun', the system name 'Welcome to SUMBER-PUTRA System', the user ID 'Qualified Person ID:PUBLICUSER', the date 'Date: 07-07-2004', and a 'Logout' button. A navigation menu on the left includes 'Registered Projects', 'Search', 'Register New', 'User Profile', 'Edit', 'Change Password', 'Enquiry', and 'Download'. The main content area is titled 'Qualified Person Maintenance' and contains three sections:

- Qualified Person Personal Information:** Fields include Qualified Person ID* (PUBLICUSER), Full Name* (Shamsuddin bin Sulaiman Daun), IC No.* (690418-10-5087), Mobile No., and Email* (publicuser@novasprint.com).
- Corporate Information:** Fields include Company Name* (nova MSC berhad), Address* (Technology Park Malaysia', Enterprise 4, Level 3-3A, Bukit Jalil), Postcode (57000), State (-Please Choose-), Telephone No.* (89969699), Fax No., and Contact Person.
- Profession Information:** Fields include Profession* (Surveyor), Professional Membership No.* (USRY9808), Professional Membership Registration Date* (01-06-2004), and Professional Membership Expiry Date* (30-06-2005).

A 'Save' button is located at the bottom of the form.

Figure 3.2 - User Profile Maintenance page

3. You can edit your personal, corporate or profession information. All fields with the asterisk is denoted for mandatory.
4. After editing your personal data, click on the **Save** button.
5. If you try to remove data from mandatory fields or empty the mandatory fields, system will prompt a warning for the particular mandatory field. For example if you try to remove the full name, system will prompt a warning as shown in Figure 3.3.

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Figure 3.3 - Popup message: Mandatory field is empty

6. If you edit your identity number with wrong format, system will prompt a warning for the particular field as shown in Figure 3.4.



Figure 3.4 - Popup message: IC No. is in invalid format

7. If you edit an invalid email address, system will prompt a warning for the particular field as shown in Figure 3.5.



Figure 3.5 - Popup message: Email is in invalid format

8. If you have edited your professional membership expiry date and your professional with the role not contractor, developer, landowner or other, system will prompt a warning as shown in Figure 3.6.



Figure 3.6 - Popup message: Registration date should not be empty

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9. If you edit your professional membership registration date with an invalid format, system will prompt a warning for that field as shown in Figure 3.7.



Figure 3.7 - Popup message: Registration date is in invalid format

10. If your name and identity number are already used by other Qualified Person, system will prompt a message as shown in Figure 3.8.



Figure 3.8 - Popup message: Qualified Person name and IC already exist

11. Click **OK** button, system will prompt a dialog to confirm the changes as shown in Figure 3.9.



Figure 3.9 - Popup message: confirmation message

12. If system successfully updates your profile, a message is shown as in figure 3.10



Figure 3.10 - Popup message: Successful update Qualified Person Profile

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2.2.3 Password Maintenance

2.2.3.1 Forgot Password

1. SUMBER PUTRA e-Submission caters for Qualified Person who has forgotten his password. You must go to the SUMBER PUTRA e-Submission home page and select the [Forgot Password](#) link. A window popup to request for your Qualified Person ID as shown in Figure 4.1. You must supply your exact Qualified Person ID because it is case sensitive.



Figure 4.1 - Forgot Password page

2. After keying in the Qualified Person ID, you click on the **Submit** button.
3. If you key in an invalid Qualified Person ID, system will prompt a warning as shown in Figure 4.2. Otherwise, a new password will be sent to your mail account as shown in Figure 4.3.



Figure 4.2 - Popup message: invalid Qualified Person ID

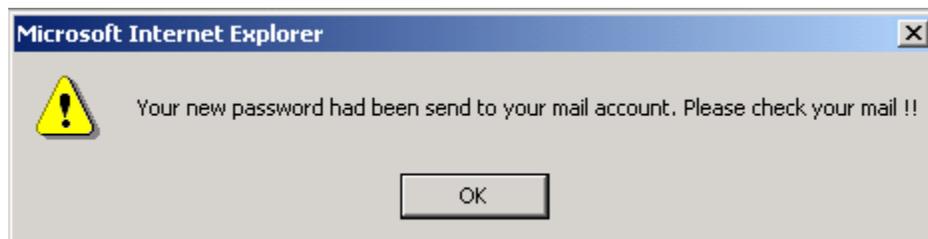


Figure 4.3 - Popup message: Successful request for new password

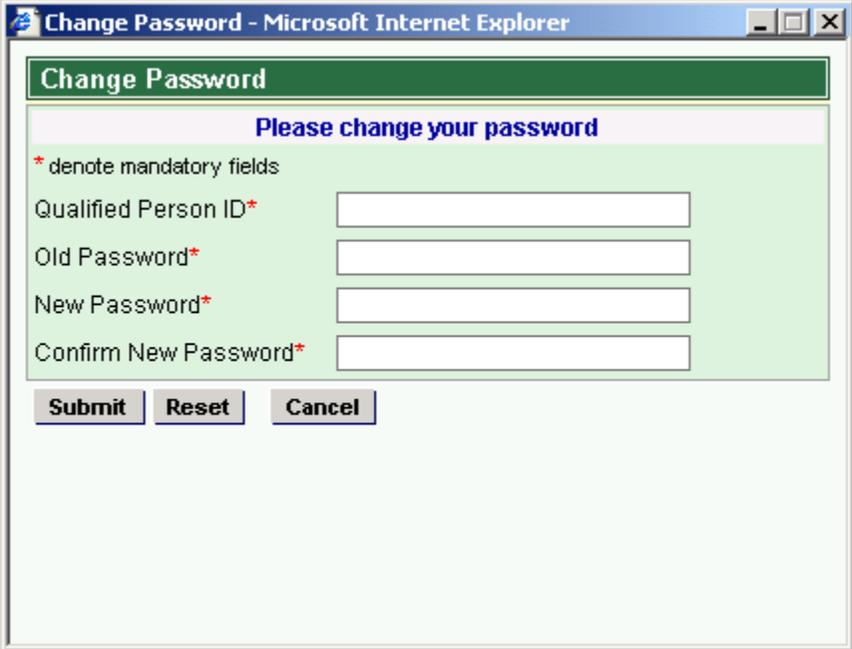
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2.2.3.2 Change Qualified Person Password

E-Submission has been designed in a convenient way to allow you to change your password in any period of time. You may choose either to change the password during login or without logging on into the system. You can also change your password during your login session.

1. Go to the SUMBER PUTRA E-Submission home page.
2. Click the [Change Password](#) link. A window popup will be shown as in Figure 4.4



Change Password - Microsoft Internet Explorer

Change Password

Please change your password

* denote mandatory fields

Qualified Person ID*

Old Password*

New Password*

Confirm New Password*

Figure 4.4 - Change Password page

Or Login to SUMBER PUTRA E-Submission home page.

Click [User Profile](#) link, following by [Change Password](#) link. System will direct you to the Change Password page as shown in Figure 4.5

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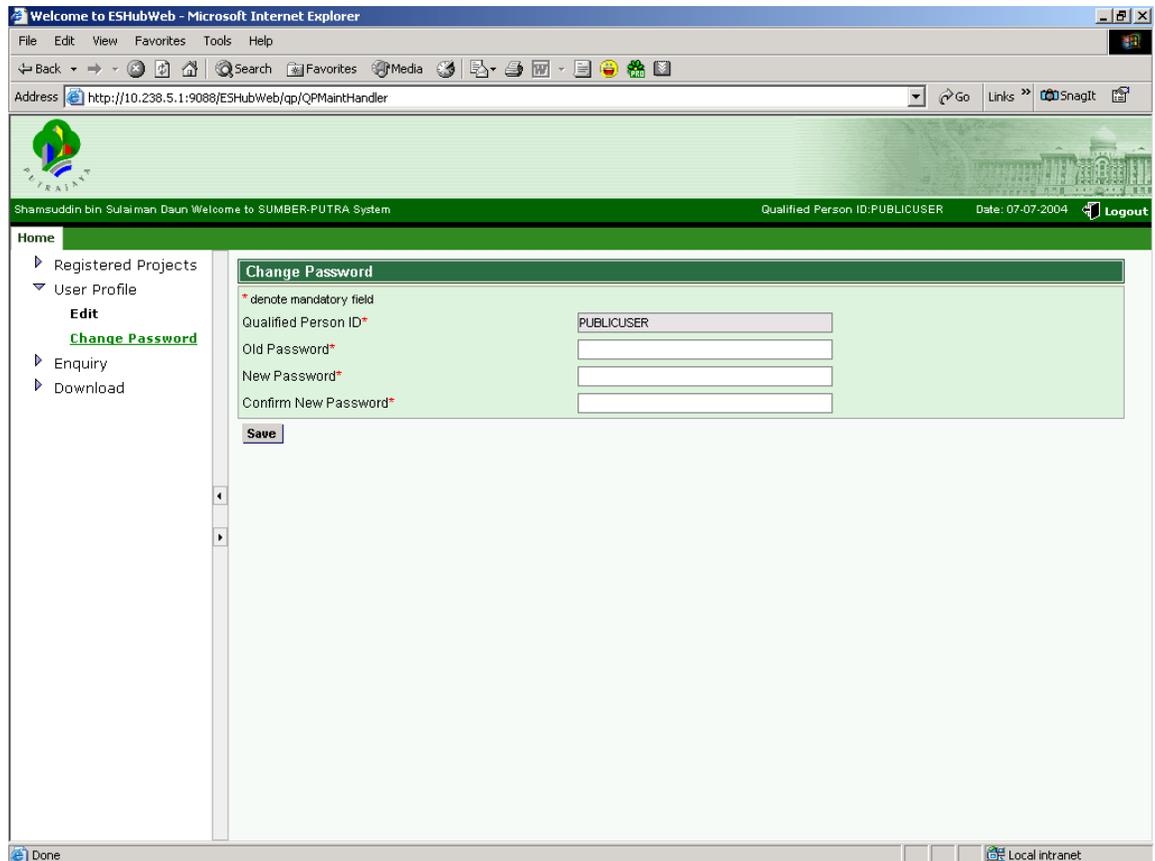


Figure 4.5 - Change Password in Login Period

3. Key in your Qualified Person ID. It is case sensitive.
4. Key in your old password that has been generated by the system in the Old Password text box. It is case sensitive.
5. Key in your new password in the New Password text box and it is case sensitive.
6. Key in new password again in Confirm Password text box.
7. Click **Submit** button. System prompt a confirm message as shown in Figure 4.5



Figure 4.5 Popup message: Confirmation message

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8. If you key in incorrect Qualified Person ID, system will prompt a warning as shown in Figure 4.6



Figure 4.6 - Popup message: Invalid Qualified Person ID

9. If your new password and confirm password is different, system prompt warning as shown in Figure 4.7.



Figure 4.7 - Popup message: New password and confirm password is un-match

10. If new password is the same as previous 3 passwords, system will prompt a warning as shown in Figure 4.8.

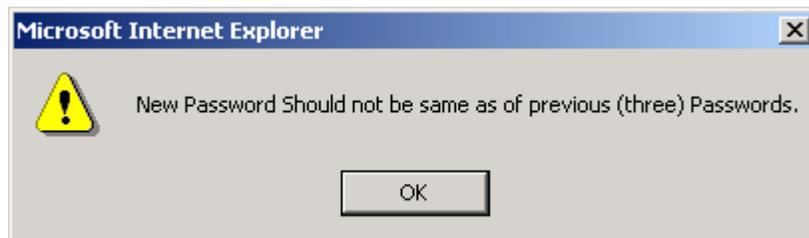


Figure 4.8 - Popup message: New password similar as previous 3 passwords

11. If system accepts your request, it prompt a success message as shown in Figure 4.9

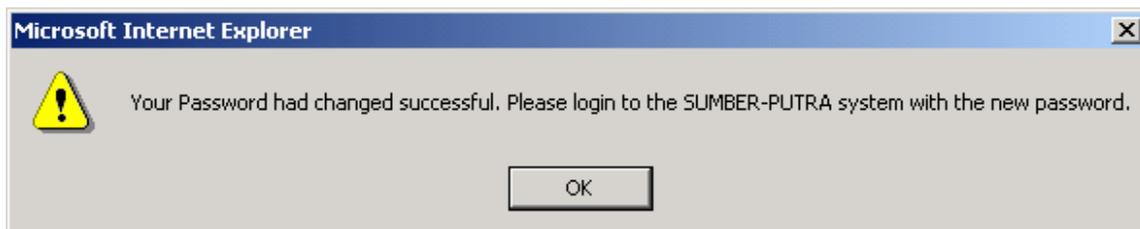


Figure 4.9 - Popup message: Successful change password

SUMBER PUTRA

ESS2-Common

2.3 Company Registration

1. Go to SUMBER PUTRA E-Submission Home Page.
2. Click on the Company Registration at Perbadanan Putrajaya (Billing Purposes) link under First Time Login portion. A window popup will be shown as in Figure 5.1.

The screenshot shows a web browser window titled "Sumber-Putra - Microsoft Internet Explorer". The main content area is a form titled "Company Registration". At the top of the form, there is a green header bar with the text "For registration of Qualified Person, go to Main Page and click on Qualified Person Registration". Below this, the form is divided into two main sections: "Company Information" and "Company Registration Information".

Company Information:

- Company Name***: Text input field with a red asterisk. Help text: "(A-Z, 0-9, - () & ' . , and _ characters only E.g. ABX Architect Sdn. Bhd.)"
- Address***: Three stacked text input fields. Help text: "(A-Z, 0-9, - () & / ' . , and _ characters only E.g. 56, Jln P. Ramlee)"
- Postcode***: Text input field. Help text: "(0-9 characters only. E.g. 57100)"
- State ***: Dropdown menu with "-Please Choose-" selected.
- Telephone No.***: Two text input fields separated by a hyphen. Help text: "(0-9 characters only)"
- Fax No.***: Two text input fields separated by a hyphen. Help text: "(0-9 characters only)"
- Email***: Text input field. Help text: "(E.g. Haris@hotmail.com)". Below the field, it says "All correspondence will be sent to this email".
- Contact Person**: Text input field. Help text: "(A-Z and & ' . , characters only. E.g. Haris Iskandar Bin Abdul Rahim)"

Company Registration Information:

- Registration No.***: Text input field. Help text: "(E.g 360523-K)"
- Registration Date***: Text input field with a calendar icon.

Attachments*

- A large text area for document uploads. Below it, a note reads: "The required documents are sijil Pendaftaran Syarikat, salinan sijil Perakuan Pendaftaran dengan Kementerian Kewangan or Pusat Khidmat Kontraktor (PKK)".
- A button labeled "Add/Edit Attachments".

At the bottom of the form, there are two buttons: "Submit" and "Cancel".

Figure 5.1 - Company Registration

3. Key in mandatory fields: Company Name as your name.
4. Key in mandatory fields: Address as company address.
5. Key in mandatory fields: Postcode as company postcode.
6. Key in mandatory fields: Telephone No. as phone number.
7. Key in mandatory fields: Fax No. as fax number .
8. Key in mandatory fields: Email as correspondent email address.
9. Key in mandatory fields: Registration No. as company registration number.
10. Key in mandatory fields: Registration Date as company registration date.
11. Key in optional field: Contact Person as contact person.
12. Select mandatory field: State as company allocated.

SUMBER PUTRA

ESS2-Common

13. Click the **Add/Edit Attachment** button to attach document for the registration. A new window will be shown as in Figure 5.2.

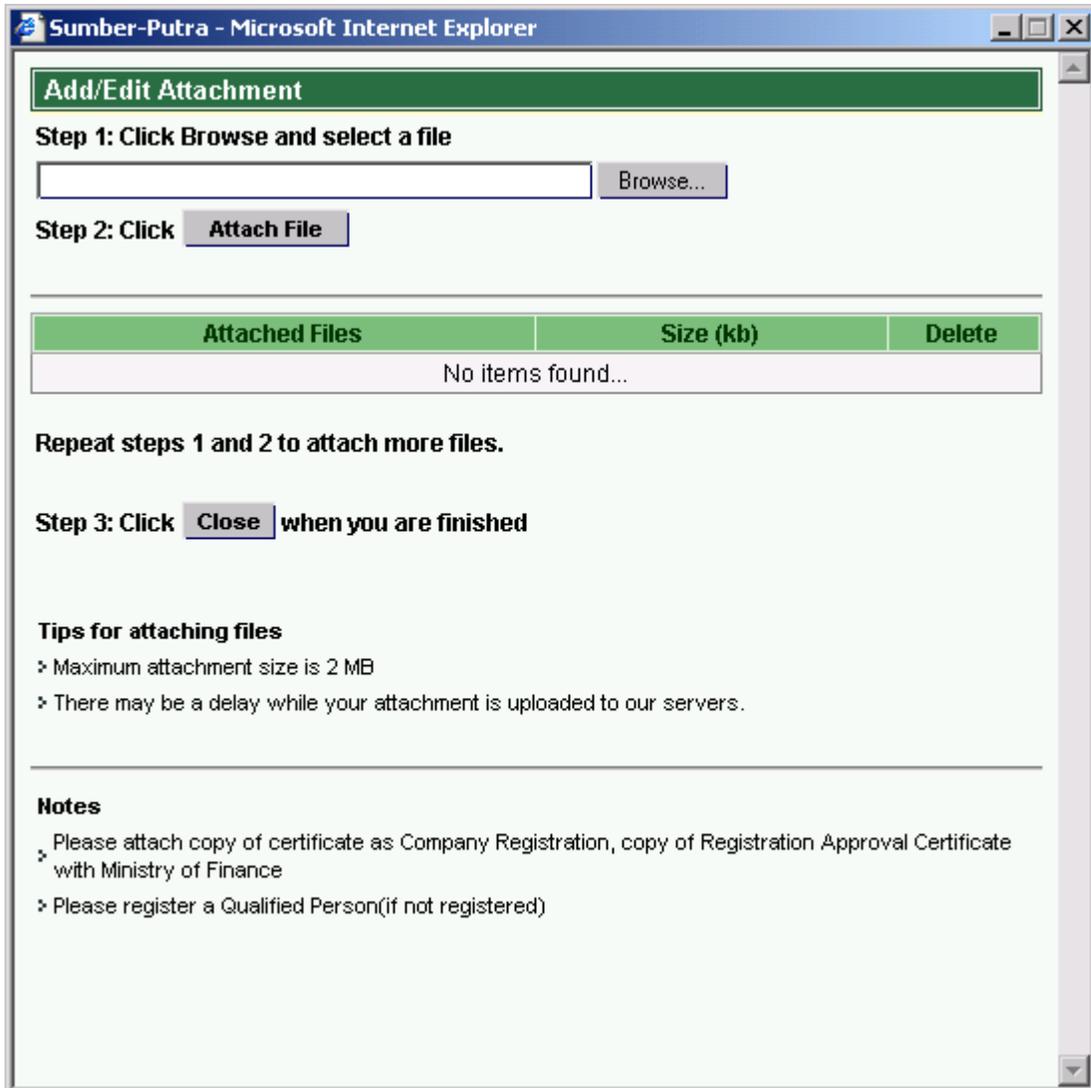


Figure 5.2 - Add/ Edit attachment page

14. Click **Browse** button, a dialog box will pop up to let you select the file you would like to attach in the registration.
15. Click **Attach File** button to upload the files into the list. The maximum size you can attach is 2MB.
16. Repeat step 14 –15 to attach more files.
17. If the file is added before, a warning prompt out as shown in Figure 5.3.

SUMBER PUTRA

ESS2-Common



Figure 5.3 - Popup message: Duplicated file attached

18. If file added is exceeded 2 MB, a warning prompt out as shown in 5.4.

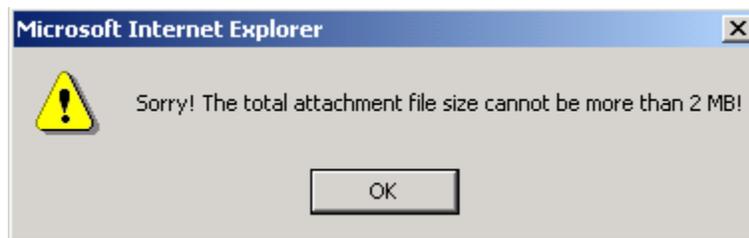


Figure 5.4 - Popup message: Attached file is exceeded 2 MB

19. Click **Close** button once you have completed attaching the files.

20. To submit your registration, click **Submit** button. It will show as in figure 5.1.

21. If the format of the field is incorrect, system will prompt a warning. For example if your company name is in wrong format, it will be shown as in Figure 5.6.



Figure 5.6 Popup message: Field in invalid format

SUMBER PUTRA

ESS2-Common

22. If system accepts your registration, a window will popup to inform you that you have successfully registered your company as shown in Figure 5.7 and an email will be sent to you with your customer's number.

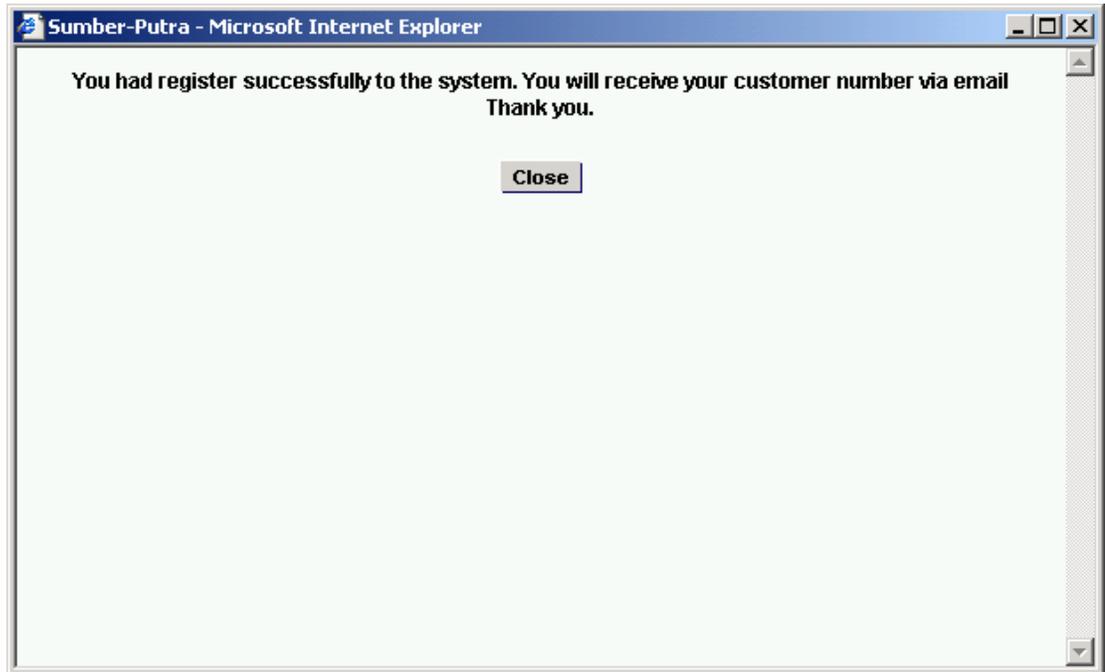


Figure 5.7 - Successful Registration of Company

2.4 Hardware / Software Recommendations

The recommended hardware/software as below:

2.4.1 Basic Hardware/Operating System Recommendations

1. The recommended hardware specifications are as follows.
 - i. Pentium III with 500 MHz and above
 - ii. 56 kbps or 256 kbps ADSL modem (Highly Recommended to use Broadband)
 - iii. Hard disk with sufficient capacity of at least 1 GB
2. The recommended Operating Systems are as follows.
 - i. Supported Operating System (any one)
 - Windows 2000
 - Windows NT 4.0
 - Windows ME/98/95
 - Windows XP (Home/Professional)

2.4.2 Software Recommendations

- i. Microsoft Internet Explorer Browser Version 5.5 and above
- ii. Electronic Submission for professionals (ESPro) version 2.1.0
- iii. Acrobat Reader 5.0.1 and above

3 E-Submission Project

3.1 Introduction

SUMBER PUTRA E-Submission provides a series of functions to register your project. This module gives a guideline for you to create new project and maintain existing projects. It will also allow you as Qualified Person to create project members for your project and maintain the member role for each member.

3.2 Project Registration

This Section will guide you step by step to create new project and maintain your projects that you have created. It also provides a search engine to allow you to search for project information. You are also allowed to add new member for your project.

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ESS2-Common

3.2.1 Create New Project

1. Go to SUMBER PUTRA E-Submission Home Page, do login, system direct you to E-Submission main page.
2. Click Registered Projects link, followed by Register New link. System direct you to Register New project page as shown in Figure 6.1. It is divided into 2 components: Project Details and Project Member. Under the Project Member, it will list information such as name, company name and member role.

public user Welcome to SUMBER-PUTRA System Qualified Person ID: PUBLICUSER Date: 16-06-2004 Logout

Registered Projects
Search
[Register New](#)
User Profile
Edit
Change Password
Enquiry

Register New Project

Project Details

Subsystem* (E.g. Select Planning Permission for Jabatan Perancangan Bandar application. Select Development Control for Jabatan Pembangunan Bandar application)
Please make sure you choose the correct subsystem

Short Project Name* (A-Z, 0-9, -, / and characters only. E.g. SA_PARCEL_Z)

Project Description* (A-Z, 0-9, -, / and characters only. E.g. PERMOHONAN KEBENARAN MERANCANG BAGI CADANGAN MEMBINA DAN MENYIAPKAN 22 UNIT RUMAH SEBUAH (JENIS D - 2 1/2 TINGKAT DAN JENIS E - 2 TINGKAT)

Precinct*
Non-Selected Precincts:

Selected Precincts:

Project Members

Name	Company Name	Member Role	Details
public user	nova MSC berhad	Architect	

Figure 6.1 - Register New Project page

3. Select subsystem, either Planning Permission or Development Control.
4. Key in Short Project Name.
5. Key in Project Description.
6. Select Precinct.
7. Click **Save** button.

SUMBER PUTRA

ESS2-Common

8. If you did not select subsystem, system will prompt a warning as shown as in Figure 6.2.



Figure 6.2 **Popup message: Subsystem field is missing**

9. If you miss out any mandatory fields, for example Short Project Name, system will prompt a warning as shown as in Figure 6.3.

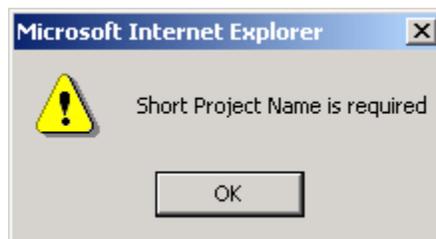


Figure 6.3 **Popup message: Mandatory field is empty**

10. If you did not select precinct, system will prompt a warning as shown as in Figure 6.4.



Figure 6.4 **Popup message: Precinct is empty**

11. If the field is in an incorrect format, system will prompt a warning as shown as in Figure 6.5.



Figure 6.5 - Popup message: Field is in incorrect format

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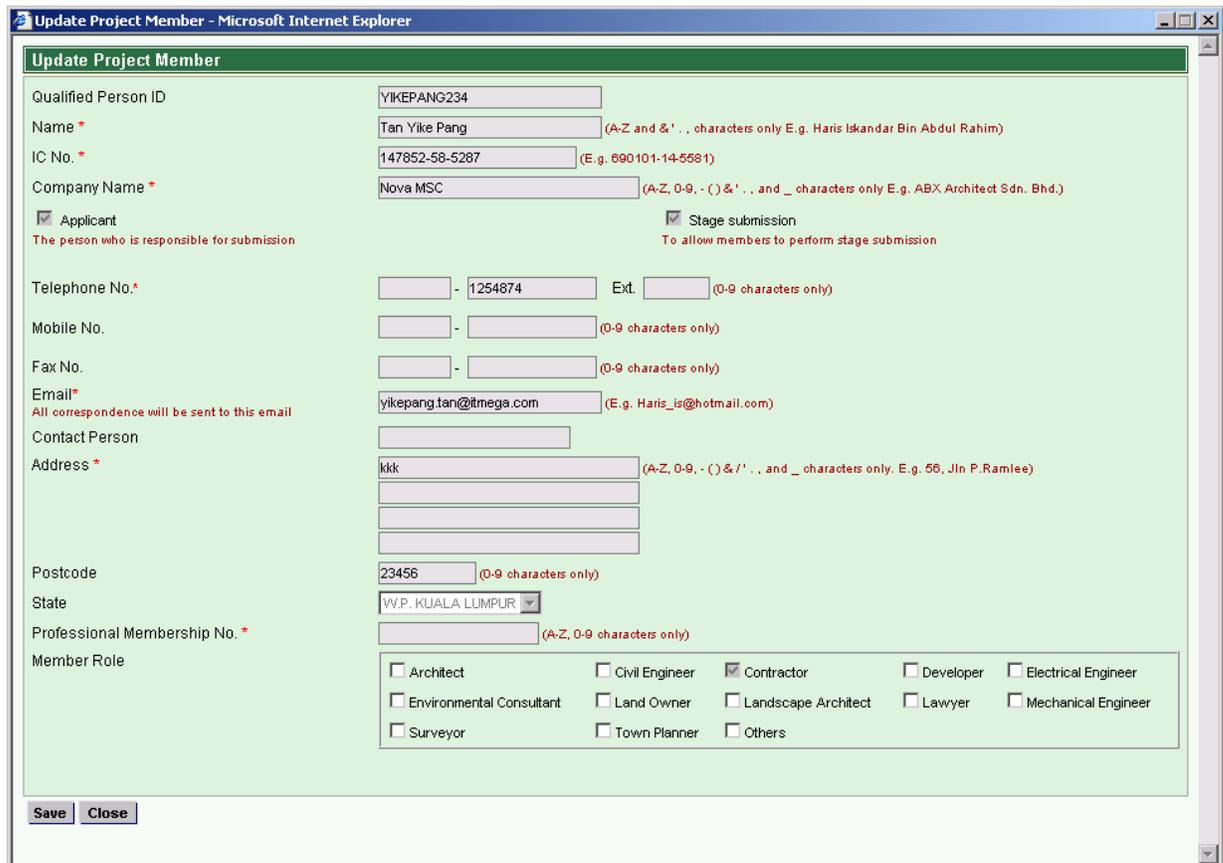
ESS2-Common

12. After system has verified all the fields, it will acknowledge you by showing a message as shown in Figure 6.6.



Figure 6.6 - Successful create new project

13. To view your information, click the icon in your row under *Details*, a window will be displayed with your information as shown in Figure 6.7

A screenshot of a web browser window titled "Update Project Member - Microsoft Internet Explorer". The main content area is a form titled "Update Project Member" with a green header. The form contains the following fields and options:

- Qualified Person ID: YIKEPANG234
- Name *: Tan Yike Pang (A-Z and & ' . , characters only E.g. Haris Iskandar Bin Abdul Rahim)
- IC No. *: 147852-58-5287 (E.g. 890101-14-5681)
- Company Name *: Nova MSC (A-Z, 0-9, - () & / ' . , and _ characters only E.g. ABX Architect Sdn. Bhd.)
- Applicant (The person who is responsible for submission)
- Stage submission (To allow members to perform stage submission)
- Telephone No. *: [] - 1254874 Ext. [] (0-9 characters only)
- Mobile No.: [] - [] (0-9 characters only)
- Fax No.: [] - [] (0-9 characters only)
- Email *: yikepang.tan@tmeqa.com (E.g. Haris_is@hotmail.com) (All correspondence will be sent to this email)
- Contact Person: []
- Address *: kkk (A-Z, 0-9, - () & / ' . , and _ characters only. E.g. 56, Jln P. Ramlee)
- Postcode: 23456 (0-9 characters only)
- State: W.P. KUALA LUMPUR
- Professional Membership No. *: [] (A-Z, 0-9 characters only)
- Member Role: Architect, Civil Engineer, Contractor, Developer, Electrical Engineer, Environmental Consultant, Land Owner, Landscape Architect, Lawyer, Mechanical Engineer, Surveyor, Town Planner, Others

At the bottom left, there are "Save" and "Close" buttons.

Figure 6.7 View Applicant information

14. To maintain your role, go to the table under Project Member.
15. Click the icon in your row under *Details*, a window popup with your information.
16. Select or un-select your role, then click the **Save** button, system prompts a message as shown as in Figure 6.8

SUMBER PUTRA ESS2-Common

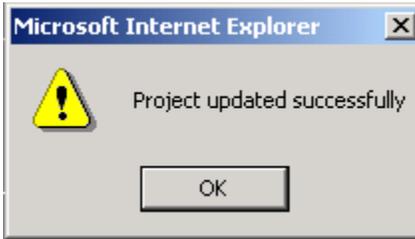


Figure 6.8- Successful update applicant's role

17. The applicant of this project show as in Figure 6.9

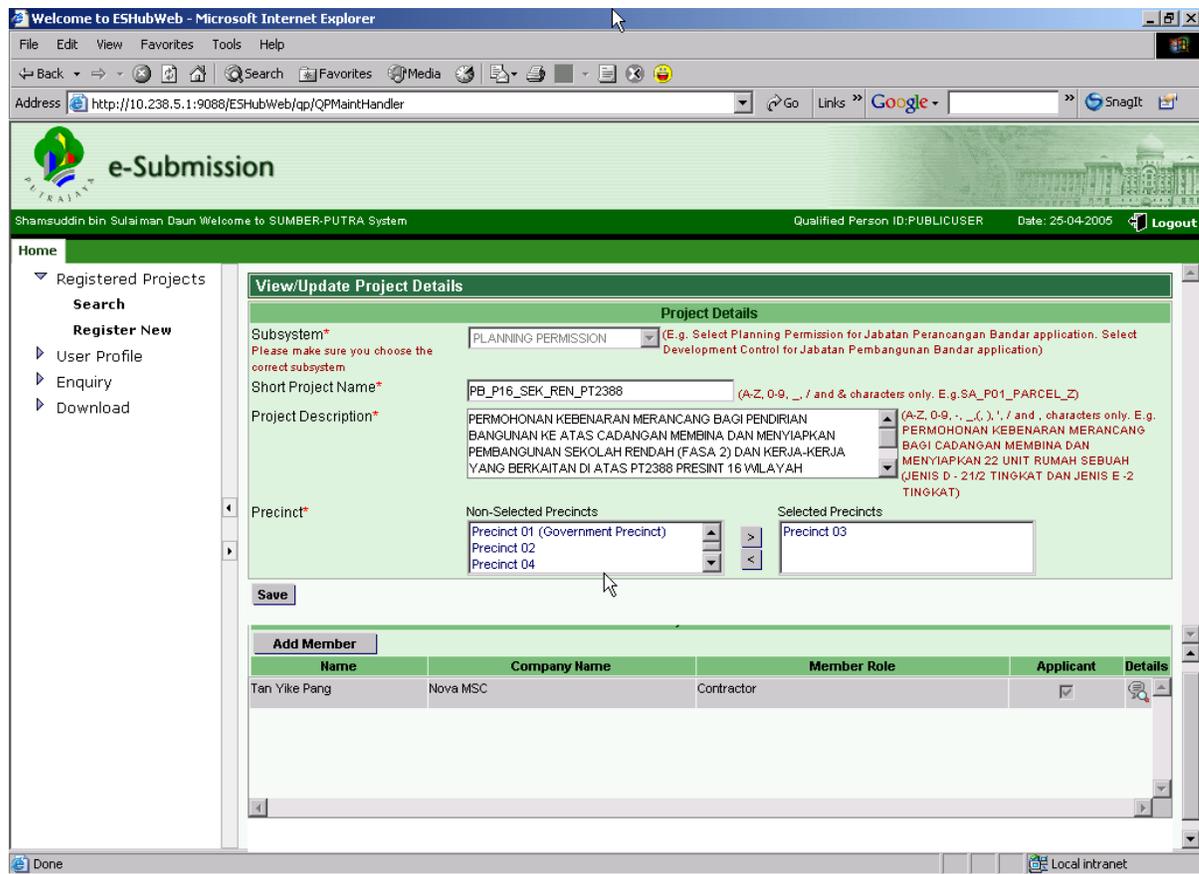


Figure 6.9 Applicant of this project

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ESS2-Common

3.3 Search Registered Project

1. Go to SUMBER PUTRA E-Submission Home Page to login and system will direct you to E-Submission main page.
2. Click [Registered Projects](#) link, followed by [Search](#) link, system will direct you to Search Project page as shown in Figure 7.1. The search parameters are divided into 2 searching portion. You can search project using project information or member information.

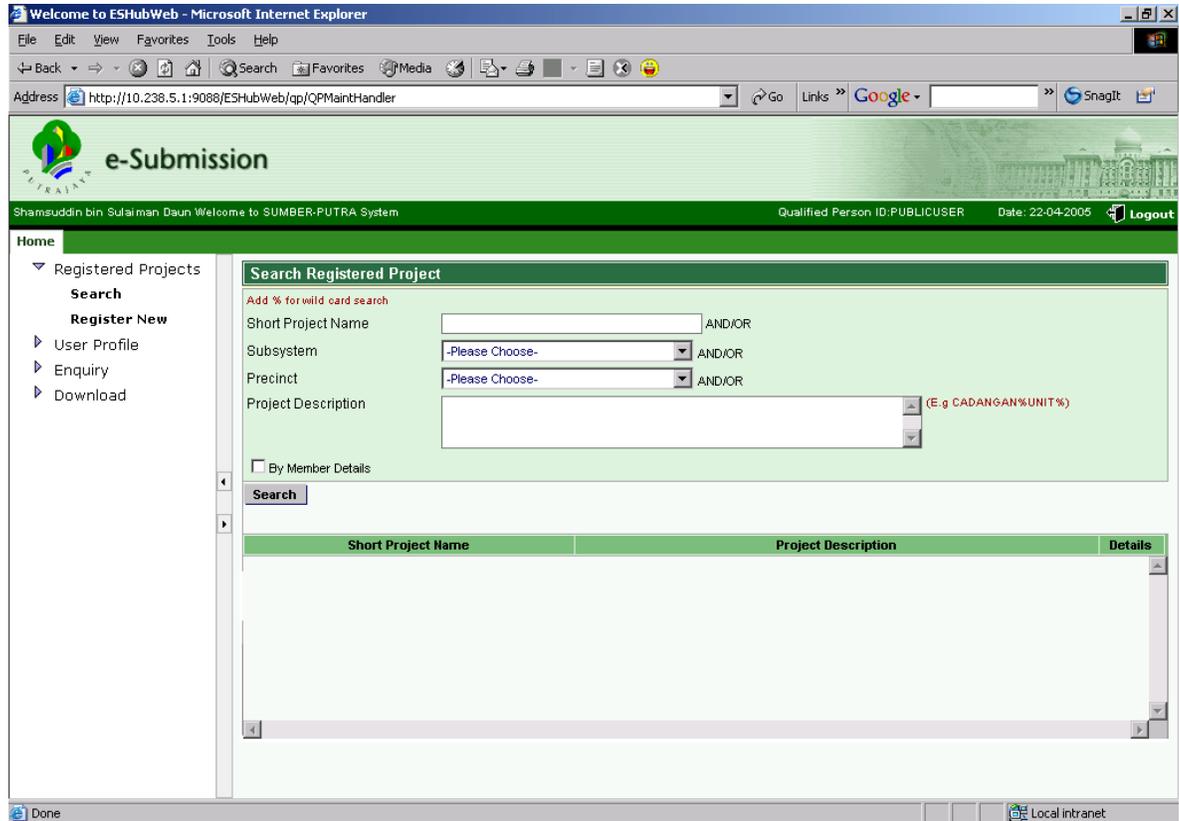


Figure 7.1 - Search Registered Project

3. If you would like to search for a project using project information, you may do so by using short project name, subsystem, precinct or /and project description.

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ESS2-Common

4. If you would like to search project by using member information, you may do so by using your or your member's Qualified Person Id, name or /and email as shown in Figure 7.2.

Search Registered Project

Add % for wild card search

Short Project Name AND/OR

Subsystem AND/OR

Precinct AND/OR

Project Description (E.g CADANGAN%UNIT%)

By Member Details

Qualified Person Id (Registered only) AND/OR

Name AND/OR

E-Mail

Short Project Name	Project Description	Details
PB_P16_SEK_REN_PT2388	PERMOHONAN KEBENARAN MERANCANG BAGI PENDIRIAN BANGUNAN KE ATAS CADANGAN MEMBINA DAN MENYIAPKAN PEMBANGUNAN SEKOLAH RENDAH (FASA 2) DAN KERJA-KERJA YANG BERKAITAN DI ATAS PT2388 PRESINT 16 WILAYAH PERSEKUTUAN PUTRAJAYA UNTUK TETUAN	

Figure 7.2 - Search Registered Project By Member Details

5. The search results will be more precise if you have given more information as search criteria. After you have input the searching criteria, click **Search** button to perform the searching.
6. Or click **Reset** button to reset the search criteria. System will list out the searching result.

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ESS2-Common

7. The searching results are listed in a table below the search criteria with Short Project Name and Project Description as shown in Figure 7.3

The screenshot shows a web browser window titled "Welcome to ESHubWeb - Microsoft Internet Explorer". The address bar shows the URL "http://10.238.5.1:9088/ESHubWeb/qp/QPMaintHandler". The page header includes the "e-Submission" logo and the text "Shamsuddin bin Sulaiman Daun Welcome to SUMBER-PUTRA System". The user is logged in as "Qualified Person ID:PUBLICUSER" on "Date: 22-04-2005".

The main content area is titled "Search Registered Project" and contains the following search criteria:

- Short Project Name: PB_P16_SEK_REN_PT2388 AND/OR
- Subsystem: PLANNING PERMISSION AND/OR
- Precinct: Precinct 03 AND/OR
- Project Description: (E.g CADANGAN%UNIT%)

There is a "Search" button and a checkbox for "By Member Details".

The search results are displayed in a table with the following data:

Short Project Name	Project Description	Details
PB_P16_SEK_REN_PT2388	PERMOHONAN KEBENARAN MERANCANG BAGI PENDIRIAN BANGUNAN KE ATAS CADANGAN MEMBINA DAN MENYIAPKAN PEMBANGUNAN SEKOLAH RENDAH (FASA 2) DAN KERJA-KERJA YANG BERKAITAN DI ATAS PT2388 PRESINT 16 WILAYAH PERSEKUTUAN PUTRAJAYA UNTUK TETUAN PERBADANAN PUTRAJAYA	

Figure 7.3 - Search Result for project

8. To go to other pages, use the page navigator provided at the bottom right of the page. It shows number of project found from the search and number of pages.

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9. To view a particular project's information, click on the icon under *Details* column. System will direct you to View/Update Project Details page as shown in Figure 7.4. This page contains 2 components: Projects Details and Project Members.

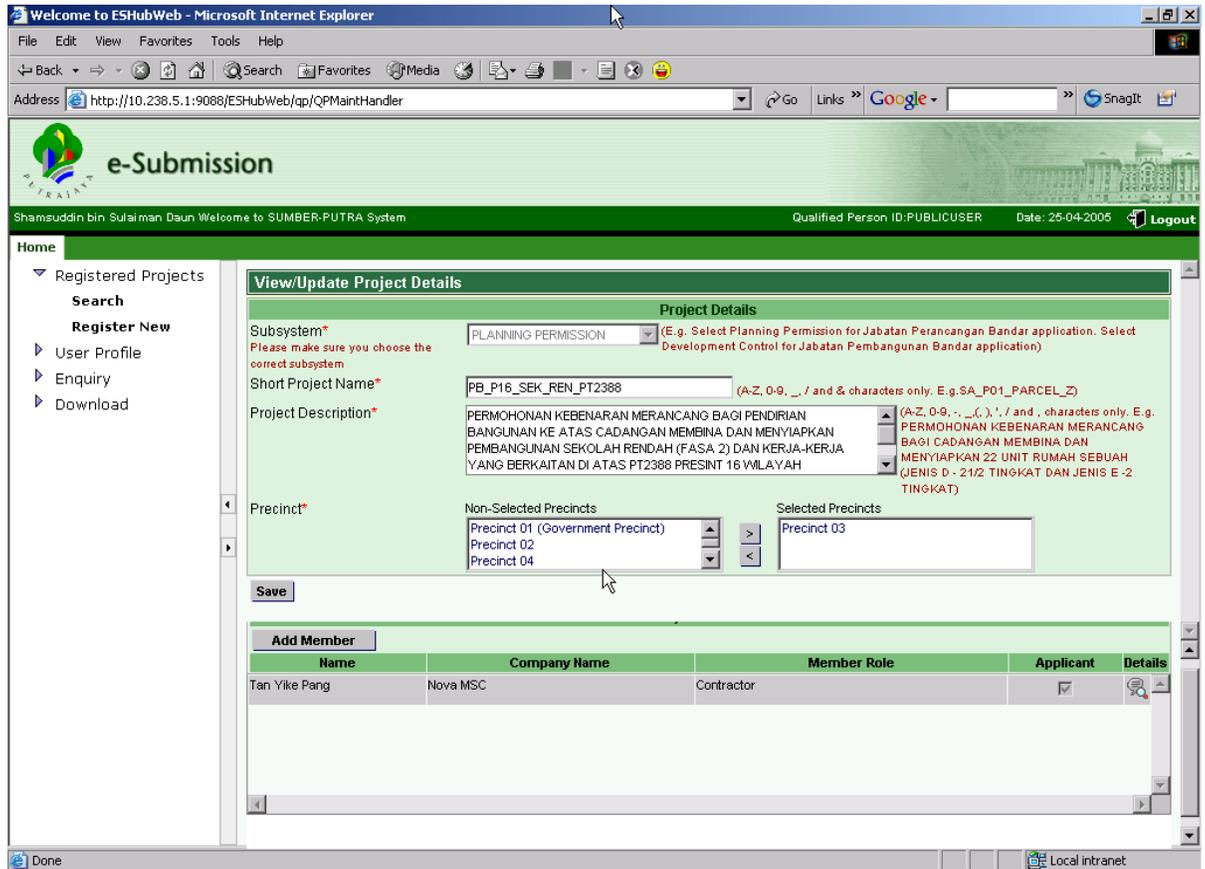


Figure 7.4 - View/Update Project Details page

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3.4 Add Project Member

You are allowed to add new member for new projects you have created or from an existing project. The member you want to add in is either a Qualified Person or Public. There are 2 ways to add a member to your project, either when you create a new project or search for a project.

You can refer creation of new project as described 3.2. When you click the **Save** button, a dialog will pop up with the message *Project registered successfully*.

You can search the project by using the Search as described in 3.3. The system will redirect you to the View/Update Project Details page as shown as Figure 8.1.

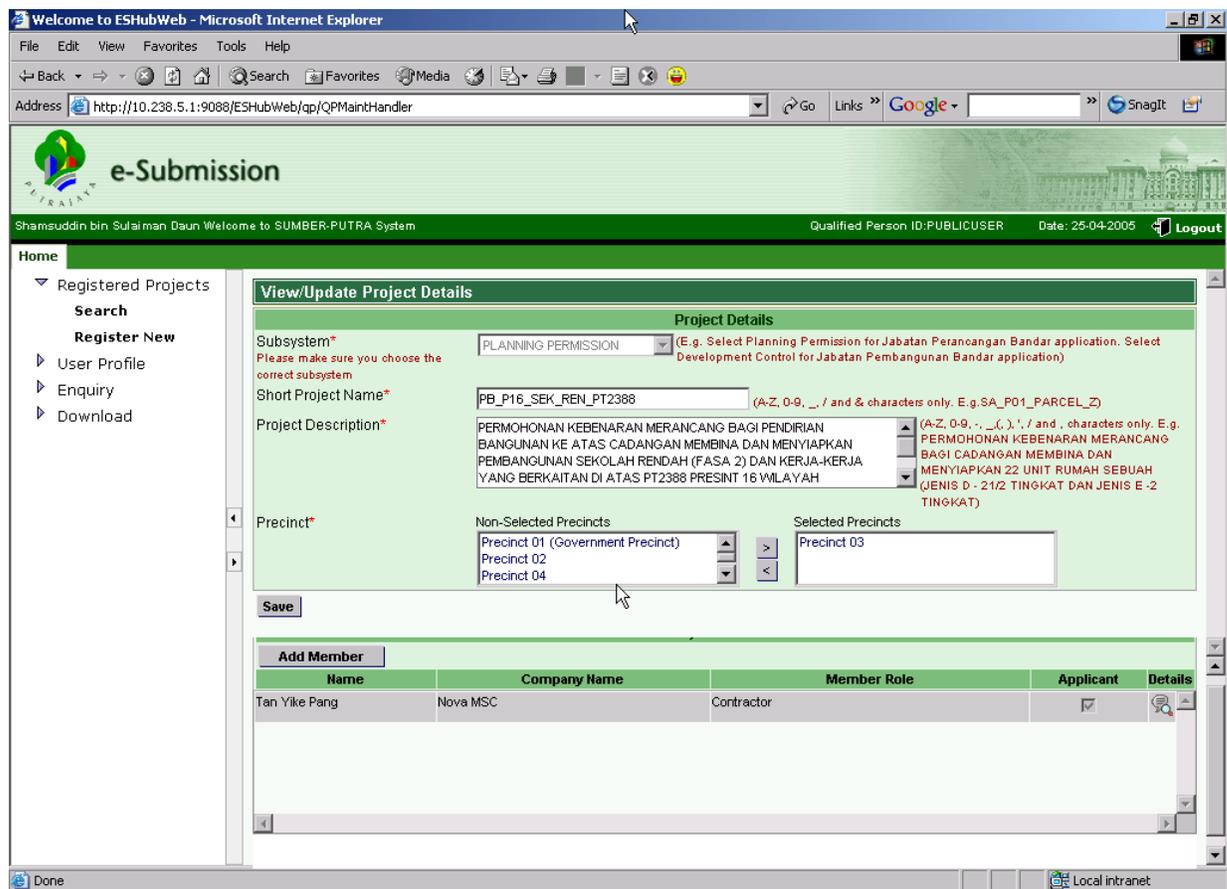


Figure 8.1 - Add Member button

1. Click the **Add Member** button, system will show a window for you to key in your member's information as shown in Figure 8.2. This is a Registered Qualified Person page by default.

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ESS2-Common

3.4.1.1 Registered Qualified Person

The screenshot shows a web browser window titled "Add Project Member - Microsoft Internet Explorer". The page content is titled "Add Project Member" and features two radio buttons: "Registered Qualified Person" (selected) and "Non-Registered Qualified Person".

The form includes the following fields and options:

- Qualified Person ID:** A text input field with a search icon and the instruction "(Click here to search for the registered Qualified Person)".
- Name*:** A text input field with the instruction "(A-Z and '&' , characters only E.g. Haris Iskandar Bin Abdul Rahim)".
- IC No.*:** A text input field with the instruction "(E.g. 690101-14-5581)".
- Company Name*:** A text input field with the instruction "(A-Z, 0-9 , ' , & , (,) , . and , characters only E.g. ABX Architect Sdn. Bhd.)".
- Telephone No.*:** A text input field with a hyphen separator and "Ext" field, with the instruction "(0-9 characters only)".
- Mobile No.:** A text input field with the instruction "(0-9 characters only)".
- Fax No.:** A text input field with the instruction "(0-9 characters only)".
- Email*:** A text input field with the instruction "(E.g. Haris_is@hotmail.com)" and a note: "All correspondence will be sent to this email".
- Contact Person:** A text input field.
- Address*:** Three stacked text input fields with the instruction "A-Z, 0-9 , . , _ , / , ' , & , () and , characters only E.g. 56, Jln P. Ramlee)".
- Postcode:** A text input field with the instruction "(0-9 characters only)".
- State:** A dropdown menu.
- Professional Membership No.*:** A text input field with the instruction "(A-Z, 0-9 characters only)".
- Member Role:** A group of checkboxes for various roles: Architect, Civil Engineer, Contractor, Developer, Electrical Engineer, Environmental Consultant, Land Owner, Landscape Architect, Lawyer, Mechanical Engineer, Surveyor, Town Planner, and Others.

At the bottom left of the form, there are "Save" and "Close" buttons.

Figure 8.2 - Add project member for Registered Qualified Person

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1. Refer to Figure 8.2, click the bookmark icon beside the Qualified Person ID text box, system will show a window to search for Qualified Person information as shown in Figure 8.4.

Qualified Person Search

Please click on User ID to retrieve the Qualified Person details

Qualified Person ID AND/OR

Name AND/OR

Email

User ID	User Name	Email ID
No items found...		

Figure 8.4 - Add Qualified Person as project member

2. Key in your search criteria: Qualified Person ID, Name or /and Email. The search criteria are case sensitive and they do not accept wild search.

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3. After key in search criteria, click **Search** button. System will display Qualified Person information in a table below the **Search** button with User ID as Qualified Person ID, User Name as Qualified Person's name and Email as Qualified Person's email. An example is shown in Figure 8.5.



The screenshot shows a web browser window titled "Qualified Person search - Microsoft Internet Explorer". The page has a green header with the text "Qualified Person Search". Below the header, there is a light green box containing the instruction "Please click on User ID to retrieve the Qualified Person details". Underneath this instruction are three search criteria: "Qualified Person ID" with the value "YIKEPANG234", "Name" with the value "Tan Yike Pang", and "Email" which is empty. Each criterion is followed by "AND/OR". Below the search criteria are two buttons: "Search" and "Close".

Below the search area is a table with three columns: "User ID", "User Name", and "Email ID". The table contains one row of results:

User ID	User Name	Email ID
YIKEPANG234	Tan Yike Pang	yikepang.tan@itmega.com

Below the table, the text "DISPLAYING RESULTS 1-1 OF 1 FOUND" and "RESULTS: 1-1" are displayed in orange.

Figure 8.5 - Result of Adding Qualified Person as project member

4. Move your cursor to any column of the row of Qualified Person you are looking for.

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5. Click within the column, system will add the particular Qualified Person information into your Add Project Member page as in Figure 8.6.

Registered Qualified Person Non-Registered Qualified Person

Qualified Person ID: NEWUSER01 [\(Click here to search for the registered Qualified Person\)](#)

Name*: user a (A-Z and '&' , . , characters only E.g. Haris Iskandar Bin Abdul Rahim)

IC No. *: 00000000r (E.g. 690101-14-5581)

Company Name *: my comp (A-Z, 0-9 , ' , & , (,) , . and . characters only E.g. ABX Architect Sdn. Bhd.)

Telephone No. *: 03 - 4532211 Ext (0-9 characters only)

Mobile No. (0-9 characters only)

Fax No. (0-9 characters only)

Email *: wangtongyin@yahoo.com (E.g. Haris_is@hotmail.com)
All correspondence will be sent to this email

Contact Person

Address *: No. 2 address (A-Z, 0-9, ., -, /, ' , & , () and . characters only E.g. 56, Jln P.Ramlee)

Postcode (0-9 characters only)

State

Professional Membership No. *: (A-Z, 0-9 characters only)

Member Role

Architect Civil Engineer Contractor Developer Electrical Engineer
 Environmental Consultant Land Owner Landscape Architect Lawyer Mechanical Engineer
 Surveyor Town Planner Others

Save Close

Figure 8.6 - Add in a Qualified Person as Project Member

6. Select member role(s) for the project member you would like to add in. This is an optional selection.
7. Click **Save** button to add the Qualified Person into your project member list under View/Update Project Details page.
8. Click **OK** button to switch to non-registered Qualified Person page or click **Cancel** button to cancel the switching process.
9. If system detects the particular Qualified Person you try to add in already existed in your member list, system will prompt a warning as shown in Figure 8.7.



Figure 8.7 - Popup message: Duplicate Project Member

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ESS2-Common

10. If system has successfully added the Qualified Person, system will prompt a success dialog as shown in Figure 8.8.



Figure 8.8 - Popup message: Success add in a Project Member

11. Click **OK** button to go back to Add Project Member page.
12. Repeat the steps as above to add more Qualified Person.
13. If you switch to non-registered Qualified Person page by clicking on the **Non-Registered Qualified Person** radio button and without clicking the **Save** button, system will prompt a confirmation message as shown in Figure 8.9.

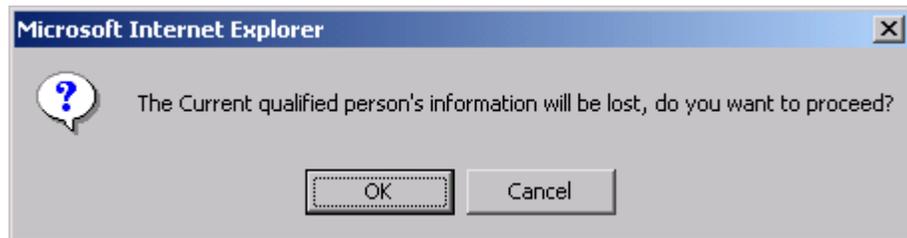


Figure 8.9 - Confirmation message to switch Non-Registered Qualified Person page

14. To complete or cancel the add member process, click **Close** button in Add Project Member page, system will redirect you to View/Update Project Details in Figure 8.1, system will update the member list under Add Project Member page to include your new member(s).

SUMBER PUTRA

ESS2-Common

3.4.1.2 Non-Registered Qualified Person

1. Click **Non-Registered Qualified Person** from Add Project Member from Registered Qualified Person page as showed in Figure 8.2. System will direct you to Add Project Member for Non-Registered Qualified Person page as shown in Figure 8.10.

Add Project Member

Registered Qualified Person Non-Registered Qualified Person

Name* (A-Z and & ' . , characters only E.g. Haris Iskandar Bin Abdul Rahim)

IC No.* (E.g. 690101-14-5581)

Company Name* A-Z, 0-9 , ' , & , (,) , . and , characters E.g. ABX Architect Sdn. Bhd.)

Telephone No.* - Ext (0-9 characters only)

Mobile No. - (0-9 characters only)

Fax No. - (0-9 characters only)

Email* (E.g. Haris_is@hotmail.com)
All correspondence will be sent to this email

Contact Person

Address* A-Z, 0-9, ., -, _ , / , ' , & , () and , characters only E.g. 56, Jln P. Ramlee)

Postcode (0-9 characters only)

State -Please Choose-

Member Role

<input type="checkbox"/> Architect	<input type="checkbox"/> Civil Engineer	<input type="checkbox"/> Contractor	<input type="checkbox"/> Developer	<input type="checkbox"/> Electrical Engineer
<input type="checkbox"/> Environmental Consultant	<input type="checkbox"/> Land Owner	<input type="checkbox"/> Landscape Architect	<input type="checkbox"/> Lawyer	<input type="checkbox"/> Mechanical Engineer
<input type="checkbox"/> Surveyor	<input type="checkbox"/> Town Planner	<input type="checkbox"/> Others		

Save **Close**

Figure 8.10 Add Non-Registered Qualified Person as project member

SUMBER PUTRA

ESS2-Common

2. Key in name in text box Name. This is a mandatory field.
3. Key in identity number in text box IC No. This is a mandatory field.
4. Key in company name in text box Company Name. This is a mandatory field.
5. Key in contact number in text box Telephone No. This is a mandatory field.
6. Key in mobile number in Mobile No. text box. This is an optional field.
7. Key in fax number in Fax No. text box. This is an optional field.
8. Key in email in Email in text box. This is an optional field.
9. Key in contact person in Contact Person text box. This is an optional field.
10. Key in address in Address text box. The first line is a mandatory field.
11. Key in postcode in Postcode text box. This is an optional field.
12. Select state from State drop down list. This is an optional field.
13. Select member role from Member Role combo box. You are allowed to select more than one role. This is an optional field.
14. Click **Save** button to add this non-Qualified Person into your project member list under View/Update Project Details page.
15. If you switch to registered Qualified Person page by clicking on the **Registered Qualified Person** radio button and without clicking **Save**, system will prompt a message to confirm as shown in Figure 8.11.

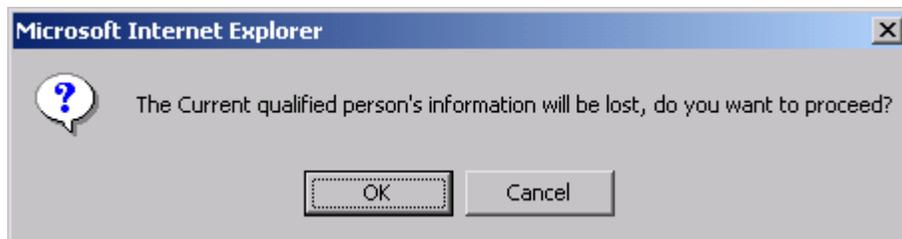


Figure 8.11 - Popup message: Confirmation message to switch Registered Qualified Person page

16. If any mandatory field is left empty, system will prompt a warning for that particular field. Example if the Name field is empty, system will prompt warning as shown in Figure 8.12.



Figure 8.12- Popup message: Name field is empty

SUMBER PUTRA

ESS2-Common

17. System perform format checking for every field. If format is invalid, system will prompt a warning. Example if name key in is in an invalid format, system will prompt warning as shown in Figure 8.13.



Figure 8.13 - Popup message: Field in invalid format

18. If system detects the particular non Qualified Person you try to add in already exists in your member list, system will prompt a warning saying the member with the name already exists. For example if a member with name "Tan Yike Pang" already exists in your member list, system will prompt a warning as shown in Figure 8.14.



Figure 8.14 - Popup message: Duplicated project member

3.4.2 Registered Project Maintenance

3.4.2.1 Update Registered Project

1. To update a registered project, you must search for it first by using the search engine as mentioned in the previous Section.
2. Click the icon under the Details column in the Project Members for the particular project. It directs you to View/Update Project Details page as shown in Figure 9.1.

The screenshot shows a web browser window displaying the 'View/Update Project Details' page. The page has a green header with the 'e-Submission' logo and navigation tabs for 'SUBMISSION', 'INBOX', and 'PERSONAL'. The main content area is divided into two sections: 'Project Details' and 'Project Members'.

Project Details

Subsystem*: DEVELOPMENT CONTROL (E.g. Select Planning Permission for Jabatan Perancangan Bandar application. Select Development Control for Jabatan Pembangunan Bandar application)

Short Project Name*: JABATAN GOLD (A-Z, 0-9, -, / and & characters only. E.g. SA_P01_PARCEL_Z)

Project Description*: PERMOHONAN PEMBANGUNAN BANDAR KE ATAS CADANGAN MEMBINA DAN MENYIAPKAN JABATAN (A-Z, 0-9, -, / and & characters only. E.g. PERMOHONAN KEBENARAN MERANCANG BAGI CADANGAN MEMBINA DAN MENYIAPKAN 22 UNIT RUMAH SEBUAH (JENIS D - 2 1/2 TINGKAT DAN JENIS E - 2 TINGKAT))

Precinct*: Non-Selected Precincts (Precinct 01 (Government Precinct), Precinct 03, Precinct 04) Selected Precincts (Precinct 02)

Project Members

Name	Company Name	Member Role	Details
tan yike pang	NovaMSC	Contractor	

Figure 9.1- View/Update Project Details page

3. Do changes to the field you wish to update, then click **Save**.

SUMBER PUTRA

ESS2-Common

4. If you change your short project name but is already used by another project, system will prompt a warning as shown in Figure 9.2.



Figure 9.2 - Popup message: Short Project Name already exists

5. If system verifies all your changes and accepts the changes you have made, a message will prompt as shown in Figure 8.3

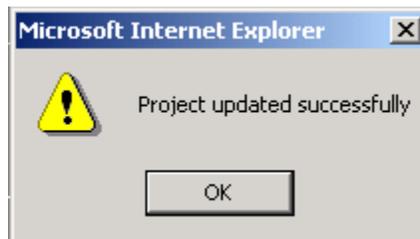


Figure 9.3 - Popup message: successful update project

SUMBER PUTRA

ESS2-Common

3.4.2.2 Update Project Member

SUMBER PUTRA E-Submission allows you to maintain and view your own personal profile. You also have the right to view your member's information as shown in Figure 10.1.

1. Login to SUMBER PUTRA E-Submission.
2. If you have the right to update your member's details, you can maintain your role by tick or untick the member role as shown in Figure 10.1.

Update Project Member

Qualified Person ID: PUBLICUSER

Name *: public user NAME LONG LONG LONG (A-Z and &' . , characters only E.g. Haris Iskandar Bin Abdul Rahim)

IC No. *: 690101145581K (E.g. 690101-14-5581)

Company Name *: nova MSC berhad (A-Z, 0-9, - () & / ' . , and _ characters only E.g. ABX Architect Sdn. Bhd.)

Telephone No. *: - 89969699 Ext. (0-9 characters only)

Mobile No.: (0-9 characters only)

Fax No.: (0-9 characters only)

Email *: publicuser@novasprint.com (E.g. Haris_is@hotmail.com)
All correspondence will be sent to this email

Contact Person:

Address *: Technology Park Malaysia (A-Z, 0-9, - () & / ' . , and _ characters only. E.g. 56, Jln P.Ramlee)
Enterprise 4
Level 3-3A
Bukit Jalil

Postcode: 57000 (0-9 characters only)

State: -Please Choose-

Professional Membership No. *: USRV9808 (A-Z, 0-9 characters only)

Member Role

<input type="checkbox"/> Architect	<input type="checkbox"/> Civil Engineer	<input type="checkbox"/> Contractor	<input type="checkbox"/> Developer	<input type="checkbox"/> Electrical Engineer
<input type="checkbox"/> Environmental Consultant	<input type="checkbox"/> Land Owner	<input type="checkbox"/> Landscape Architect	<input type="checkbox"/> Lawyer	<input type="checkbox"/> Mechanical Engineer
<input checked="" type="checkbox"/> Surveyor	<input type="checkbox"/> Town Planner	<input type="checkbox"/> Others		

Save Close

Figure 10.1 - Update Project Member page

SUMBER PUTRA

ESS2-Common

3. Click **Save** button. System will prompt a message as shown in Figure 10.2



Figure 10.2 - Popup message: successful update project member

4. If you do not have right to update your member's details, then you can only view the details as shown in Figure 10.3.

Figure 10.3 - View Member's Details

SUMBER PUTRA

ESS2-Common

3.5 SUMBER PUTRA E-Submission Enquiry Functions

SUMBER PUTRA E-Submission provides some sub functions to allow you as a Qualified Person to access some information and tools needed such as,

- Search company name
- Download software required for Qualified Person such as Acrobat Reader and ESPro software
- Management of software download

3.5.1 Search Customer Name Enquiry

1. Go to SUMBER PUTRA E-Submission Home Page, after login, system will direct you to E-Submission main page.
2. Click the [Enquiry](#) link, following by the [Search Customer Name](#) link. System will direct you to Search Customer Name page as shown in Figure 11.1.

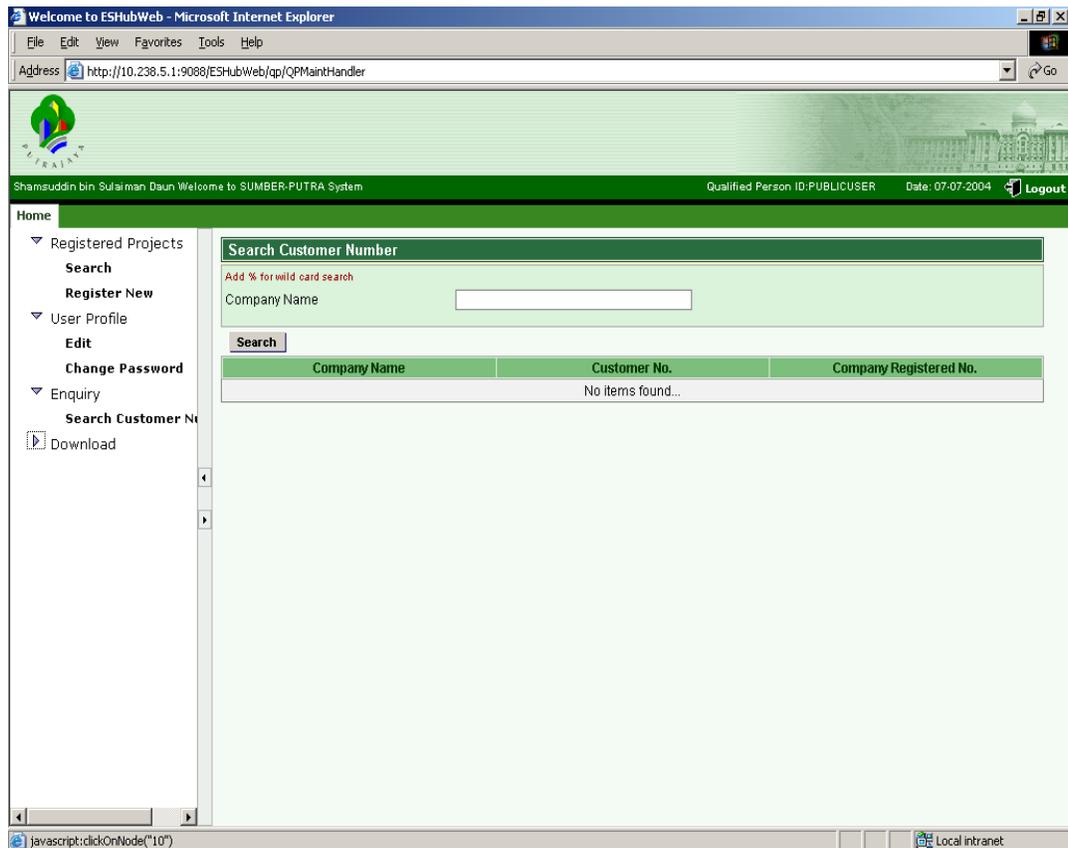


Figure 11.1 - Search Customer Name page

3. Key in your customer name. This search navigator supports wild card search. To perform wild card search, you may key in the prefix or suffix of company name. For example, you search company name having prefix "Elber". You can key in "Elber" follow by '%' as wild card search.

SUMBER PUTRA

ESS2-Common

4. Click **Search** button. System will search the company name starting with “Elber” and display the searching result in a list with company name, customer number and company registered number as shown in Figure 11.2.

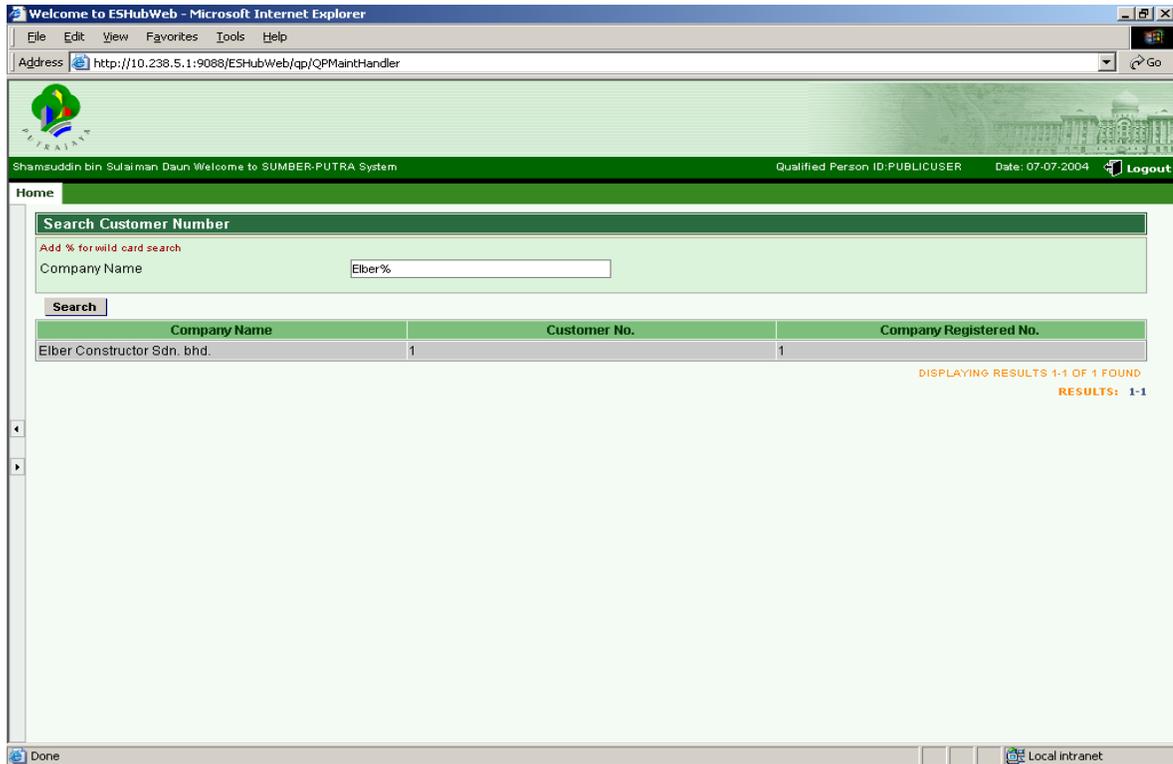


Figure 11.2 - Popup dialog: Result of customer enquiry

5. If you click Search button without input any search criteria, system prompt warning as shown in Figure 11.3.



Figure 11.3 - Popup message: Field in Customer Name is empty

SUMBER PUTRA

ESS2-Common

3.6 Download Software

1. Click [Download](#) link, following by the [Application](#) link. System directs you to User Download – Software with a list of software to allow you to download. In the list, it shows the name, description and size of software as shown in Figure 12.1.

The screenshot shows the 'User Download - Software' page in the ESHubWeb system. The page displays a table of software items for download. The table columns are Open, Download, Name, Description, and File Size (kb). The table contains five rows of software items. Below the table, it indicates 'DISPLAYING RESULTS 1-5 OF 5 FOUND' and 'RESULTS:'. The page also shows a navigation menu on the left and a status bar at the bottom.

Open	Download	Name	Description	File Size (kb)
		Acrobat Reader	Acrobat Reader v6.0	16,251,072
		ESPro V2.1	Electronic Submission for Professional	25,278,874
		ESPro Patch V2.2	Run this patches after install ESPro V2.1	678,146
		ESProUpgradeSetup	ESProUpgradeSetup V2.2.0	715,152
		MDAC 2.8 SP1	Microsoft Data Access Components for Windows 8	6,100,504

Figure 12.1 - User Download – Software page

SUMBER PUTRA

ESS2-Common

2. Choose the software to download, click the download icon in the second column of the row. For example to download ESPro, click on the download icon, system will show a new window as shown in Figure 12.2 and a dialog to allow you to choose either save the software into your workstation by clicking on the **Save** button or download directly from the web site by clicking on the **Open** button as shown in Figure 12.3.

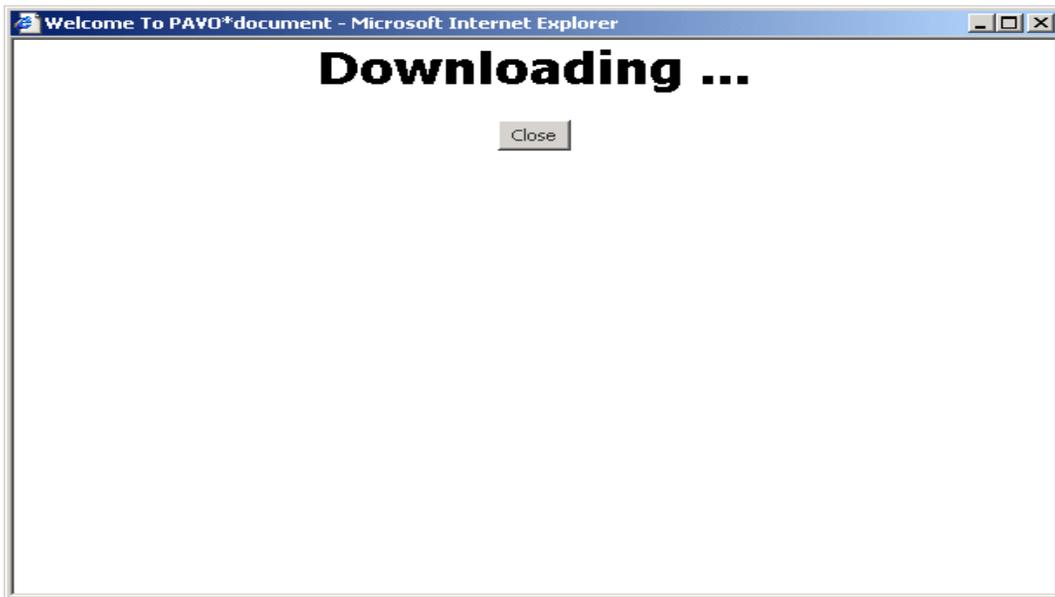


Figure 12.2 - Downloading screen

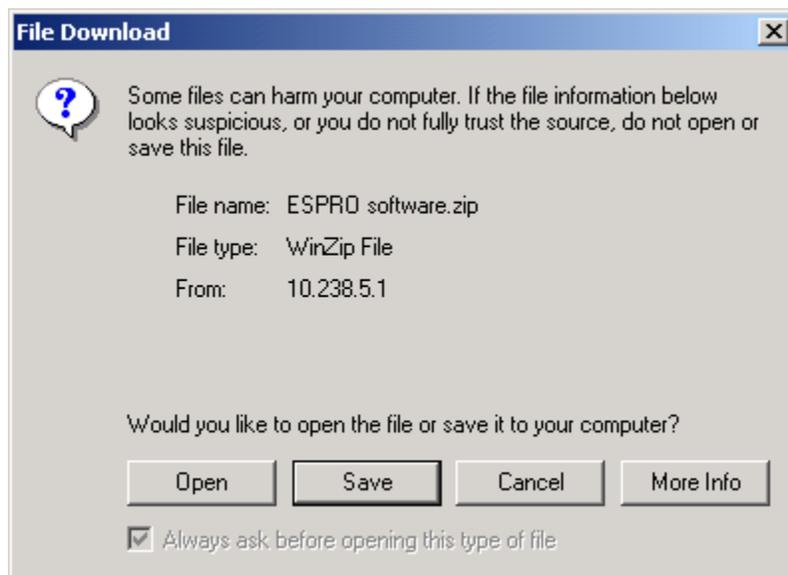


Figure 12.3 – Downloading Solution

SUMBER PUTRA

ESS2-Common

3. If you click **Save** button from the dialog in Figure 12.3, system will prompt a dialog to allow you to select the location you would like to store the software as shown in Figure 12.4.

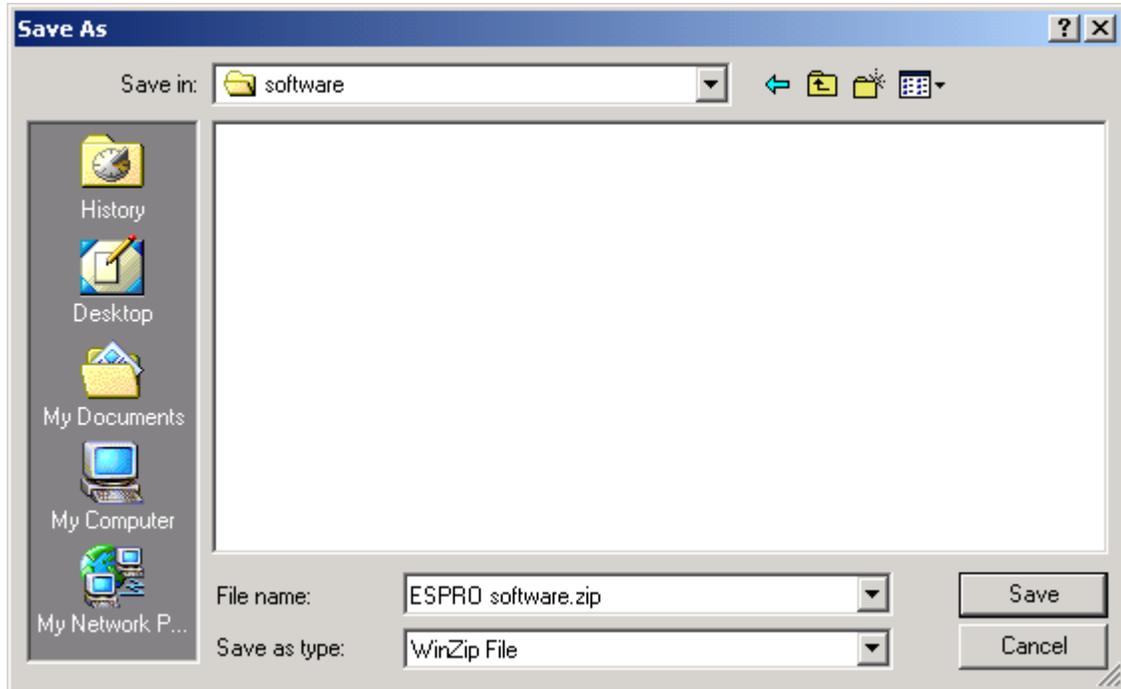


Figure 12.4 - Location for downloading file

4. Click **Save** button. System will download the software to your location as shown in Figure 12.5.

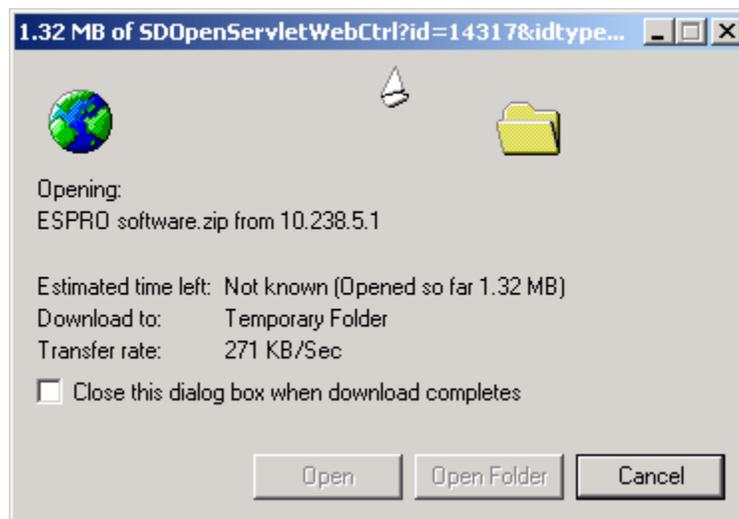


Figure 12.5 Downloading software

5. After download is completed, system will allow you to navigate the software directly by clicking the **Open** button or go to the downloaded file by clicking the **Open Folder** button as shown in Figure 12.5.

SUMBER PUTRA

ESS2-Common

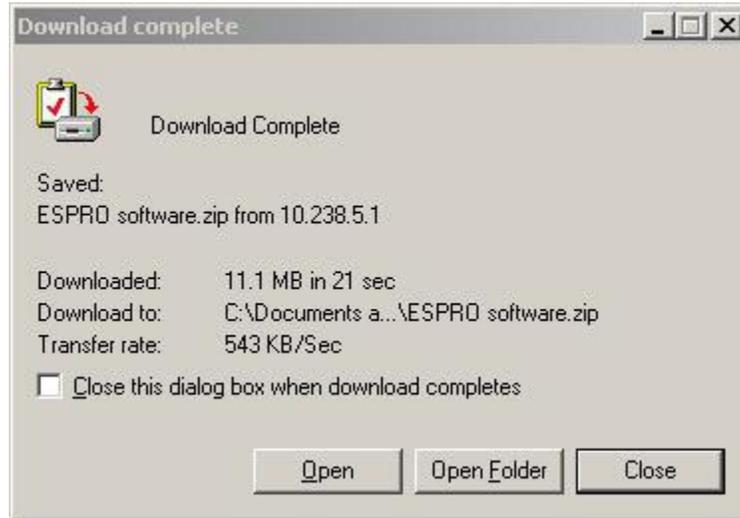


Figure 12.5 - Popup Dialog: Complete Download

6. From the Figure 12.3, if you click **Open** button, system download the software directly from the web site as shown Figure 12.4.
7. After download is completed, system navigates the particular software you have just downloaded immediately.
8. Repeat no (2) to (7) for **ESPro Patch V2.2** and **ESProUpgradeSetup**. For PC using Windows 8 and above, download **MDAC 2.8 SP1** too.

SUMBER PUTRA

ESS2-Common

3.7 Page Navigator

This is a navigator to allow you to go to another page. This Function is located in the bottom right of the result listing page as shown in Figure 13.1

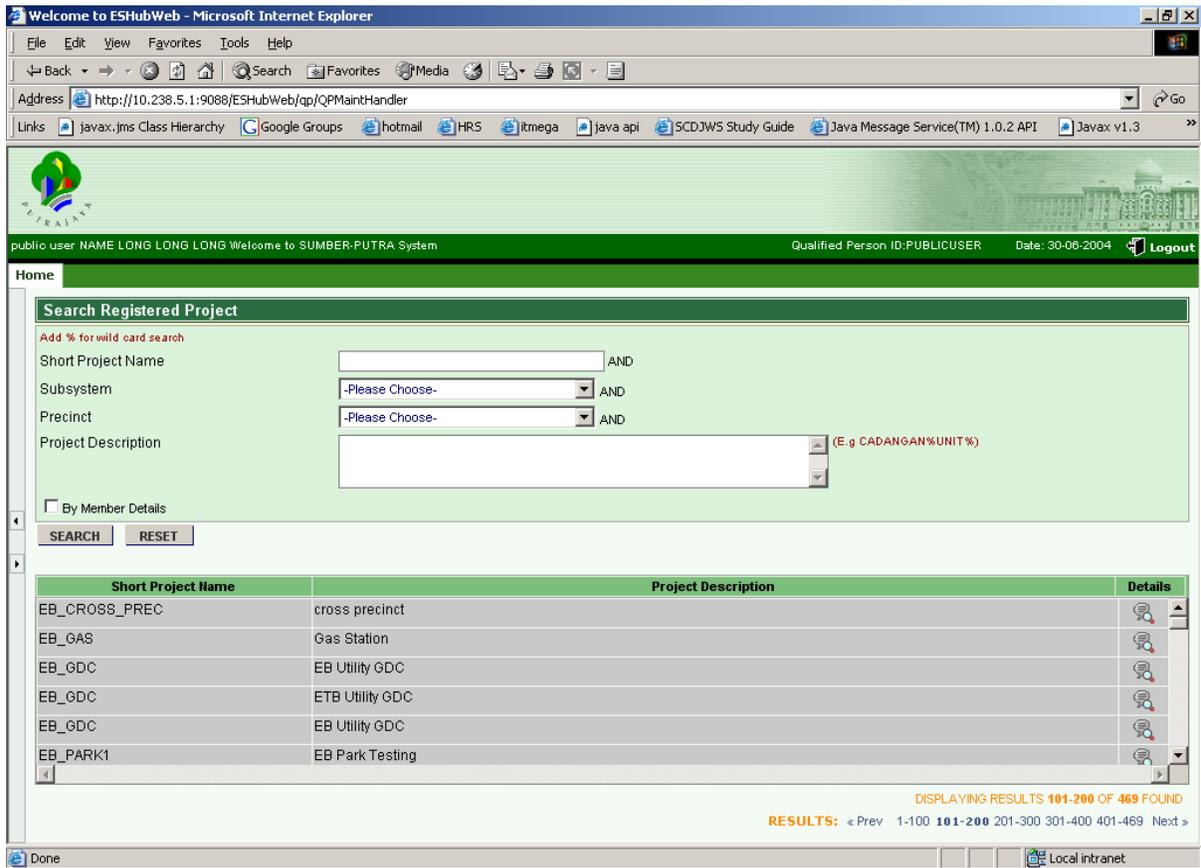


Figure 13.1 - Page navigator

1. To go to a specific page, just click on the page. Every page contains a maximum of 100 records.
2. To go to next page, click Next link, system will go the next page.
3. To go to previous page, click Previous link, system will go to the previous page.

SUMBER PUTRA ESS2-Common

3.8 User Logout

E-Submission provides a function to allow you to log out from the system. This function is located in the top right of every page with Logout as shown in Figure 14.1

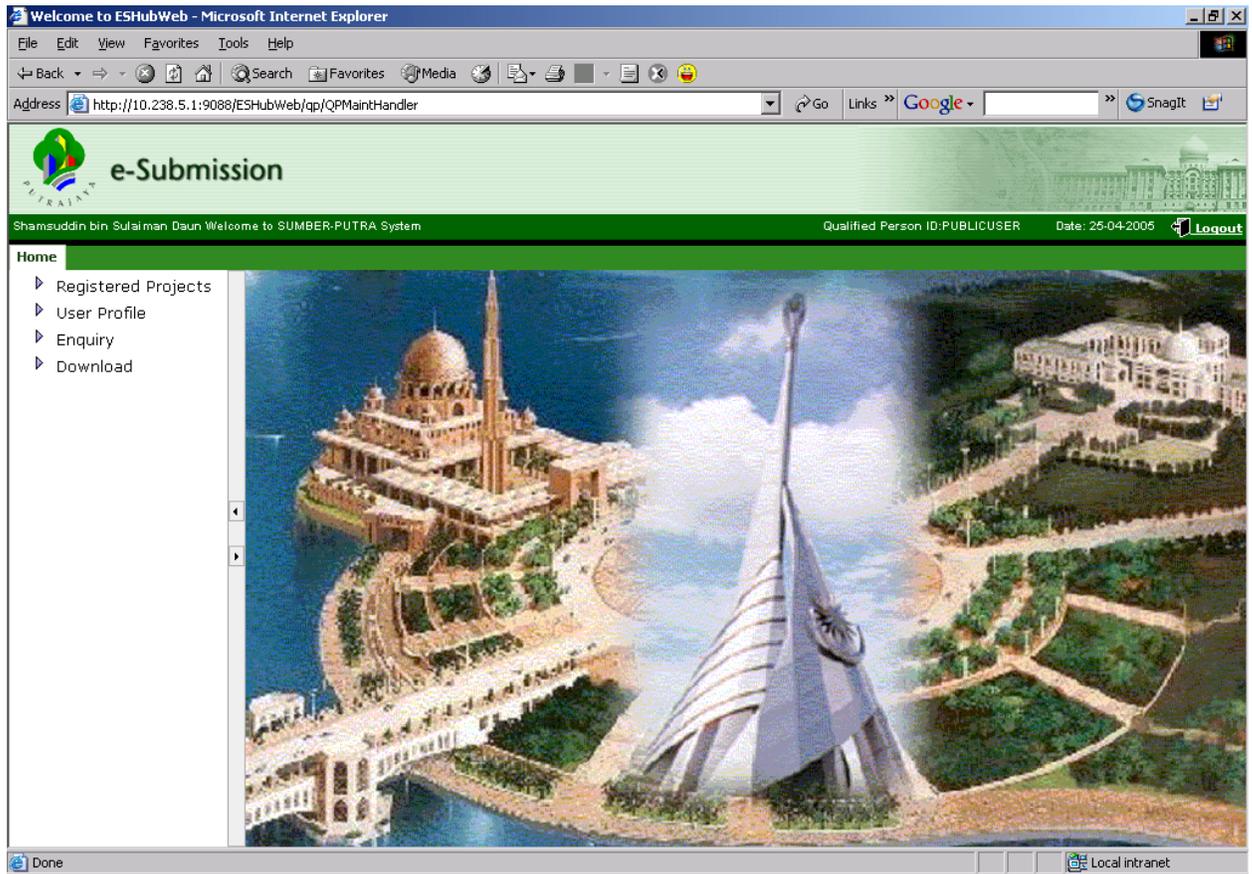


Figure 14.1- E-Submission Logout Function

1. Click Logout link, system will redirect you to SUMBER PUTRA E-Submission home page as shown to Figure 1.1.

SUMBER PUTRA

ESS2-Common

3.9 Installation of ESPro

Electronic Submission for Professionals or in short we call it ESPro is a desktop application that will help the E-Submission applicant to manage and prepare drawings and documents offline for submission to Perbadanan Putrajaya.

To download this tool, you may refer to Section 3.6 User Download SW. After you have downloaded ESPro to your personal computer or workstation, you can install ESPro program by executing ESPro Setup.exe program from folder C:\ESS\ESPro\ESPro. This program will automatically create a shortcut in your desktop at the end of the installation.

Below are the guidelines for the installation of ESPro.

1. Go to folder where you store ESPro program. Example from Figure 15.1 is in C:\ES folder.

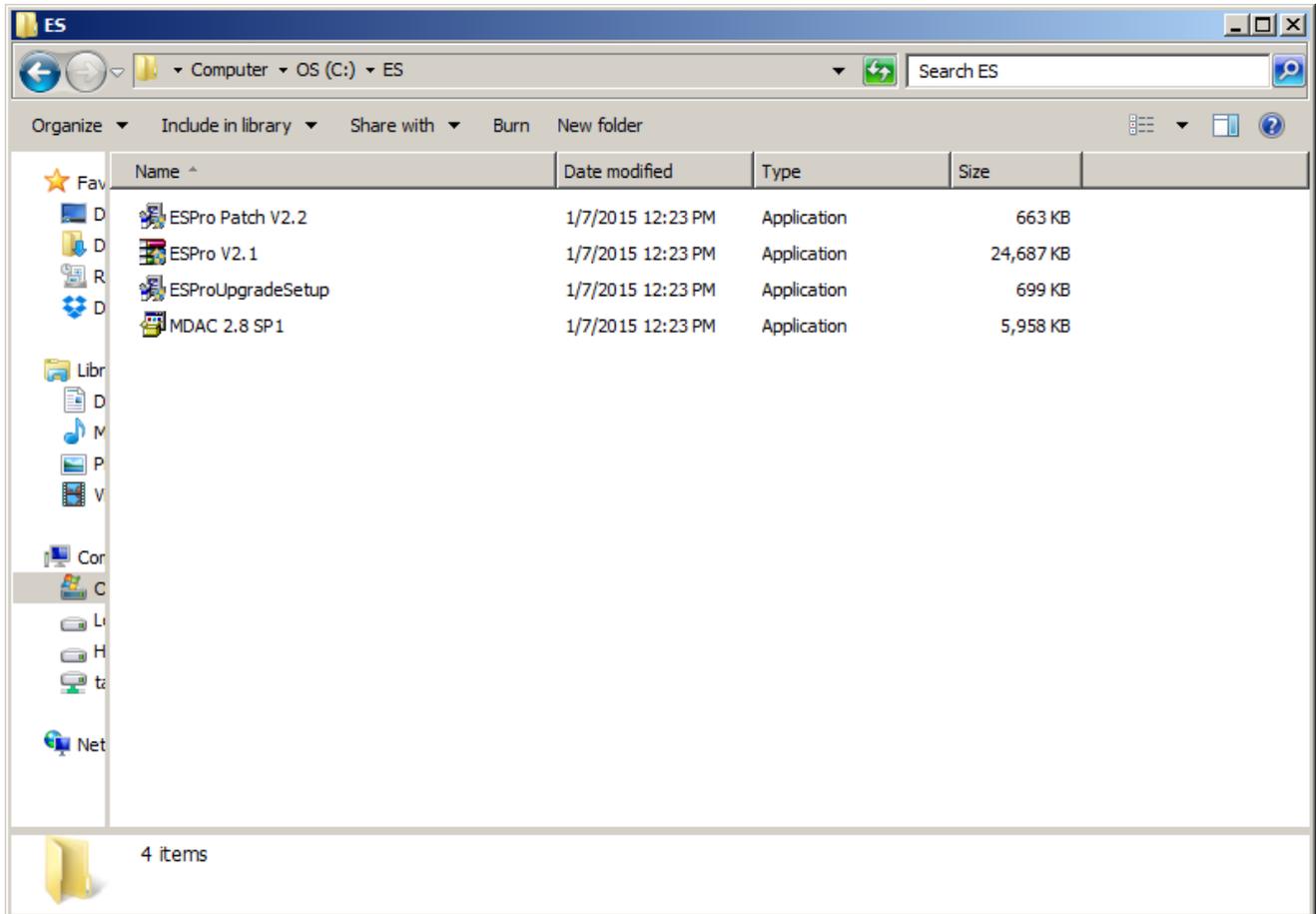


Figure 15.1 - ESPro installation program folder path

SUMBER PUTRA

ESS2-Common

2. Double click on the ESPro V2.1.exe program, ESPro program will start installation by launching a setup checking screen as shown in Figure 15.2.

If you are using Windows 7 and above, right click on the ESPro V2.1.exe program and choose **Run as administrator**

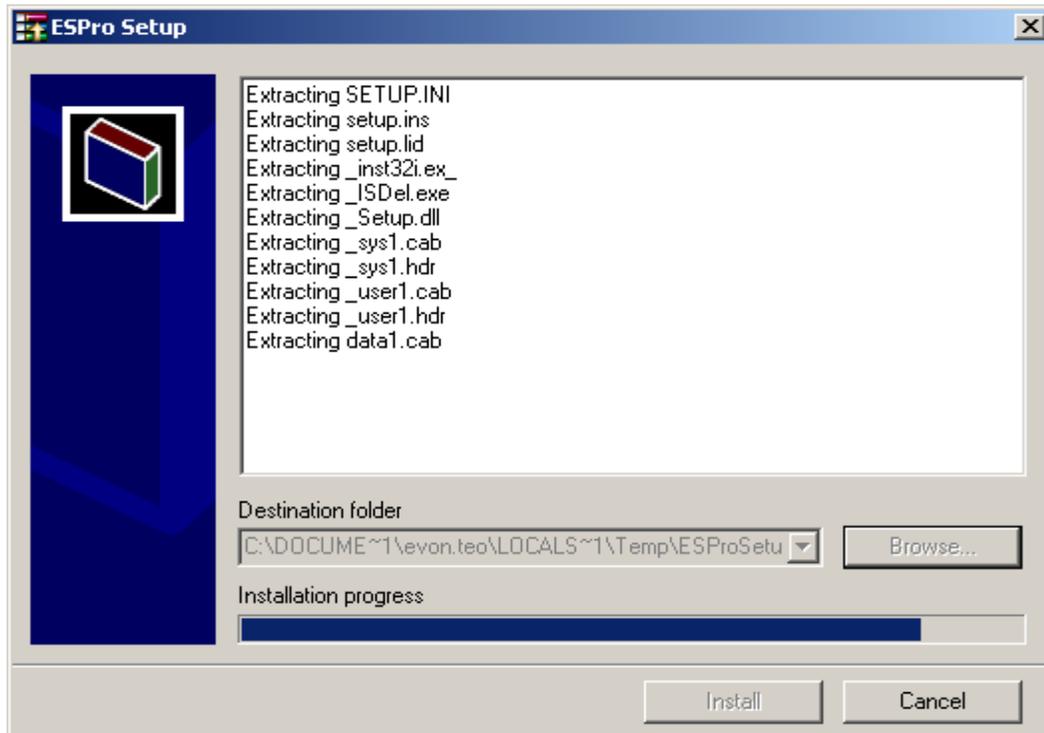
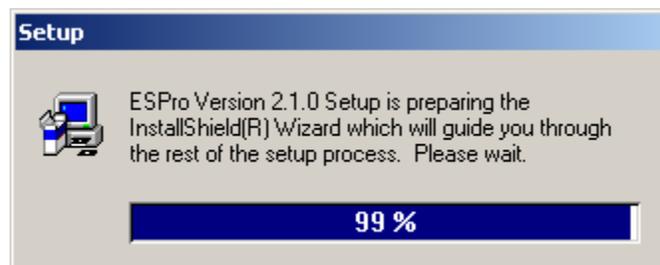
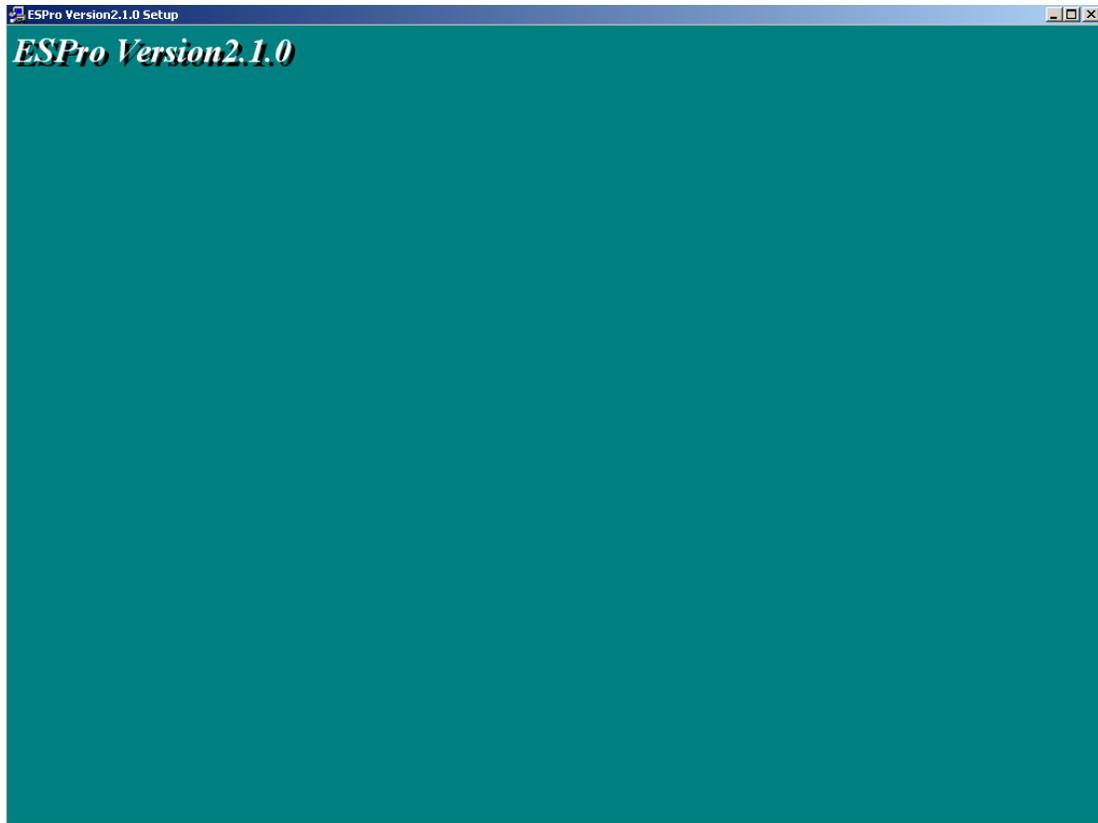


Figure 15.2 - Setup checking screen

SUMBER PUTRA

ESS2-Common

3. System starts the setup process by launching a setup screen as shown in Figure 15.3.



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ESS2-Common



Figure 15.3 - ESPro setup

4. Click **Next** button to continue the installation. Click **Cancel** to exit the setup.
5. If you click **Next** button, program will launch End User License Agreement as shown in Figure 15.4.

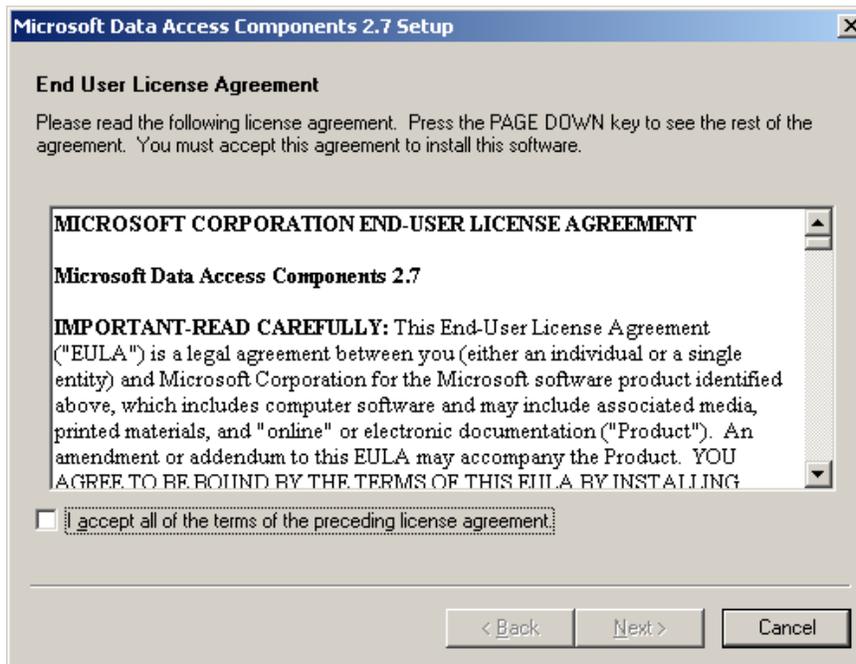


Figure 15.4 - End User License Agreement

SUMBER PUTRA

ESS2-Common

6. Select the text box with the label "I accept all of the terms of the preceding license agreement".
7. Click the **Next** button. Program launches a dialog to check for the disk space before installing the required programs and files into your workstation as shown in Figure 15.5.

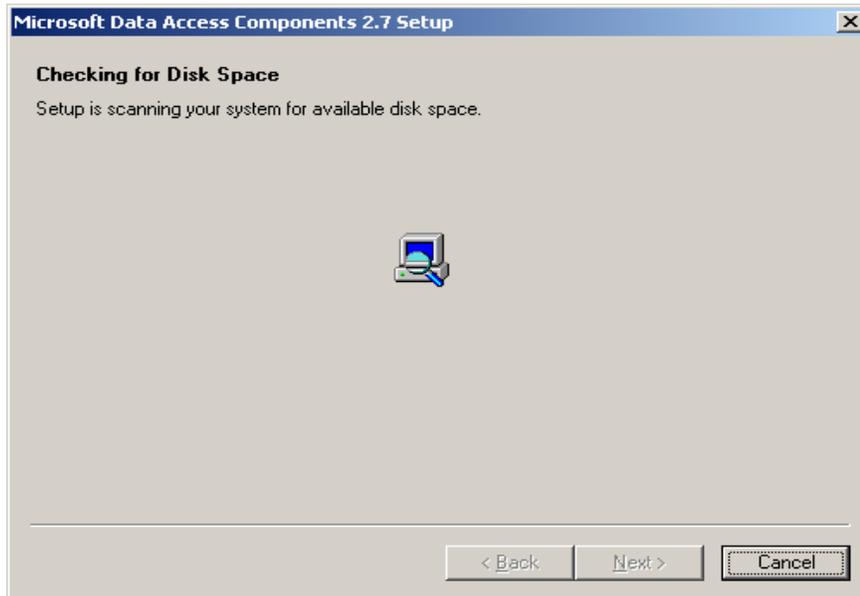


Figure 15.5 - Disk space checking

8. Click Next button. Program launches a dialog to configuration program required for ESPro as shown in Figure 15.6.

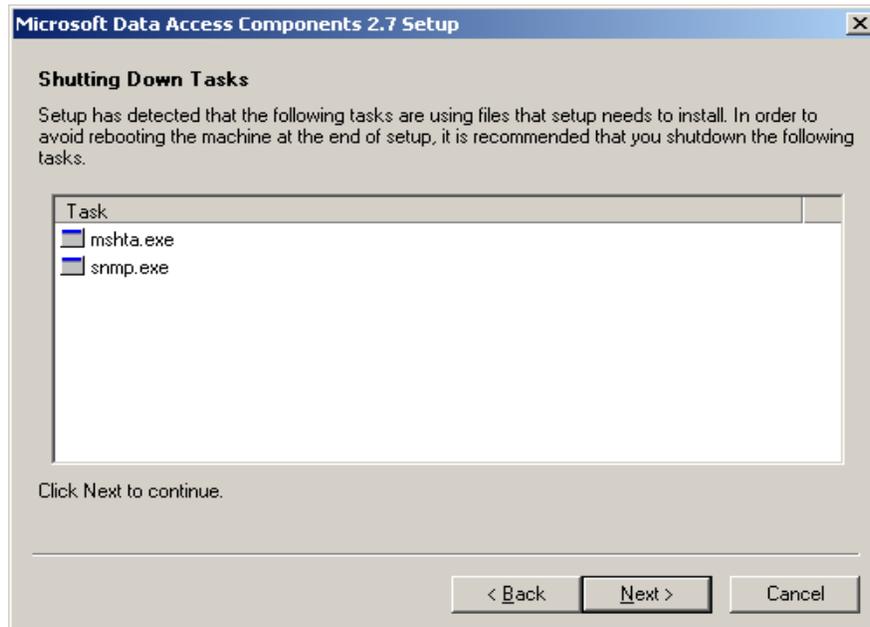


Figure 15.6 - ESPro installation program Configuration

SUMBER PUTRA

ESS2-Common

9. Click Next button, a dialog popup as shown in Figure 15.7. Program will start installing ESPro. For Windows 8 and above, cancel the installation of Microsoft Data Access Component and **refer to step (13)**.

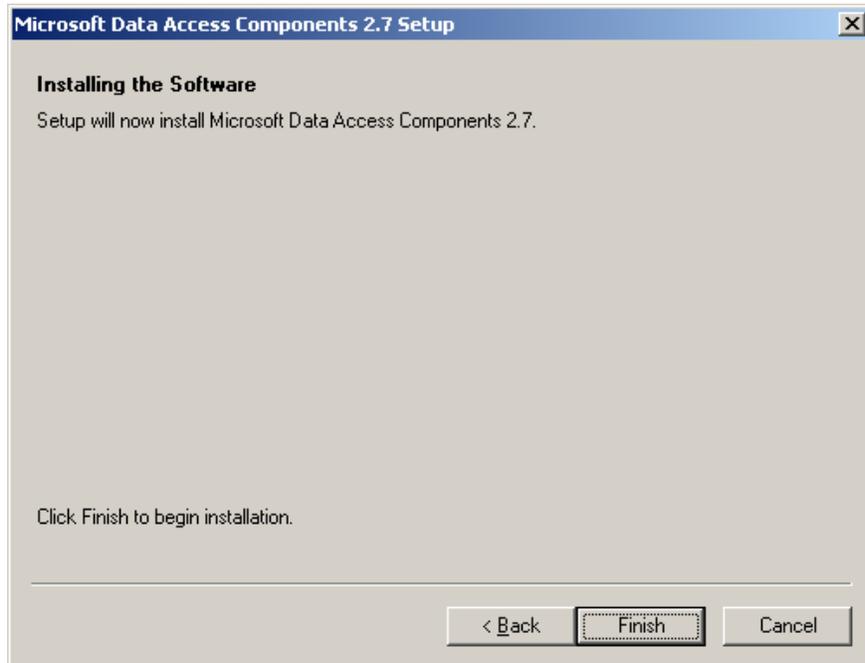


Figure 15.7 - ESPro Installation start message

10. Click **Finish** to close the dialog, program will upload and copy required files into your workstation as shown in Figure 15.8.

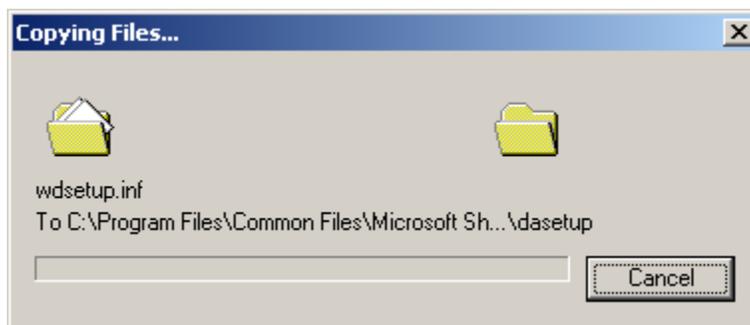


Figure 15.8 - Copy file message

SUMBER PUTRA

ESS2-Common

11. Upon completion of files copy, program will launch a dialog to request you to restart the system before the program can operate correctly by the setup or yourself as shown in Figure 15.9.

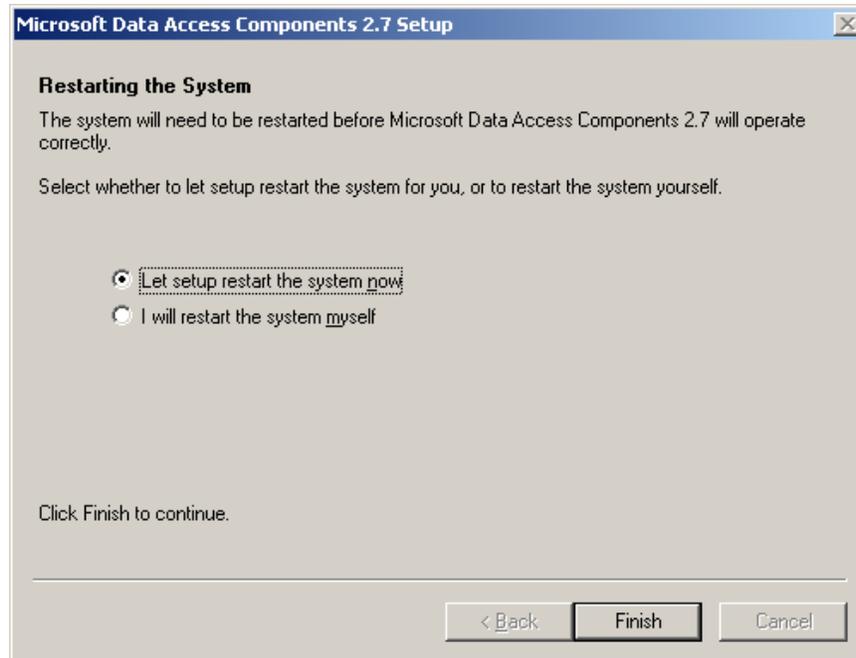


Figure 15.9 - Restarting ESPro system

12. Click **Finish** button to exit ESPro installation program.
For Windows 7 and below, **go direct to step (15)**

SUMBER PUTRA

ESS2-Common

13. Double click on MDAC 2.8 SP1.exe to install Microsoft Data Access Component.

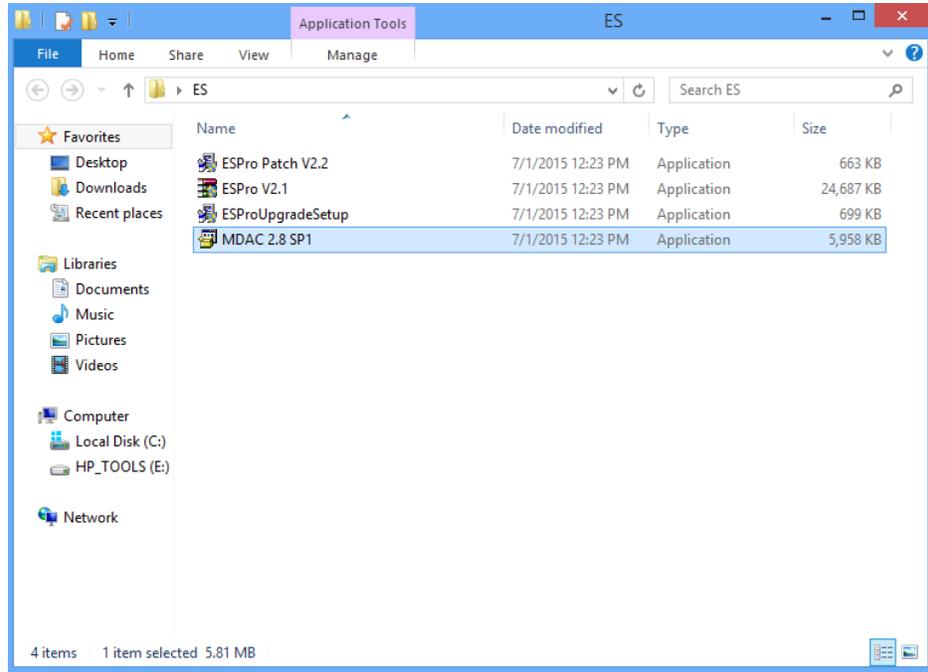


Figure 15.10 – Install Microsoft Data Access Component

14. The software will be installed on your system once it's extracted.

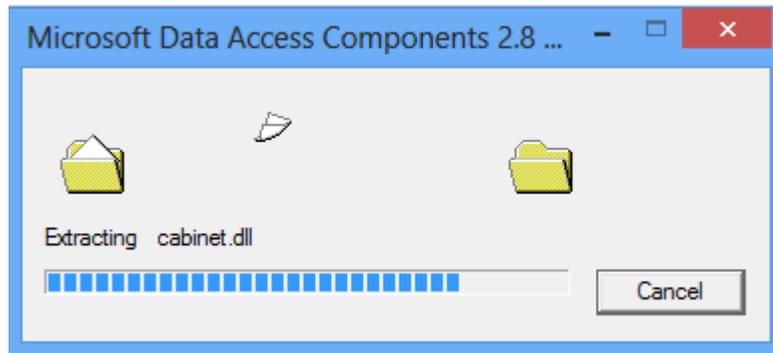


Figure 15.11 – Install Microsoft Data Access Component

SUMBER PUTRA

ESS2-Common

15. Double click on ESPro Patch V2.2.exe to install the ESPro Patch 2.2

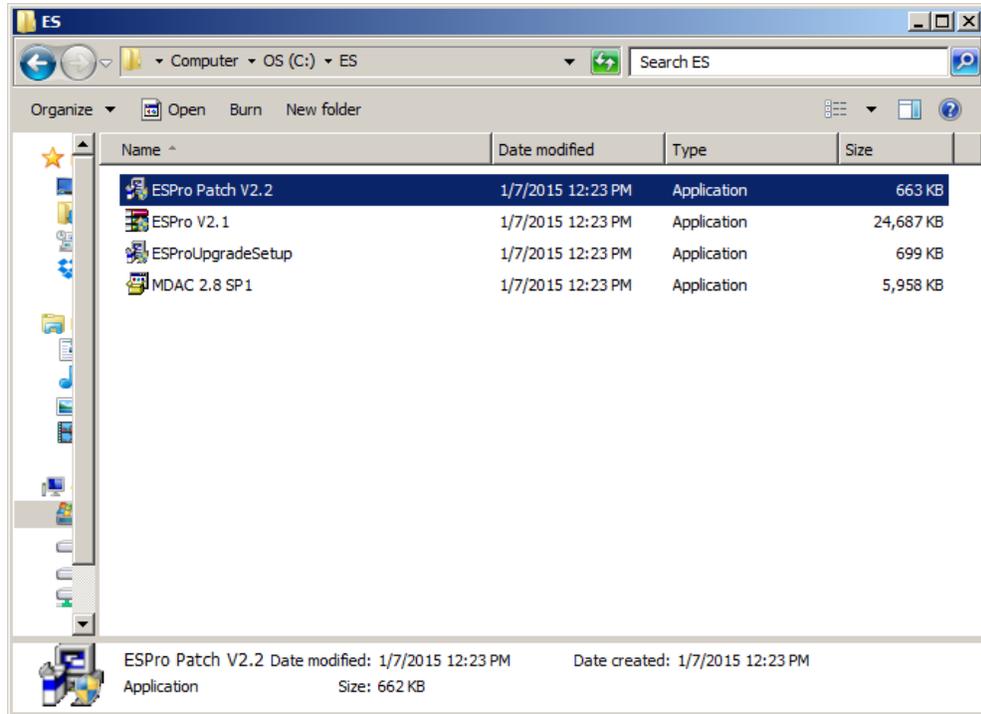


Figure 15.12 – Install the ESPro Patch 2.2

16. Click **Next** to begin the installation.

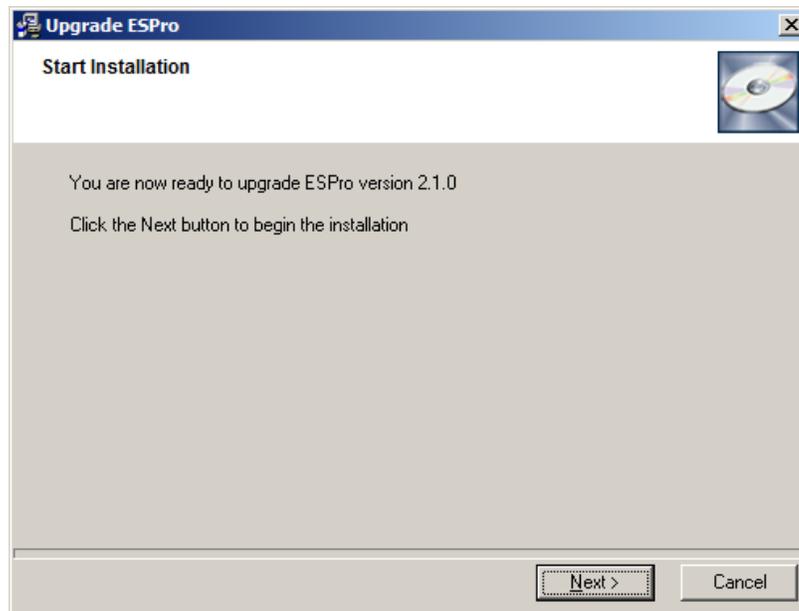


Figure 15.13 – Install the ESPro Patch 2.2

SUMBER PUTRA

ESS2-Common

17. Click **Finish** to exit the installation.

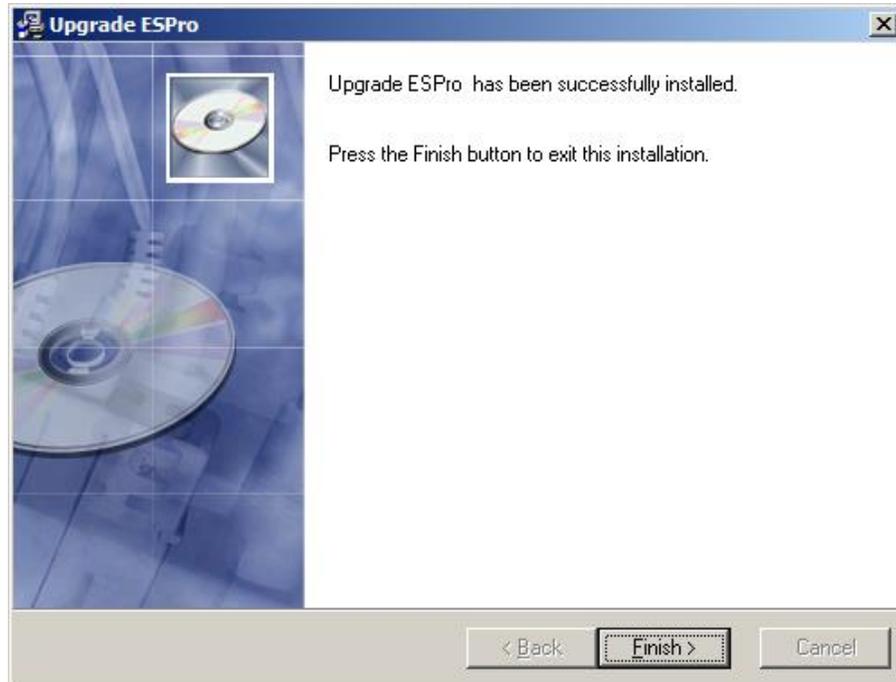


Figure 15.14 –ESPro Patch 2.2 installation finished

18. Double click on ESProUpgradeSetup.exe to install the ESProUpgradeSetup patch

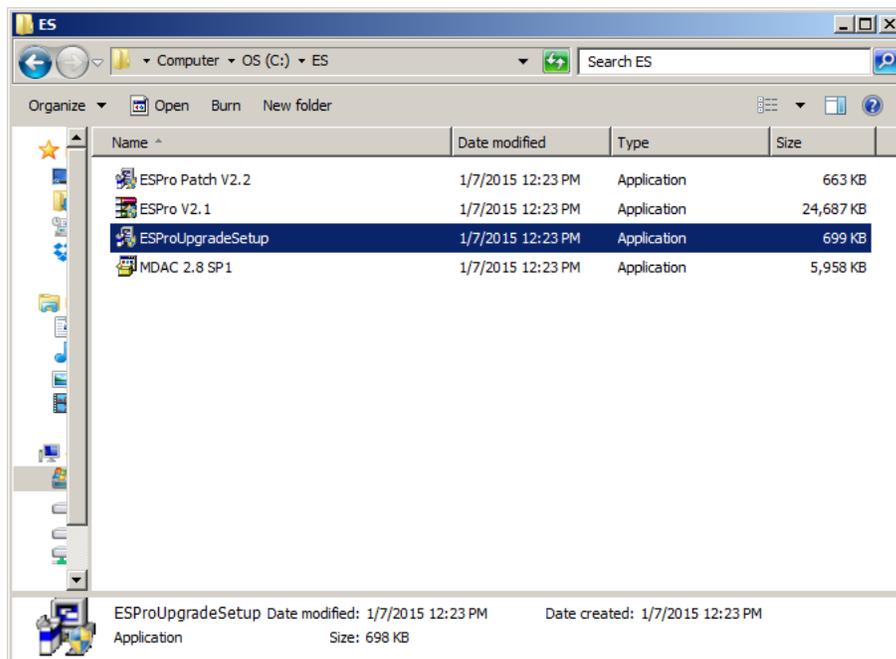


Figure 15.15 – Install the ESProUpgradeSetup patch

SUMBER PUTRA

ESS2-Common

19. Click **Next** to begin the installation.

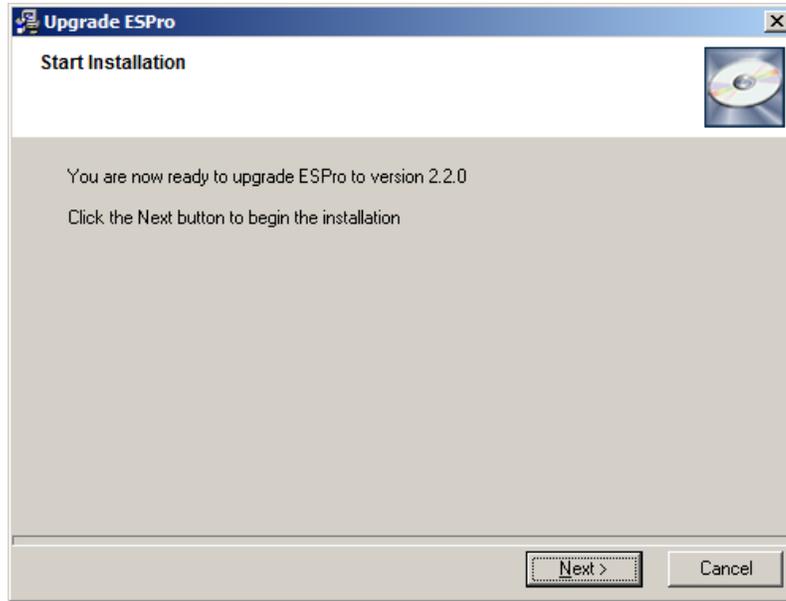


Figure 15.16 – Install the ESProUpgradeSetup patch

20. Click **Finish** to exit the installation

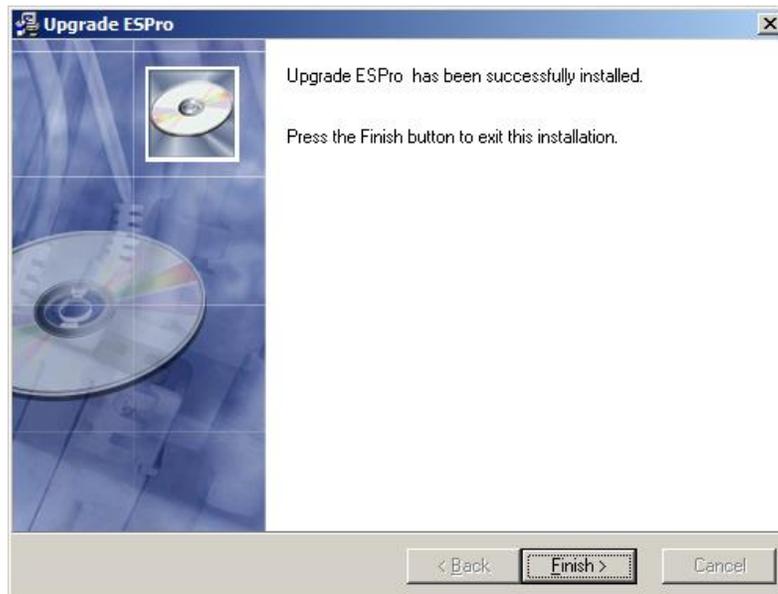


Figure 15.17 – ESProUpgradeSetup patch installation finished

21. **Restart** your system to finish the installation.

3.10 Un installation Of ESPro

To uninstall ESPro, you have to follow the steps below.

1. Click **Window Start** button.
2. From the menu bar, select **Settings**, following by **Control Panel**.
3. Click **Control Panel**, a window explorer will pop up.
4. Click **Add/Remove Program**. A window will pop up.
5. Select ESPro Version 2.1.0, click **Change/Remove** button. A confirmation dialog popup will be shown as in Figure 15.10.

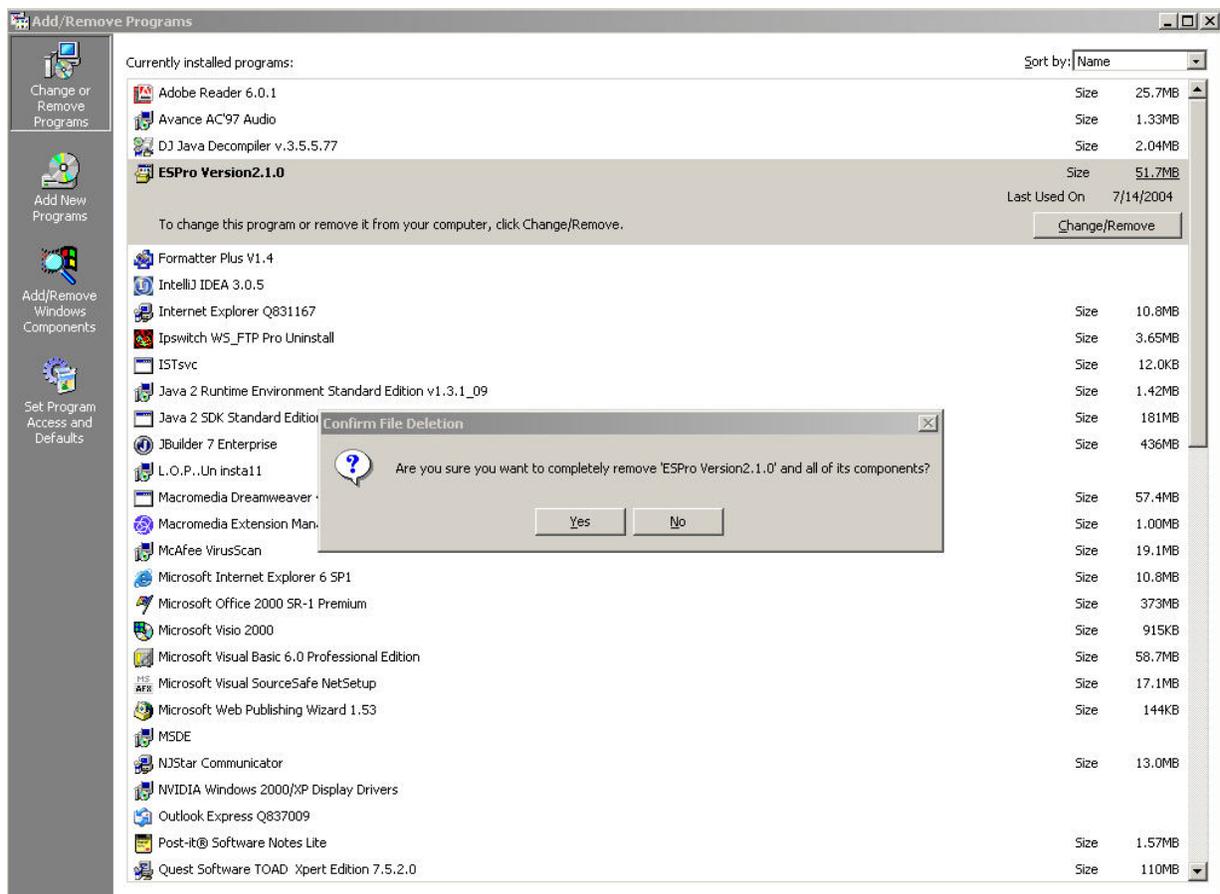


Figure 15.18 - Uninstall Confirmation

SUMBER PUTRA

ESS2-Common

6. Click **Yes** button, a window will popup to show the remove component as shown in Figure 15.11

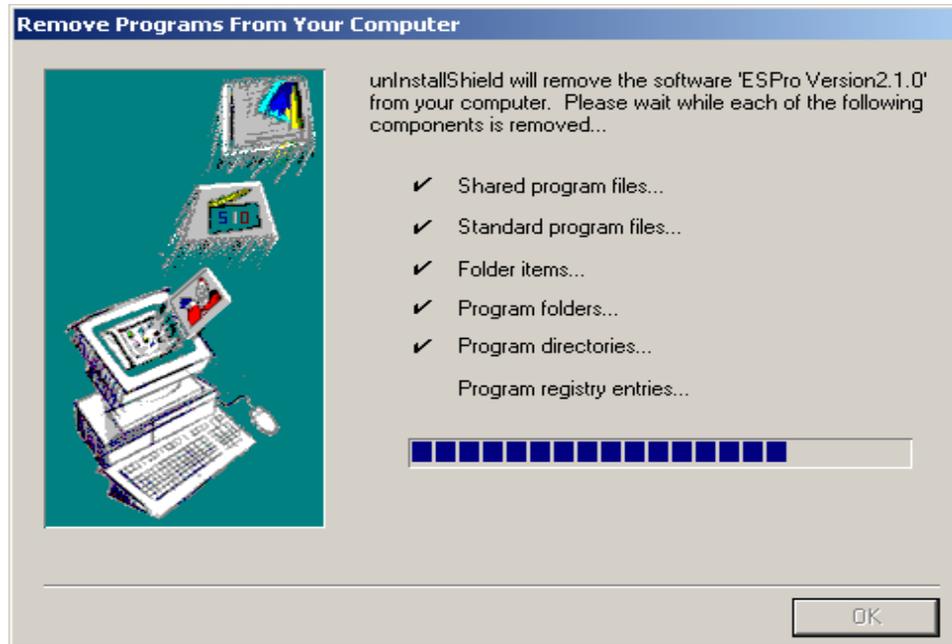


Figure 15.19 - Remove Component

SUMBER PUTRA

ESS2-Common

7. System will show a message to inform you that ESPro program is removed from your workstation as shown in Figure 15.12.

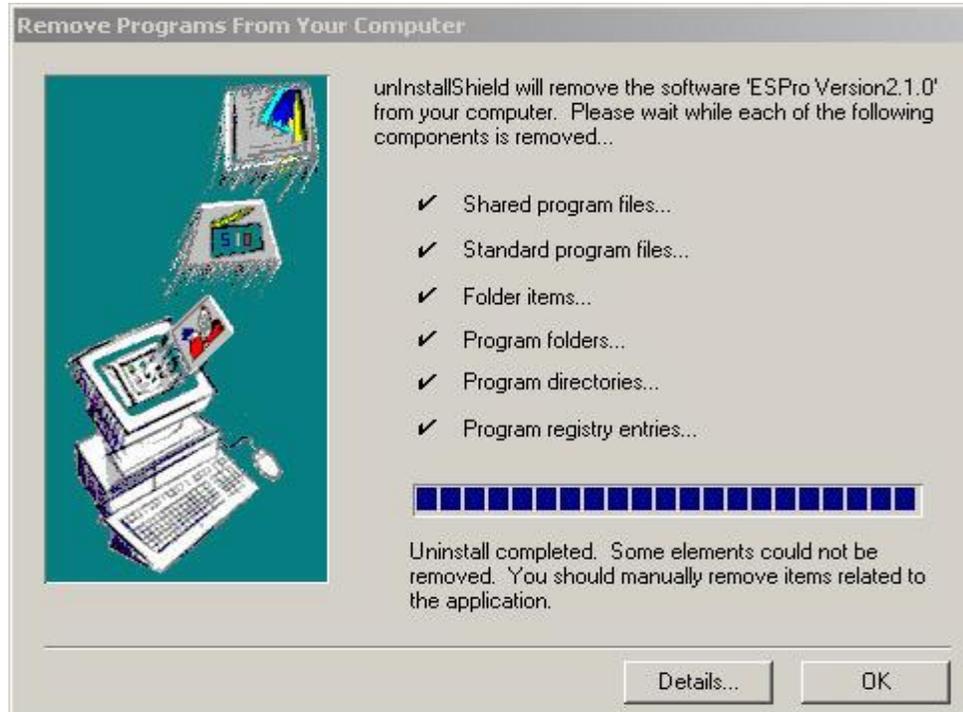


Figure 15.20 - Message Uninstall completed

8. Click **OK** button.
9. Close **Control Panel** window. The uninstall process is completed.

4 E-Submission Preparation

4.1 Introduction – Using ESPro

The ESPro is a desktop application that will help the E-Submission applicant to manage and prepare the drawings and documents offline before submission to Perbadanan Putrajaya. Preparation of alpha data with regards to the application is also done using electronic forms in the ESPro. To ensure latest forms are used, applicants are advised to perform synchronization before doing data preparation.

After completion of data preparation, applicant can submit the application to Perbadanan Putrajaya using ESPro. The data is compressed and split into smaller packages before transmitting to the E-Submission server in Perbadanan Putrajaya.

Latest version of electronic forms will be made available to the applicants.

SUMBER PUTRA

ESS2-Common

4.2 SUMBER PUTRA E-Submission ESPro Functions

1. To navigate ESPro, double click the ESPro icon, a window appears as shown in Figure 16.1 with 3 panels: Work Area, Submitted Area and Properties/ Form Template Area and a list of functions in shortcut on the left of the screen.

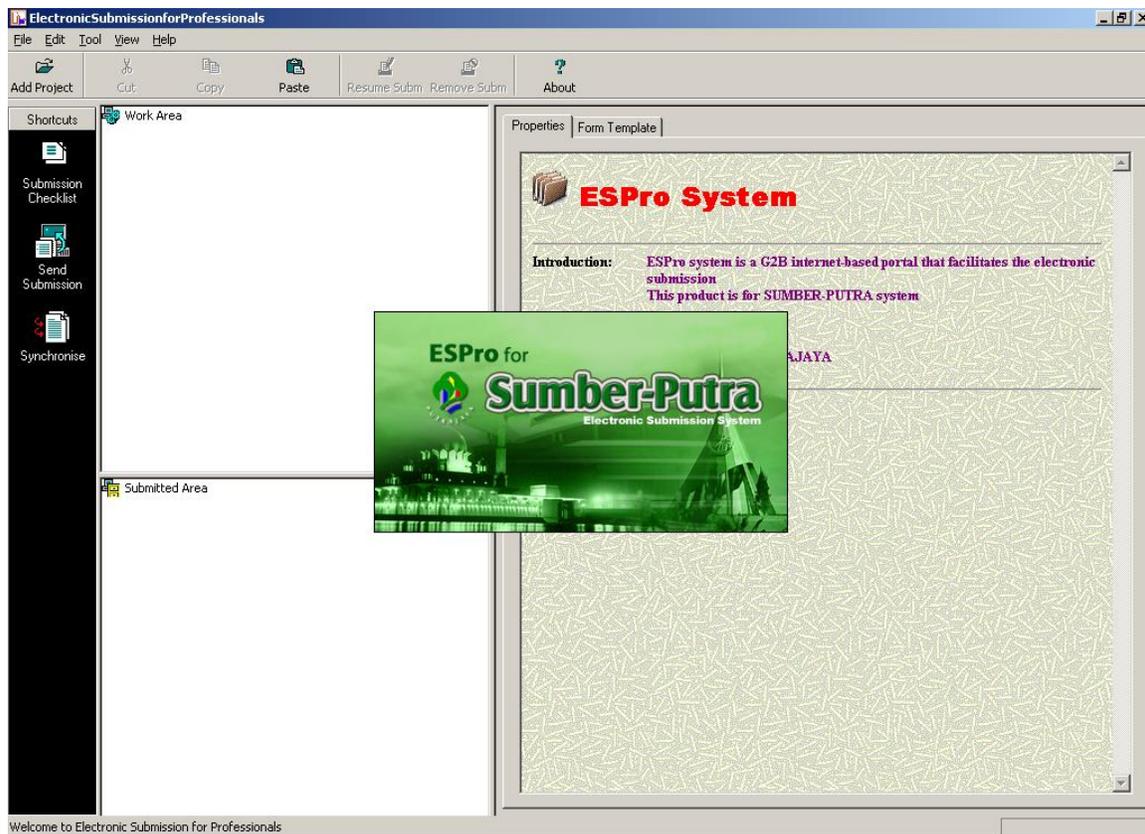


Figure 16.1 ESPro Main page

2. ESPro screen contains three main panels:-
 - Work Area - The Work Area allows you to prepare forms and documents for submission to Perbadanan Putrajaya.
 - Submitted Area - Once a submission is made to the E-SUBMISSION system, the forms and documents that have been submitted will be transferred to this area for your reference.
 - Properties/ Form Template Area - Forms downloaded from E-SUBMISSION will be kept in the Form Template Area. To use the forms, you can drag and drop the forms from the Form Template Area to the Work Area.

SUMBER PUTRA

ESS2-Common

4.2.1 Add Project

ESPro provides a feature for you to add your registered project into it and further from the project you may select the specific project type for it to do submission to Perbadanan Putrajaya.

1. Click **Add Project** button, system will pop up a dialog as shown in Figure 16.2 to ask for user ID and password.

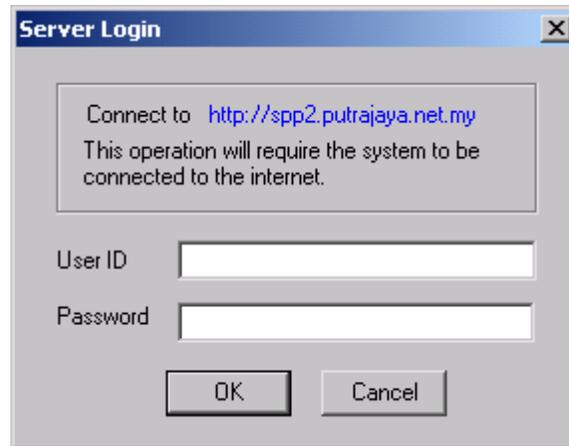


Figure 16.2 Popup dialog: User login

2. Key in user id and password.
3. Click **OK** button, system will popup a dialog as shown in Figure 16.3 with a list of registered projects for all subsystems.

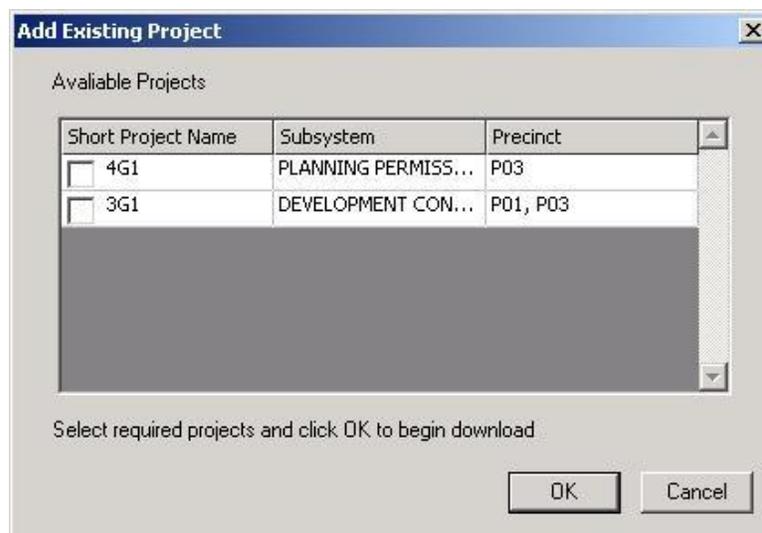


Figure 16.3 Add Existing Project

4. Select the project by ticking the project from the combo box.
5. Select the project by ticking the project from the combo box.

SUMBER PUTRA

ESS2-Common

6. Click **OK** button, system will load the project into Work Area as shown in Figure 16.4.

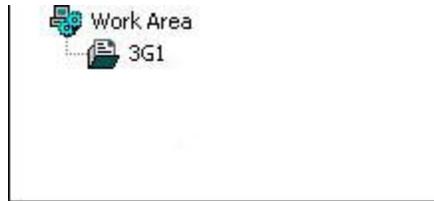


Figure 16.4 Work Area

4.2.2 Delete Project

ESPro allow you to add an unlimited number of registered projects as well as to remove projects added from Work Area. You may do so from mouse or menu bar.

Delete Project Thru Mouse

1. Click on the project you would like to remove.
2. Right click the mouse.
3. Select **Delete** from the menu list. System prompt a confirm message as shown in Figure 16.5.



Figure 16.5 - Popup dialog: Confirmation Message

4. Click **Yes** button, system will remove the project from Work Area.

Delete Project Thru ESPro Menu

1. From ESPro Menu bar, select **Edit**. A menu with a drop down list will be shown.
2. Select **Delete** from menu drop down list. System will prompt a confirmation message as Figure 16.5.
3. Click **Yes** button, system will remove the project from Work Area.

SUMBER PUTRA

ESS2-Common

4.2.3 Prepare Document

1. In the Properties/ Form Template Area, the system shows the project information and all project member(s) information as shown in Figure 16.6

The screenshot displays a software interface with two tabs: 'Properties' and 'Form Template'. The 'Form Template' tab is active, showing a 'Project Information' section with a table of project details and a 'Member Information' section with a table of member details. The 'Project Information' table includes fields for Subsystem, Short Project Name, Project Description, and Precinct. The 'Member Information' section is titled 'Member 1' and includes a 'General' sub-section with fields for Member Name, Company Name, and Submission Rights, followed by a table for Role Code and License No.

Project Information	
Subsystem	DEVELOPMENT CONTROL
Short Project Name	3G1
Project Description	PERMOHONAN KEBENARAN MERANCANG BAGI CADANGAN MEMBINA DAN MEYIAPKAN 5 KONDOMINIUM (JENIS B 20 TINGKAT)
Precinct	Precinct 01 (Government Precinct) Precinct 03

Member Information	
Member 1	
General	
Member Name	Mohammad bin Abdullah
Company Name	Bintang Square
Submission Rights	Yes
Role Code	License No
CONTRACTOR	

Member 2	
-----------------	--

Figure 16.6 Properties/Form Template Area

SUMBER PUTRA

ESS2-Common

2. To prepare the document required for the submission, select the Form Template tab. It lists out a list of electronic form templates as shown in Figure 16.7 to allow you to select the form template. The electronic form listed is in EFM form and PDF form format. The form template is named according to the application type.

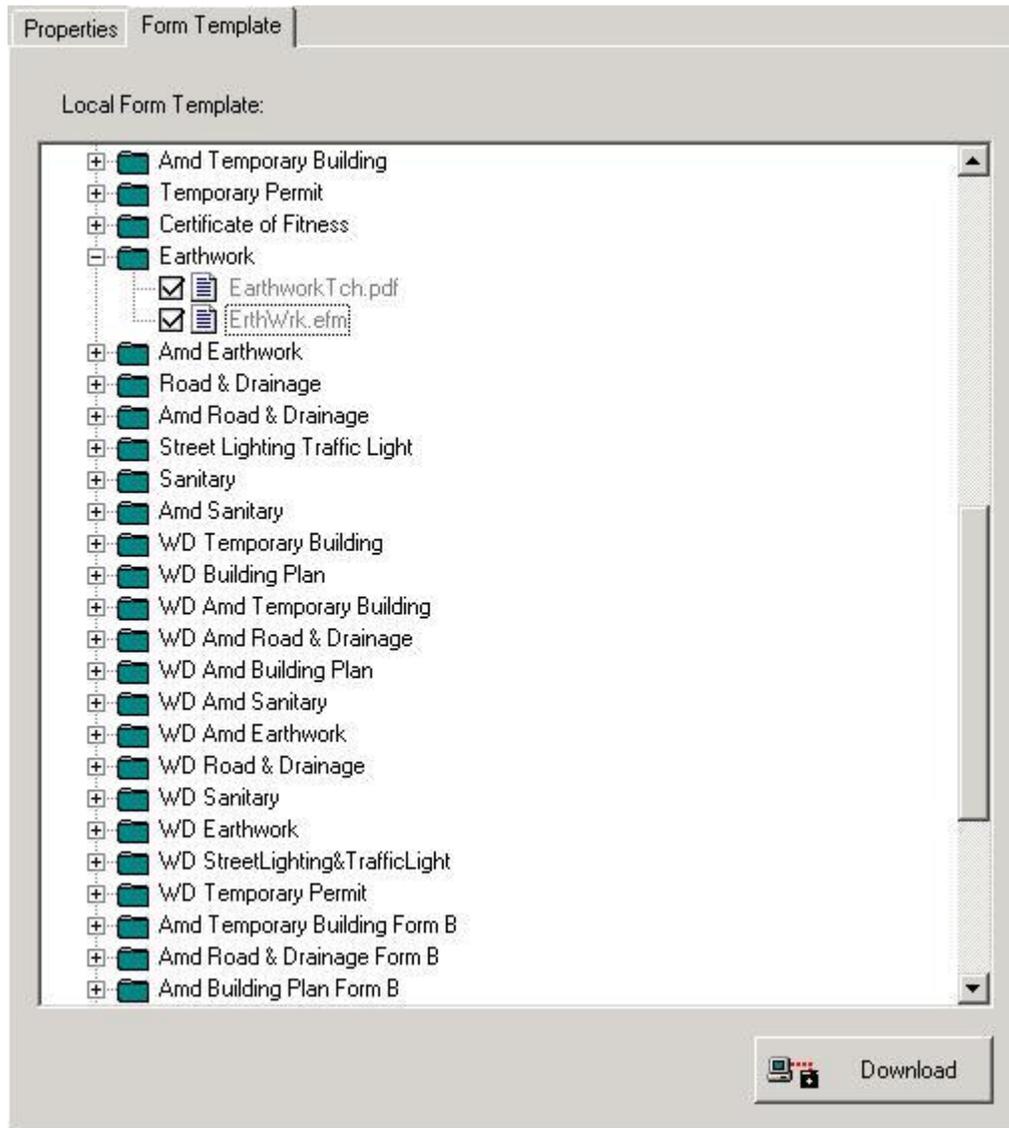


Figure 16.7 - Electronic Form Template

3. If the form template you are looking is not in the Form Template Area, click the **Download** button, system will prompt user to the log in page to verify user.
4. Key in user ID and password.

SUMBER PUTRA

ESS2-Common

5. Click **OK** button, system will prompt a dialog as shown in Figure 16.8

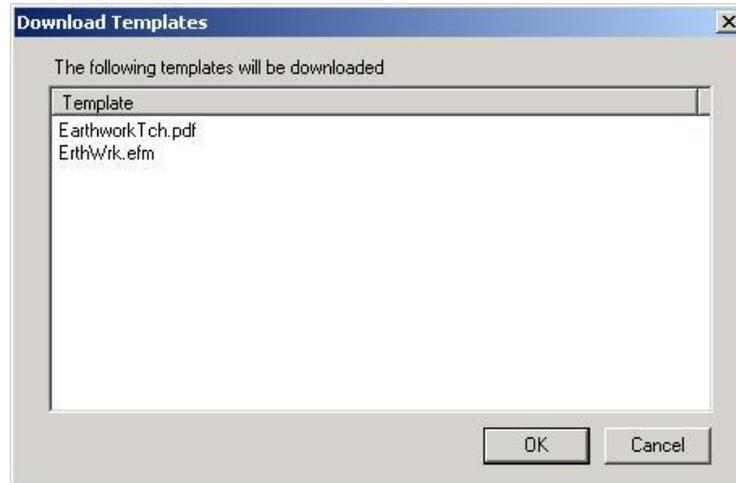


Figure 16.8 - Download Template

6. Click **OK** to download the form template into Properties/Form Template Area.
7. Select the form required for your submission. The details of form selection depends on the project whether it is a Planning Permission project or Development Control project.
8. Drag the application type from Form Template Area to the project folder in the Work Area. You can add more application types into a project by repeating the drag process.
9. Drag all the documents required for your submission from any location of your workstation to Work Area. Please refer to Section 4.2.5 of this document.
10. To remove a application type or document from the project, move the mouse cursor to the Application type in the Work Area, right click your mouse, then select **Delete** from menu bar. A dialog popup will be shown as in Figure 16.9.

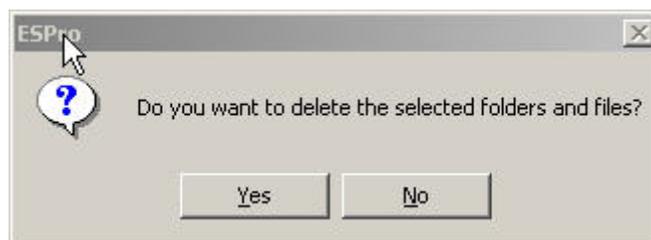


Figure 16.9 - Popup dialog: Delete Application Type

11. To rename a application type from the project, move the mouse cursor to the application type in the Work Area, right click your mouse, then select **Rename** from menu bar, then key in the name you would like to rename your application type.
12. For details of Planning Permission application please refer to ESS2-Appendix A IV Electronic Forms. For the details of development control application please refer to ESS2-Appendix B III GeneralForms.

SUMBER PUTRA

ESS2-Common

4.2.4 Submission Checklist

Before you can submit your submission, please refer to ESPro checklist to confirm that all the required documents are appended into your application. For Development Control applications, ESPro will reject any incompliance to the checklist.

1. Right click the application type, select *Submission Checklist* from menu bar, system prompt a dialog as shown in Figure 16.10
2. Check all mandatory documents highlighted yellow under Assigned Files, make sure it is appended in your project. And if you have appended, a red tick should be shown beside the item.
3. To close the checklist, click **OK** button or **Cancel** button, system will direct back to ESPro main page.

Item	File Name	Assigned Files
1. Surat kelulusan kebenaran merancang bagi pelan susunatur dan/atau pendirian bangunan	KT_SURAT_MERANCANG.TIF	
✓ 2. Surat permohonan dari Juruperunding Bertauliah	KT_SURAT_JURUPERUNDING....	KT_SURAT_JURUPERUND...
3. Borang A	KT_BORANG_A.TIF	
4. Surat Hakmilik Tanah	KT_HAKMILIK_TANAH.TIF	
5. Surat Kelulusan dari JKR	KT_SURAT_JKR.TIF	

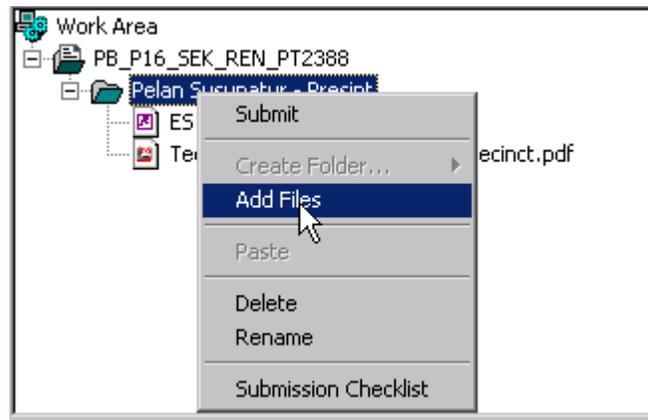
Figure 16.10 - Submission Checklist

SUMBER PUTRA

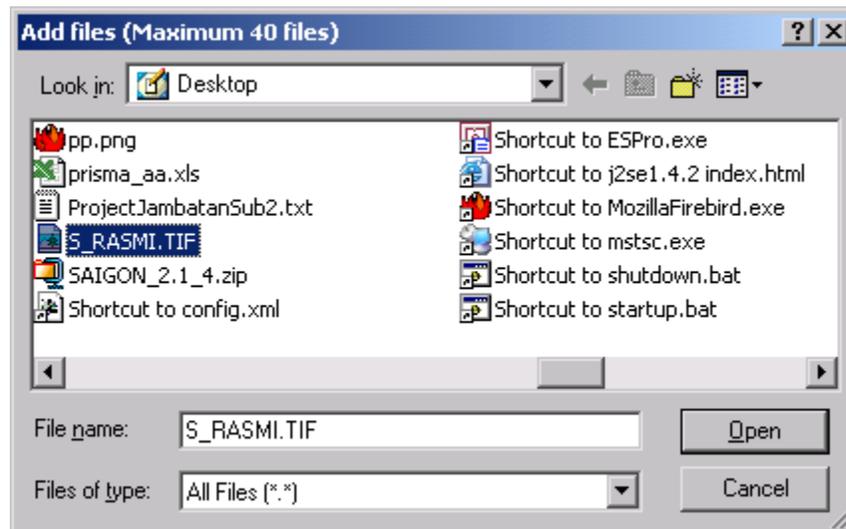
ESS2-Common

4.2.5 Add forms/files to a folder in Work Area

1. Position the mouse cursor over the required folder in the tree
2. Click the right mouse button and select **Add Files** from the popup menu that appears.



3. The **Add Files** window is displayed.



4. Select the documents to be added to the submission folder.
Alternatively,
5. Drag the selected files from Window's desktop or Window's Explorer to the required folder in **Work Area**.
6. The files will be copied to the folder required

5 Submitting The Application

5.1 Introduction

You can submit your application once you have completed with the data preparation. You may sometimes face network broadband problem that may cause an unsuccessful submission to Perbadanan Putrajaya. If you encounter this problem, you can resubmit using the Resume Subm button on the ESPro. If the problem still persists after sometime then you may have to submit your application through Perbadanan Putrajaya ES counter.

5.2 Submission thru Workstation

1. There are 3 ways to submit your application,
 - a. Click **Send Submission** icon from *Shortcuts*.
 - b. Select **Tool** from Menu bar, click **Submit** from the menu list.
 - c. Move your cursor to the application type that you would like to submit, right click your mouse, select **Submit** from the menu list.
2. System prompt for user ID and password.
3. Key in user ID and password, then click **Ok** button, system will prompt Send Submission – Assign Checklist Items as shown in Figure 17.1.

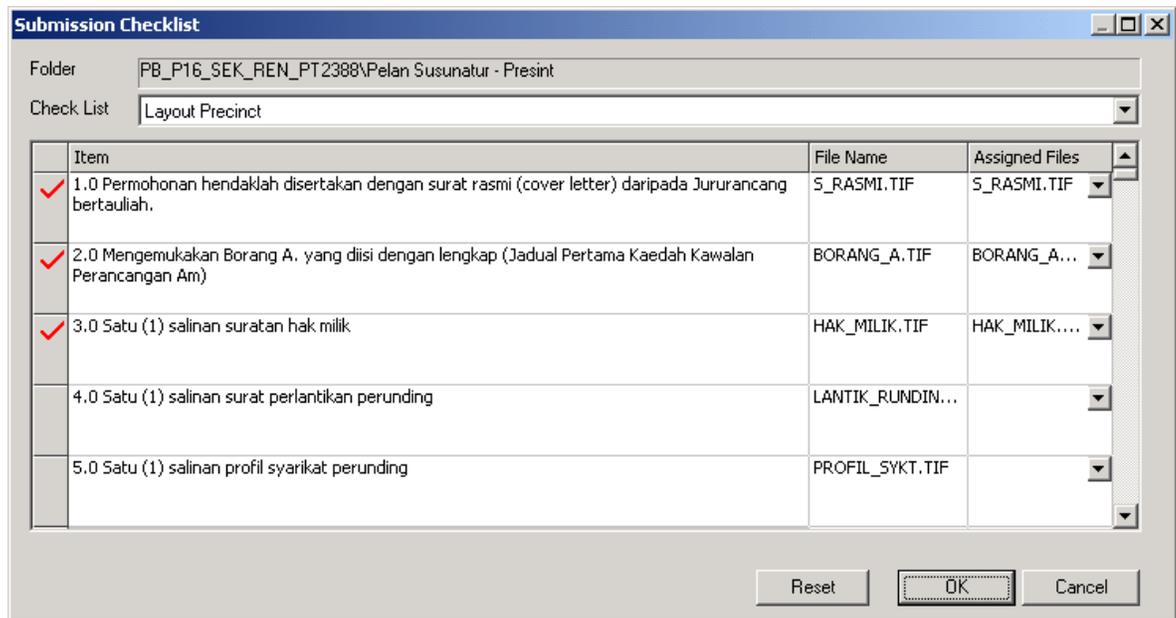


Figure 17.1 - Send Submission – Assign Checklist Items

4. Click **OK** button, system starts a pre-submission checking to verify your submission. There are rules and conditions of checking for every subsystem (Planning Permission or Development Control). The details of the pre-submission will be discussed in Section 5.2.1.

SUMBER PUTRA

ESS2-Common

5. After passing the pre-submission checking, a window will pop up as shown in Figure 17.2 to perform submission process such as to freeze all your submitted forms and files, create a submission number, submit the related documents and start a workflow for the submission.

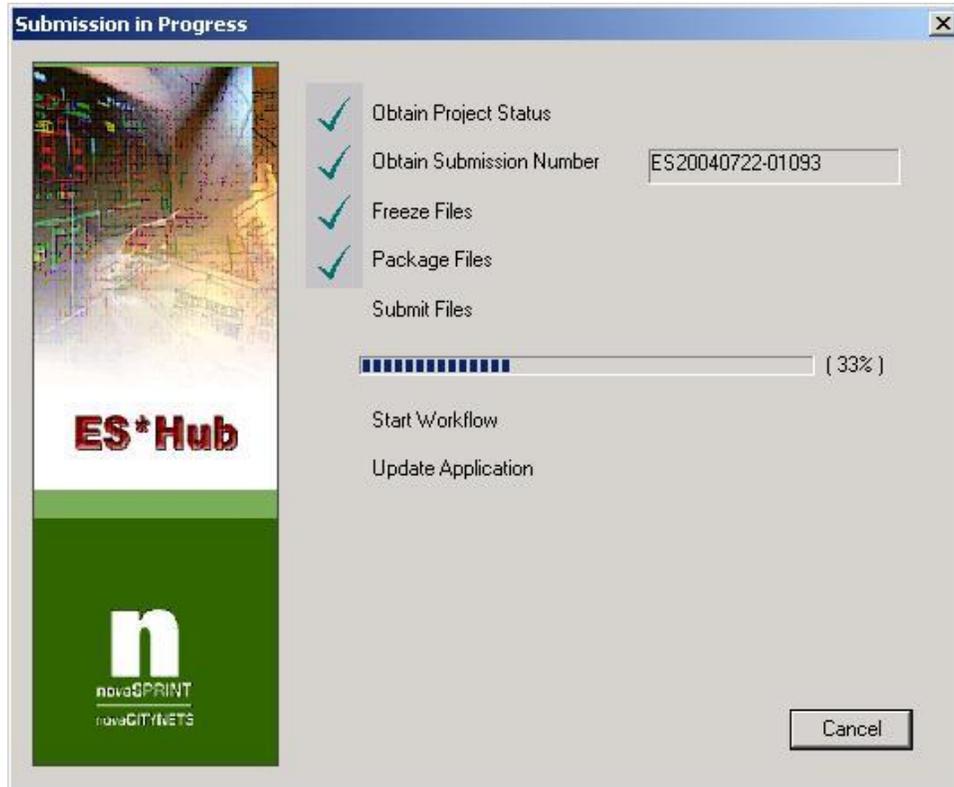


Figure 17.2 - Process of submission

SUMBER PUTRA

ESS2-Common

6. Once system has completed the submission of your application, it shows a message as shown in Figure 17.3.

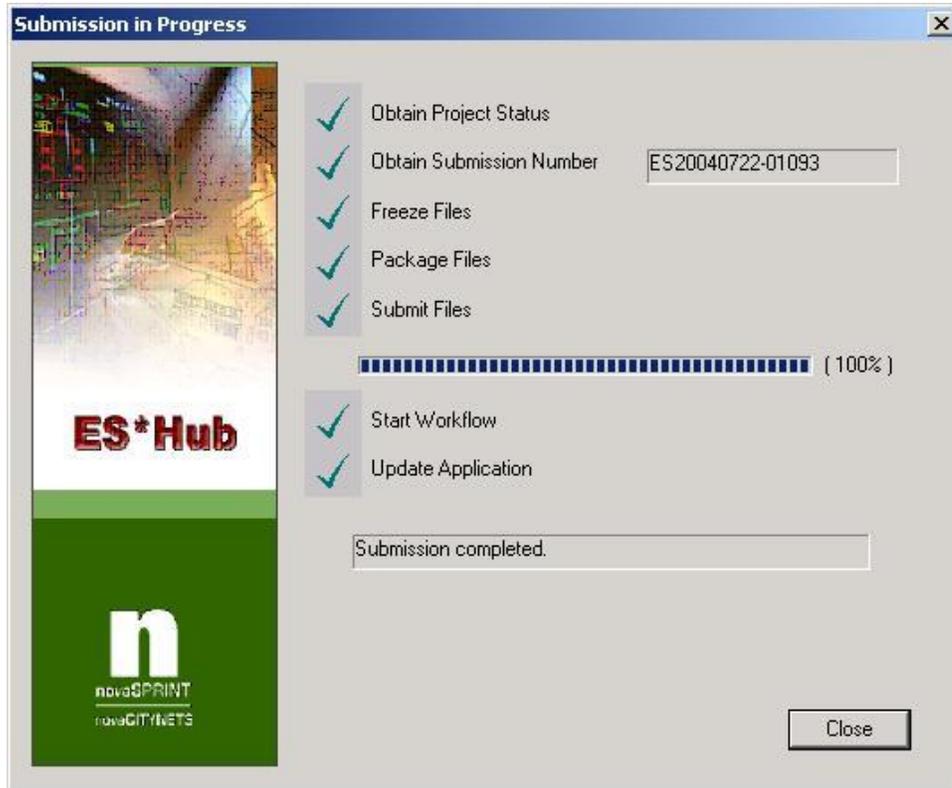


Figure 17.3 - Submission Completed message

SUMBER PUTRA

ESS2-Common

7. Once your application has been successfully submitted, the system will transfer your application folder from work area to submitted area. For example in Figure 17.4, under the submitted Area, you can find the Short Project Name that starts with prefix PB, followed by submission number that starts with prefix ES, then application type and a list of forms and documents that you have submitted.

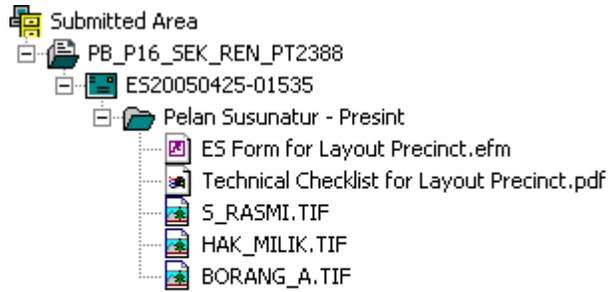


Figure 17.4 - Submission information

8. System may generate an email for you to notify your submission.

SUMBER PUTRA

ESS2-Common

5.2.1 Pre-Submission Checking

When you submit your application to Perbadanan Putrajaya, you may click on **Send Submission** from the Shortcut list. ESPro will verify your credentials and do a pre-submission check to verify the information prepared before starting your submission process. Details include validation of customer information, validation of your previous submission and resubmission, your project information such as short project name and subsystem ID.

System may prompt a warning for invalid information provided. You need to correct it before you submit it again to Perbadanan Putrajaya.

After passing this pre-submission check, submission process will start by freezing all the folder files and forms and create the workflow for your submission.

1. After you click **Send Submission** from ESPro Shortcuts to submit the log in information, system will prompt Send Submission – Assign Checklist Items screen as shown in Figure 17.1.
2. Click **OK** button, system will show a Pre-Submission Checking dialog as shown in Figure 17.5 and start the checking process.

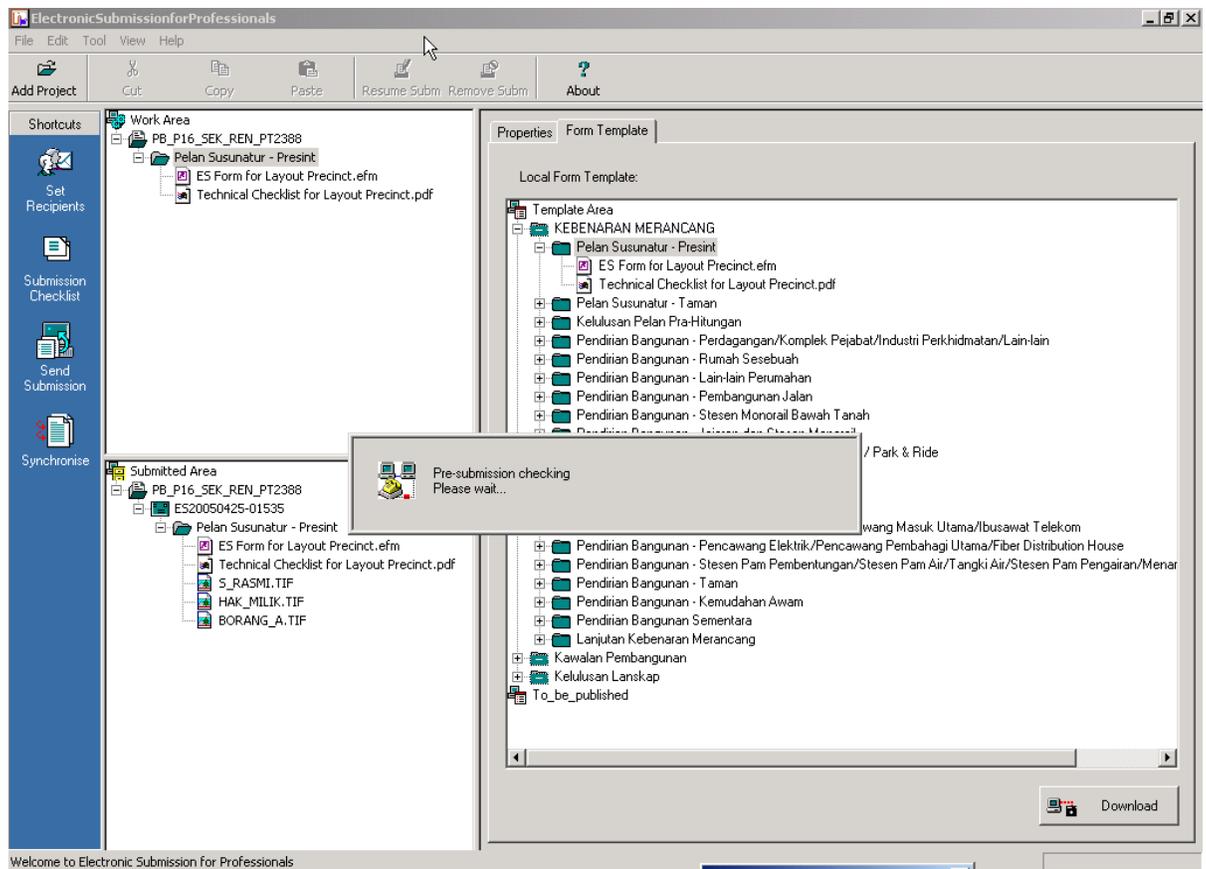


Figure 17.5 - Pre-Submission Checking

3. If system detects that you are an invalid customer, it will prompt you a warning as shown in Figure 17.6.

SUMBER PUTRA

ESS2-Common



Figure 17.6 - Popup dialog: Invalid Customer

4. If system detects your previous submission is invalid, it will prompt you a warning “Invalid Previous Submission”.
5. If system detects you are an invalid applicant for the application, it will prompt you a warning as shown in Figure 17.7.



Figure 17.7 - Invalid applicant

6. If you have entered an invalid application type, system will prompt you a warning “Invalid Application Type”.
7. If you have entered an invalid written direction number, system will prompt you a warning “Invalid Written Direction Number”.
8. If the written direction has expired, system will prompt you a warning “Written Direction Expired. Please Contact PJC For Further Clarification”.
9. If written direction is closed, system will prompt you a warning “Written Direction Closed”.
10. If there is no written direction issued out through your submission, system will prompt you a warning “No Written Direction Issue Out”.
11. If your development order number is invalid, system will prompt you a warning “Invalid DO Number”.
12. If system detects you are not an invalid owner of the submission, it will prompt you a warning “Invalid Submission Owner”.
13. If other error occurs, system will prompt you a warning “System Error. Please Contact PJC For Further Clarification”.
14. All the negative results from the checking as above will discard submission process and you need to correct it before taking another try to submit your application.

5.2.2 Resume Submission

Sometimes you may face some critical issues like unstable Internet connection, high network congestion or server down while system is running your submission process. Critical issues includes:

- Internet connection drop
- Server Down
- Operation System performs abnormal halt
- Network Congestion

ESPro allows you to pause your submission and provides a feature for you to resume your submission. Pause and resume processes are shown below.

1. When system encounters connection problems during submission process, a message box will be prompted as shown in Figure 17.8. You can pause the submission process by following through the steps below.
2. System will prompt a warning as either one of these popup dialog as shown in Figure 17.8



Figure 17.8 - Connection failed

3. Click **OK** to the warning.
4. Click **Cancel**, system will prompt a confirmation dialog as shown in Figure 17.9.

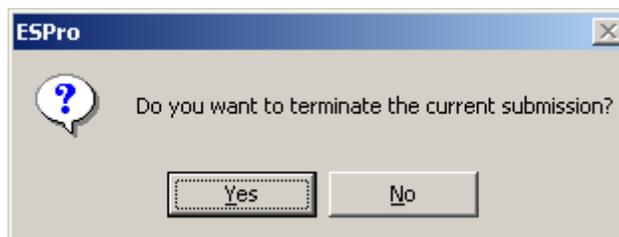


Figure 17.9 - Popup message: confirmation message

SUMBER PUTRA

ESS2-Common

5. Click **Yes** to terminate the submission process.
6. System will terminate the submission process and activates **Resume Subm** button from ESPro menu bar. The application and the related forms and documents will be frozen from Work Area. The frozen application, forms and documents are shown in blue font. You are not allowed to do any modifications on the frozen submissions as it is only read only. Example of frozen submission is shown in Figure 17.10.

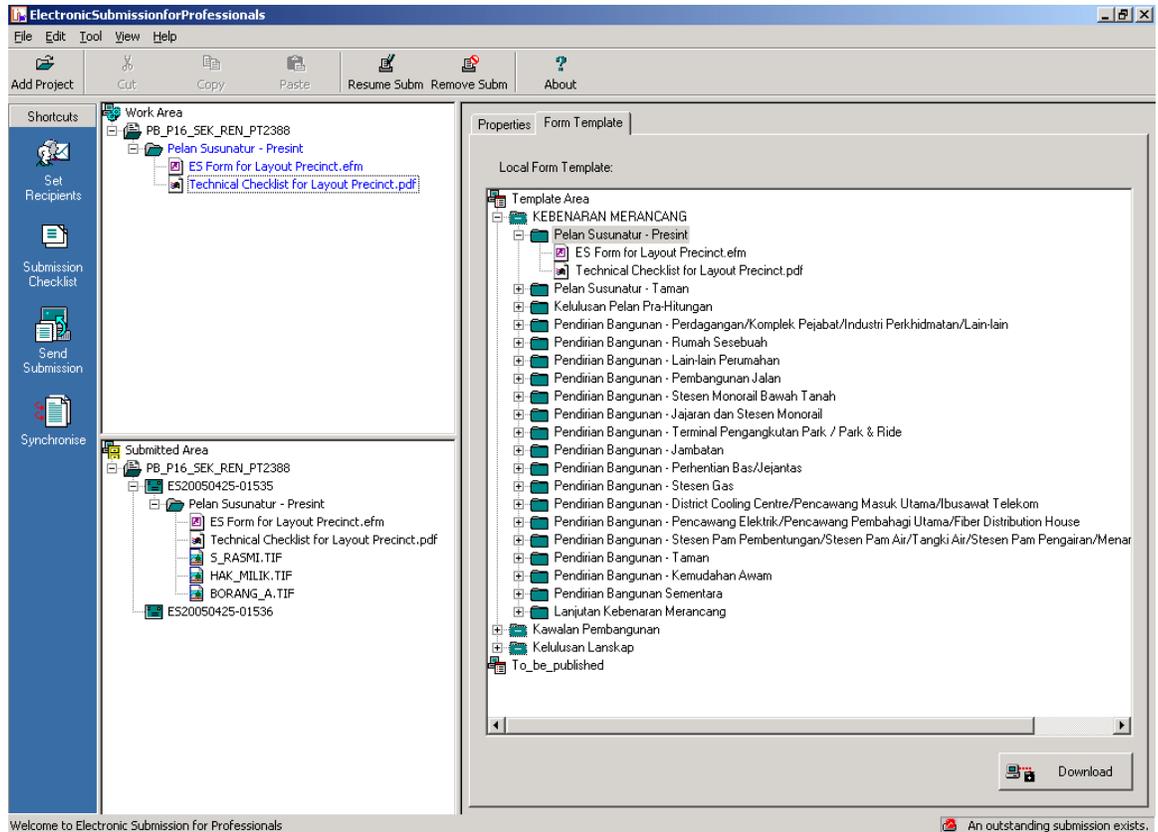


Figure 17.10 - Frozen Submission

7. To resume the submission, click **Resume Subm** from the menu bar.
8. System will prompt a log in dialog, key in your Id and password then click **OK**.
9. System will start submission process as shown in Figure 17.2.
10. After completing the submission, system transfers the submission from Work Area to Submitted Area with a generated submission number.
11. System then generates an email to you to notify of your submission.

5.2.3 Remove Submission

Sometimes during your submission period, you would like to do some modifications on your forms or documents or would like to attach more documents for your submission. Hence, you have to cancel your submission process and remove the submission before starting the modification.

1. To cancel the submission process, click **Cancel** from Submission in Progress screen as shown in Figure 18.2
2. System will prompt a confirmation dialog as shown in Figure 17.11.

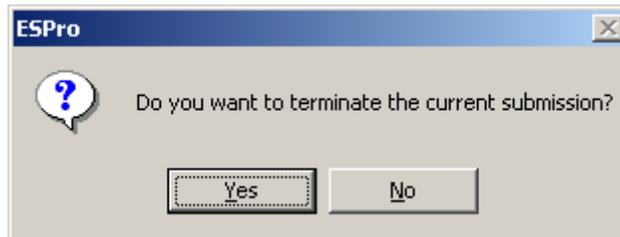


Figure 17.11 - Popup message: confirmation message

3. Click **Yes** to terminate the submission process.

SUMBER PUTRA

ESS2-Common

4. System will terminate the submission process and activate **Resume Subm** button from ESPro menu bar. The application and the related forms and documents will be frozen from Work Area. The frozen application, forms and documents are shown in blue font. You are not allowed to do any modifications on the frozen submissions, as it is a read only. Example of a frozen submission is shown in Figure 17.12.

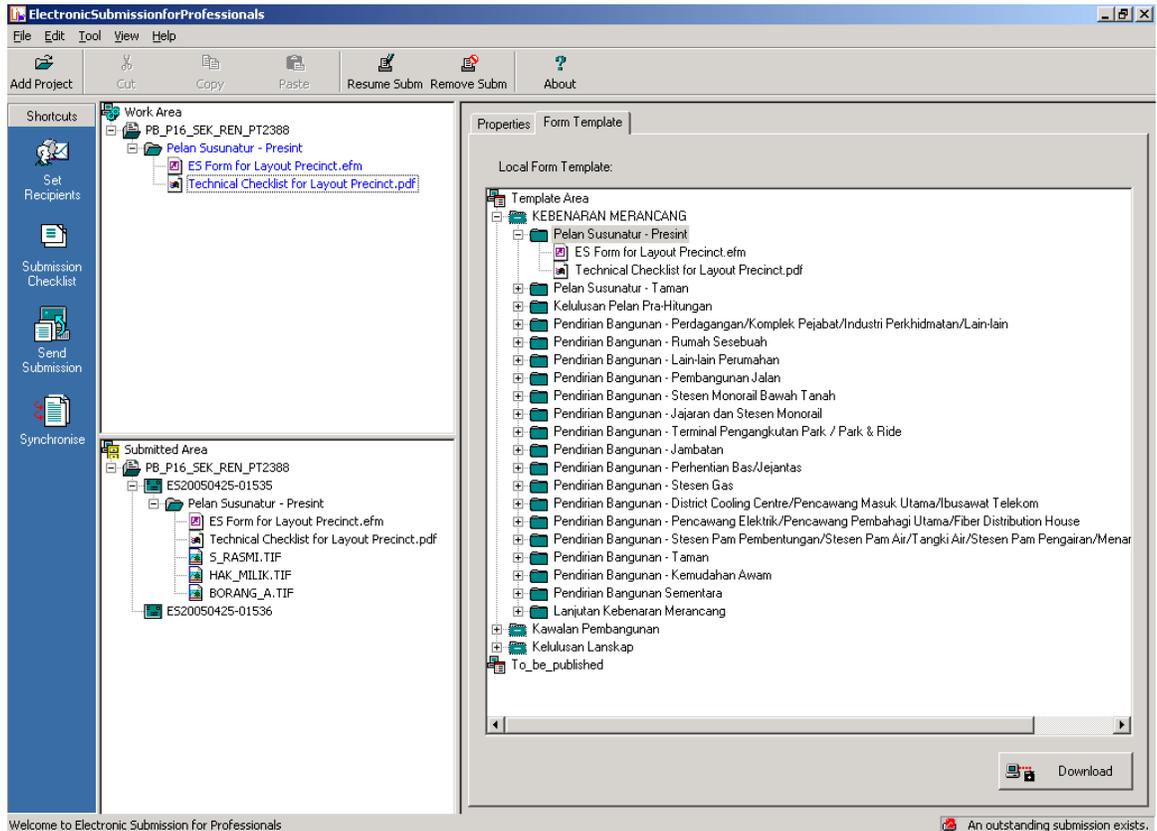


Figure 17.12 - Frozen Submission

5. To do editing or adding or removing files from application folder, you can click on **Remove Subm** button, system will release this submission and change all forms and documents from read only to editable. You can then add new file or modify the documents or forms of this application.
6. Once completed, you can submit the application by clicking **Send Submission** button from Shortcut.
7. System starts submission process as shown in Figure 17.2.
8. After completing the submission, system transfers the submission from Work Area to Submitted Area with a generated submission number.
9. System will generate and send email to you to notify of the submission

SUMBER PUTRA

ESS2-Common

5.3 Submission thru Perbadanan Putrajaya ES counter

1. To copy the project into temporary drive or disk, click *File* from the menu bar, then select *Export Project*, system will pop up a dialog as shown in Figure 17.13

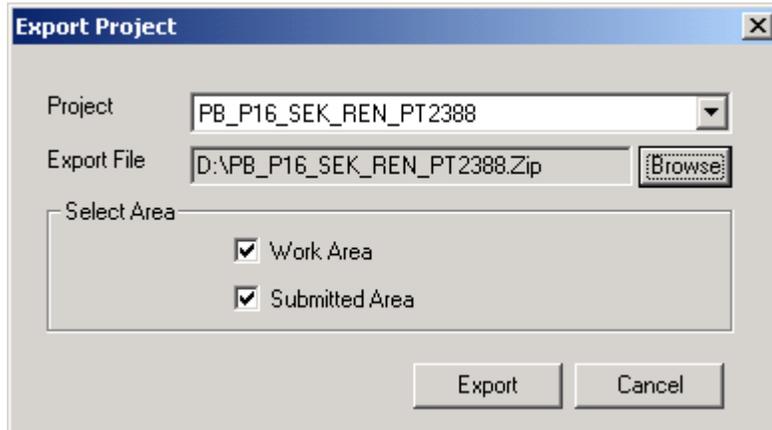


Figure 17.13 - Popup dialog: Export Project to temporary device

2. Click **Browse** to select the location to store the project.
3. Click **Export**. System prompts a dialog as shown in Figure 17.14.



Figure 17.14 - Popup dialog: Successful export project

SUMBER PUTRA

ESS2-Common

4. Navigate ESPro in PJC ES counter. You click *File* from the menu bar, then select *Import Project*, system popup a dialog as shown in Figure 17.15.

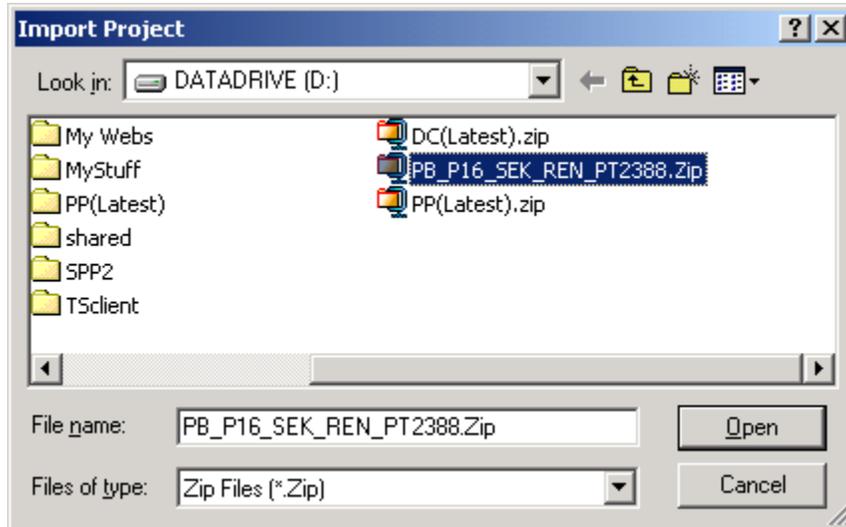


Figure 17.15 - Import Project

5. Select the zip file from the Import Project dialog then click **Open**. System will show a dialog as in Figure 17.16.

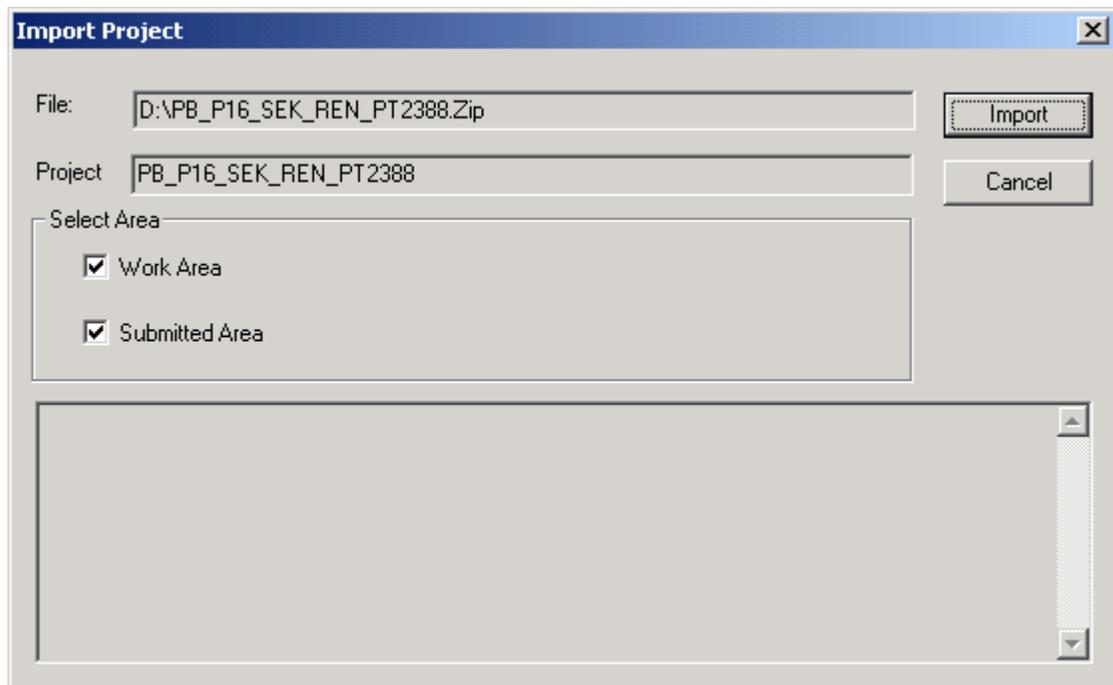


Figure 17.16 - Popup dialog: Import Project

SUMBER PUTRA

ESS2-Common

6. Click **Import** button. System prompt a success message as shown in Figure 17.17.

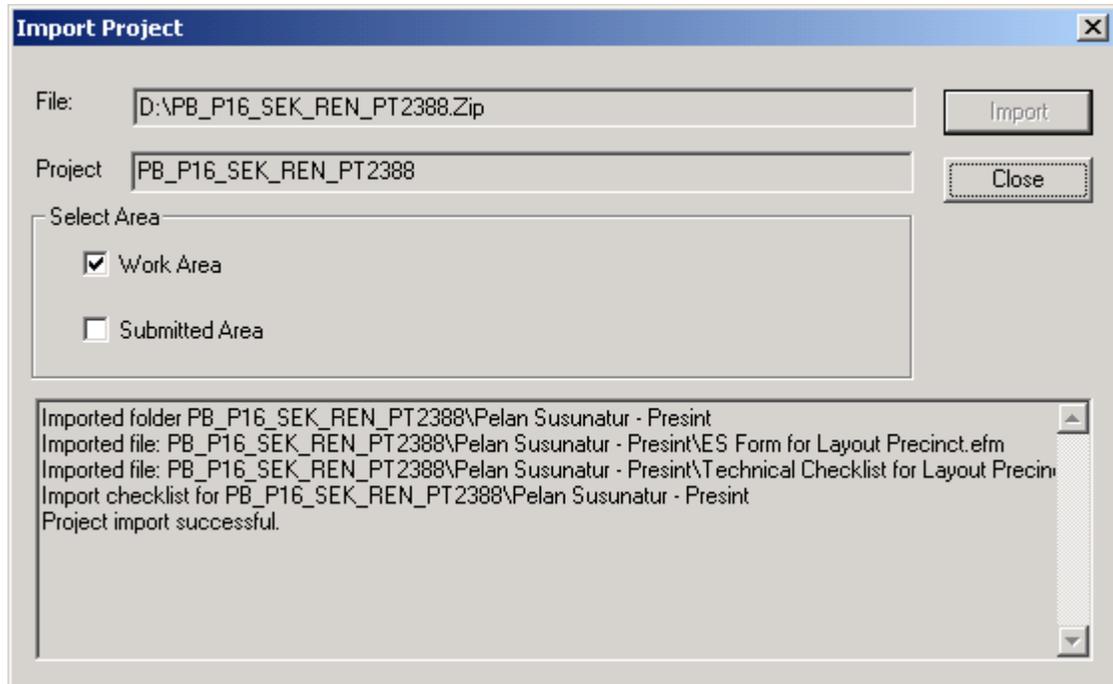


Figure 17.17 - Success import project

7. Click **Close** button to close the dialog.
8. Project with its application types will be added into the Work Area as shown in Figure 17.18.

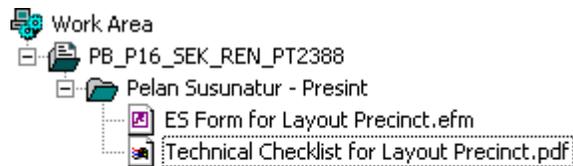


Figure 17.18 - Work Area

SUMBER PUTRA

ESS2-Common

9. There are 3 ways you can submit your application of project types.
 - Click **Send Submission** from the *Shortcuts*.
 - Select **Tool** from Menu bar, click **Submit** from the menu list.
 - Move your cursor to the application type that you would like to submit, right click your mouse, select **Submit** from the menu list.
10. System will prompt a dialog with user log in ID password. Key in your ID and password.
11. System will prompt Submission Checklist, click Ok button.
12. System will submit your application to Perbadanan Putrajaya.
13. System will generate a submission number for your project type. The submission number has a prefix ES following by the date of your submission and dash followed by 5 digits number. It will always appear in Submitted Area. An example of submission number is shown in Figure 17.19

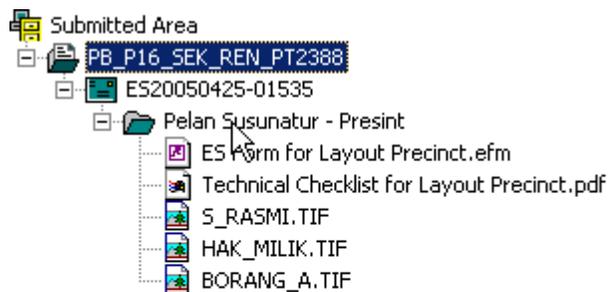


Figure 17.19 Success Submission

14. Once the project type appears in the Submitted Area with a generated submission number and the forms and document appended shown, this means that you have completed the submitting of a application for your project.

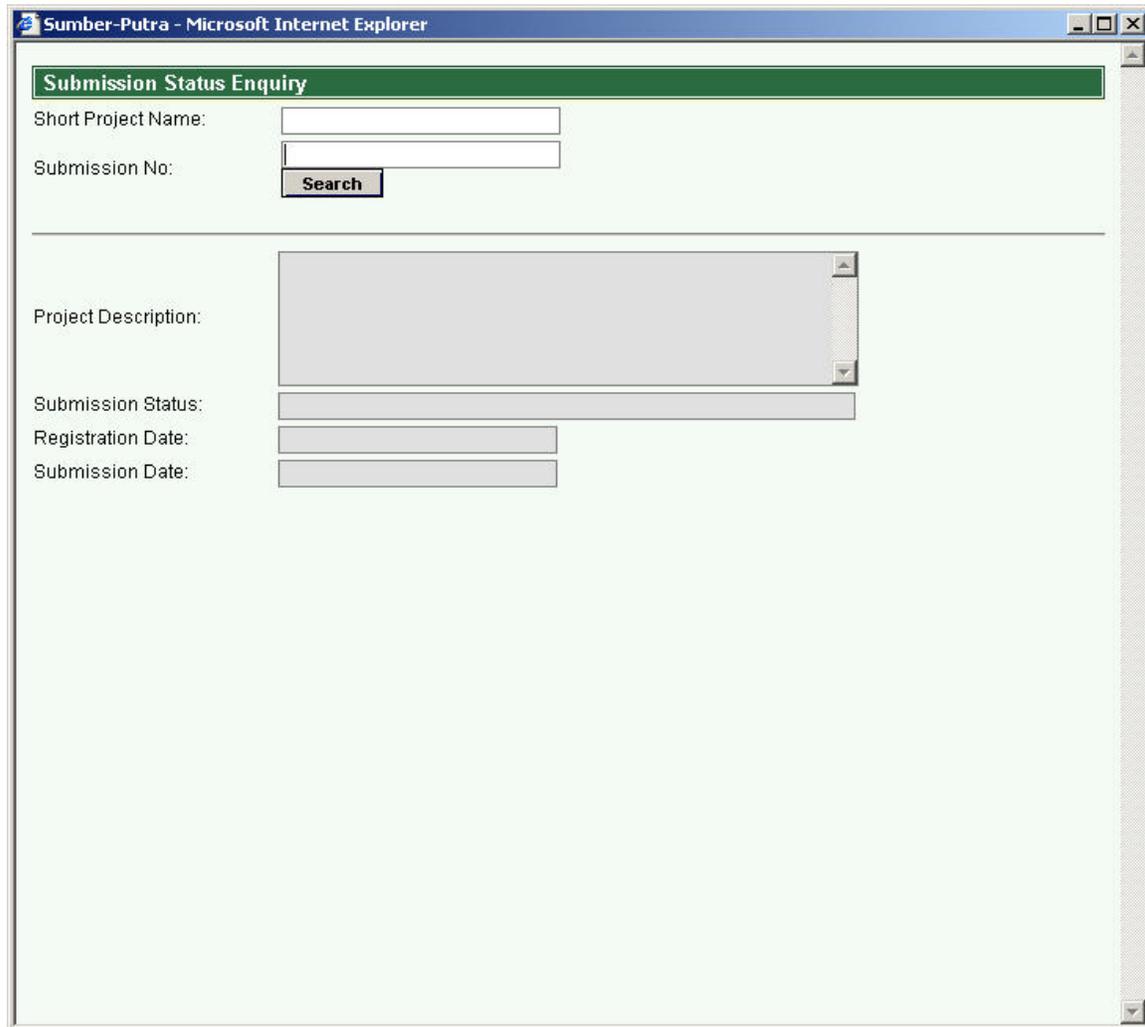
5.4 Submission Status Enquiry

SUMBER PUTRA E-Submission provides a special search engine to allow you to check your submission status after you have submitted your submission to Perbadanan Putrajaya. To perform this search, you have to supply important project information like short project name and/or submission number as a search criteria. Below are the guidelines for you to do this submission status enquiry.

1. Go to SUMBER PUTRA E-Submission home page.
2. Under the Submission Status Enquiry, select your project's subsystem. If your project is a Planning Permission project, click on *Planning Permission* link. If your project is a Development Control project, click on *Development Control* link.

5.4.1 Submission Status Enquiry for Planning Permission

1. Under the Submission Status Enquiry, click on *Planning Permission* link, system will prompt a Submission Status Enquiry window as shown in figure 18.1.



The screenshot shows a web browser window titled "Sumber-Putra - Microsoft Internet Explorer". The page content is titled "Submission Status Enquiry". It features a search form with the following elements:

- Short Project Name:
- Submission No.:
- Project Description:
- Submission Status:
- Registration Date:
- Submission Date:

Figure 18.1 - Submission Status Enquiry page

2. Key in a short project name in the Short Project Name text box.
3. Key in a Submission number in the Submission No. text box.

SUMBER PUTRA

ESS2-Common

4. Click **Search** button. System will perform a search process and displays the submission status together with project description, project registration date and submission date below the **Search** button. An example is an enquiry for a submission with submission number "ES20040526-00890" as shown in Figure 18.2.

The screenshot shows a web browser window titled "Sumber-Putra - Microsoft Internet Explorer". The main content area has a green header bar with the text "Submission Status Enquiry". Below the header, there are two radio buttons for search criteria: "Short Project Name:" (unselected) and "Submission No:" (selected). The "Submission No:" field contains the value "ES20050307-01605" and a "Search" button is positioned below it. A horizontal line separates the search input from the results. The results are displayed as a list of fields with their corresponding values: "Short Project Name:" is "PB_P8_RS_PT7437"; "Submission No:" is "ES20050307-01605"; "Project Description:" is "PERMOHONAN KEBENARAN MERANCANG BAGI PENDIRIAN BANGUNAN CADANGAN MEMBINAN SEBUAHRUMAH BANGLO 2 TINGKAT DIATAS LOT P.T 7437, PRESINT 8 PUTRAJAYA, WILAYAH PERSEKUTUAN PUTRAJAYA"; "Submission Status:" is "Pematuhan Minit JKT oleh Perunding"; "Registration Date:" is "14-03-2005"; and "Submission Date:" is "07-03-2005".

Short Project Name:	PB_P8_RS_PT7437
Submission No:	ES20050307-01605
Project Description:	PERMOHONAN KEBENARAN MERANCANG BAGI PENDIRIAN BANGUNAN CADANGAN MEMBINAN SEBUAHRUMAH BANGLO 2 TINGKAT DIATAS LOT P.T 7437, PRESINT 8 PUTRAJAYA, WILAYAH PERSEKUTUAN PUTRAJAYA
Submission Status:	Pematuhan Minit JKT oleh Perunding
Registration Date:	14-03-2005
Submission Date:	07-03-2005

Figure 18.2 - Result from Submission Status Enquiry