

Online Management of SPA Qualified Persons(MRPE-eQP)

System Version 1.0

Internal User Manual version 1.0



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Online Management of SPA Qualified Persons (MRPE-eQP) SYSTEM OVERVIEW

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1. System Overview

This section provides information on the following topics:

- Introduction
- System Objective
- System Requirement
- System Workflow

1.1. Introduction

This user manual consists of six chapters: **System Overview**, **System Access**, **Using the System**, **Report**, **FAQ & Troubleshooting** and **Contact Us**.

Chapter 1 - Provides a general overview of the system.

Chapter 2 - Details how users can obtain access to the system.

Chapter 3 - Provides a detailed description of functions, processes or roles available.

Chapter 4 - Provides a detailed description of the usage of the report and the generation of reports.

Chapter 5 - Lists frequently asked questions and answers to those questions and some troubleshooting guides for common issues of the system.

Chapter 6 - Provides a complete contact information to get help and support for the system.

1.2. System Objective

- To improve efficiency and reduce the time taken to process the applications.
- To enable MRPE to track to what stage an application has reached and to analyse the performance of its officers in executing their assigned tasks.
- To enable MRPE to register, update and publish online information on its Qualified Persons.
- To implement an enterprise level-digital database system to enable secure, accurate and fast storage and retrieval of data.
- To aid Management by making available information quickly and in a form that facilitate decision making.

1.3. System Requirement

The minimum system requirements are as follows:

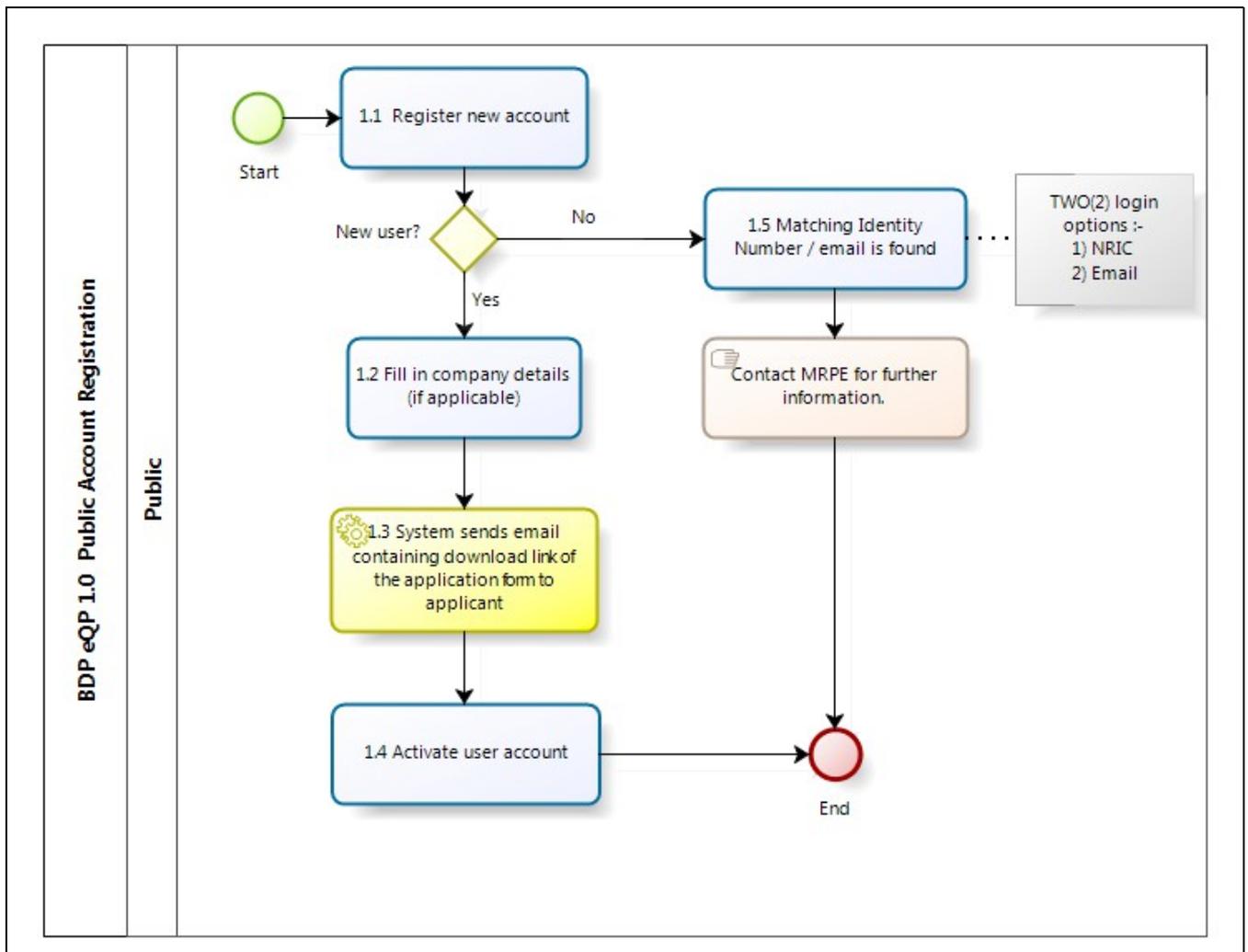
Item	Requirements
Operating System	Windows XP, Windows Vista, or Windows 7 (with Service Pack 1 or higher).
Browser	Internet Explorer 8 or above / Mozilla Firefox 23 or above/ Google Chrome 45 or above.
Viewer	Acrobat Reader.

1.4. System Workflow

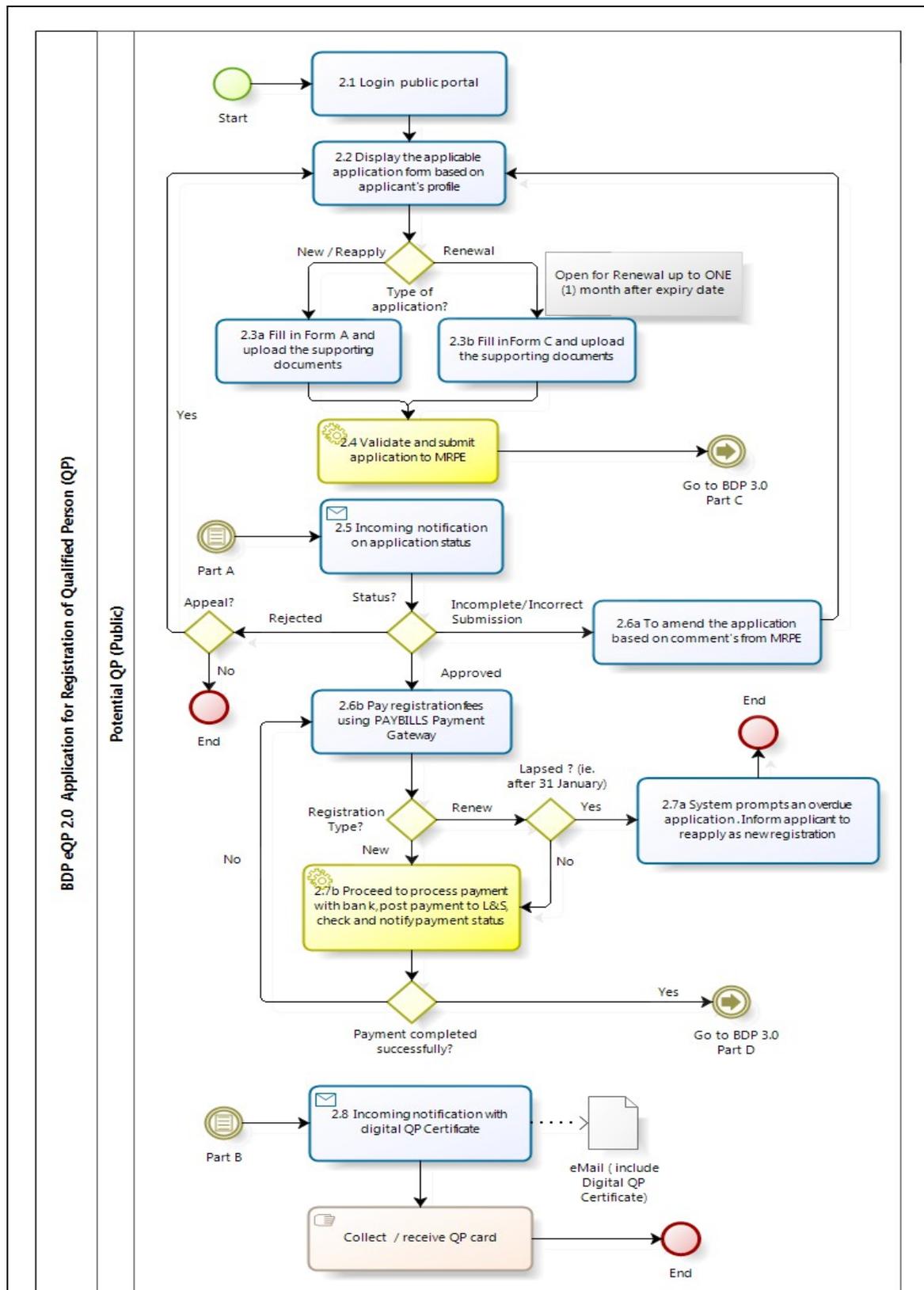
System workflow consists of the sequence of the system workflow in graphical format. This section contains the following system/process workflow(s):

- Public Account Registration / Signup
- Application for Registration of Qualified Person (QP)
- Processing of QP Registration Part 1
- Processing of QP Registration Part 2
- Publication of QP

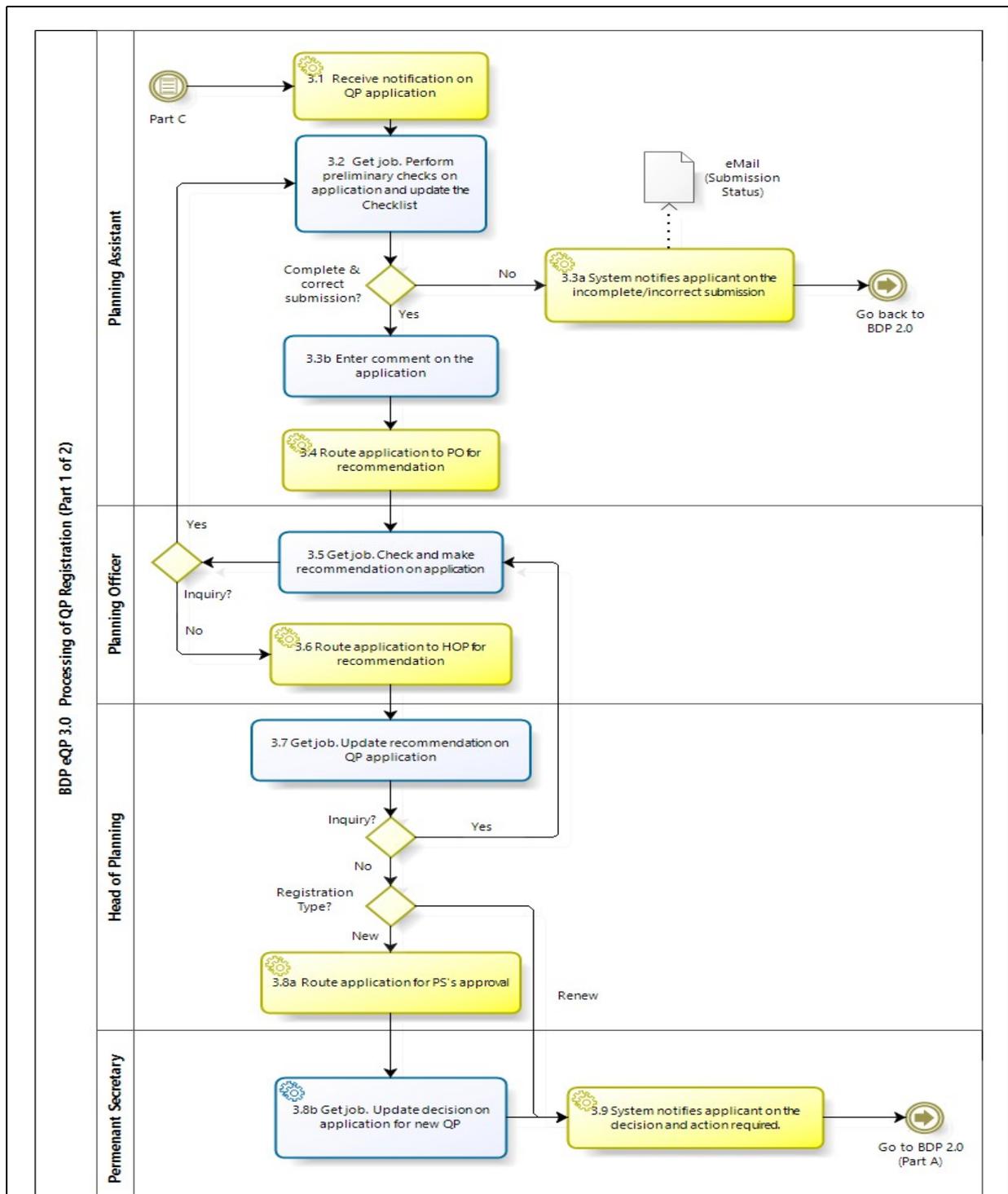
1.4.1. Public Account Registration / Sign Up



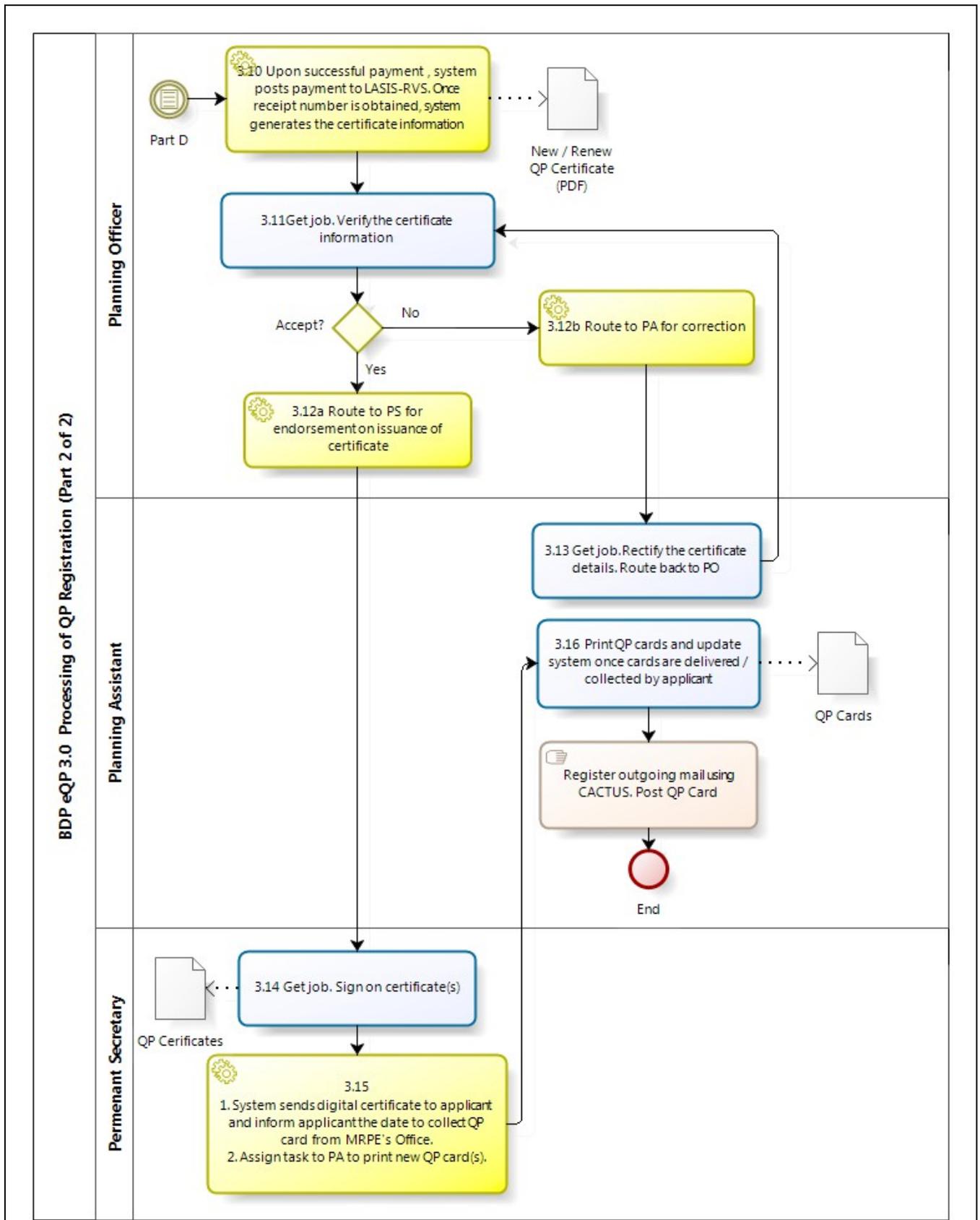
1.4.2. Application for Registration of Qualified Person(QP)



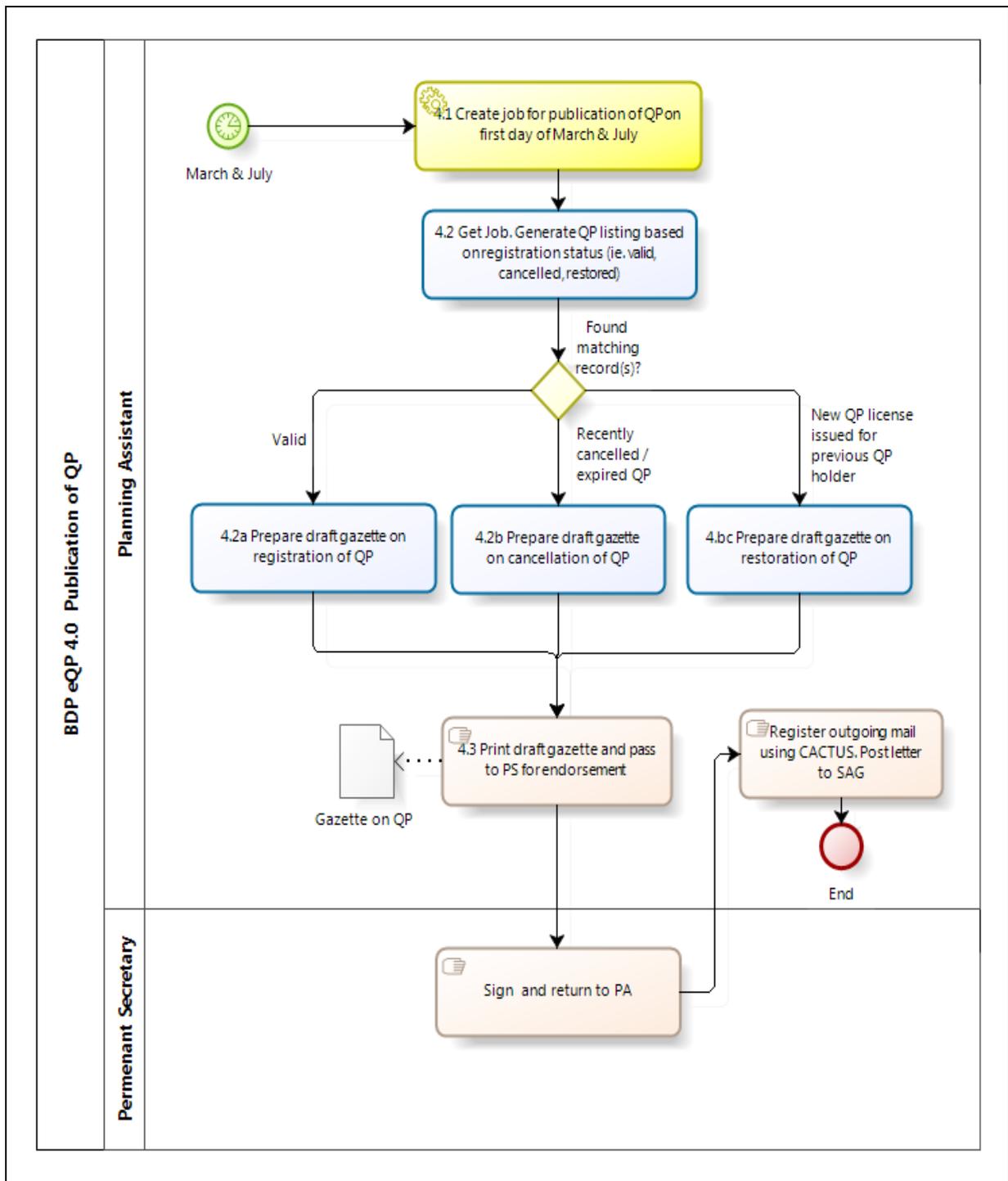
1.4.3. Processing of QP Registration Part 1



1.4.4. Processing of QP Registration Part 2



1.4.5. Publication of QP



Online Management of SPA Qualified Persons (MRPE-eQP)

SYSTEM ACCESS

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2. System Access

This section provides information on the following topics:

- User Roles
- Login
- Logout

2.1. User Roles

Currently, there are five (5) types of roles, namely:-

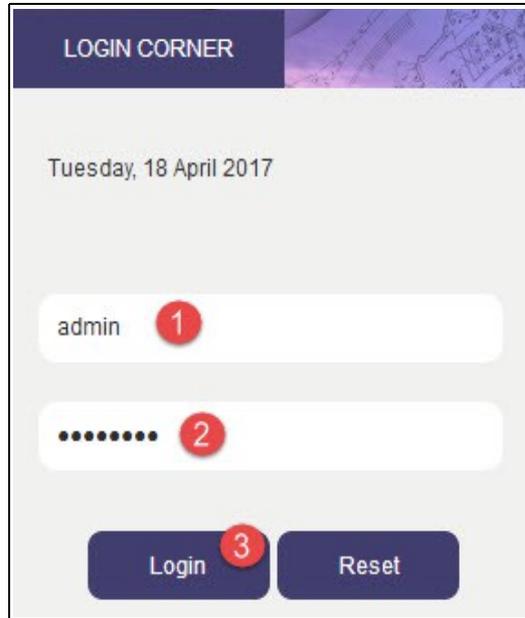
- QP Planning Assistant Checker
- QP Planning Officer Verifier
- QP Head Of Planning Officer Verifier
- QP Permanent Secretary Verifier
- QP System Administrator

Table 1: The table shows the roles and descriptions for the eQP application.

Roles	Descriptions/Responsibilities
QP Planning Assistant Checker	QP Application Preliminary Checking
QP Planning Officer Verifier	QP Application Recommendation
QP Head Of Planning Officer Verifier	QP Application Recommendation
QP Permanent Secretary Verifier	QP Application Approval and Endorsed QP Certificate
QP System Administrator	Manage public and internal user administration and configure business parameter settings

2.2. Login

To login to the system, follow the step(s) below:



The screenshot shows a login form titled "LOGIN CORNER". At the top, it displays the date "Tuesday, 18 April 2017". Below the date, there are two input fields. The first is a text field containing the username "admin", with a red circle containing the number "1" to its right. The second is a password field with masked characters (dots), with a red circle containing the number "2" to its right. At the bottom of the form, there are two buttons: "Login" and "Reset". A red circle containing the number "3" is positioned above the "Login" button.

Figure : 1

Item	Descriptions
1	Enter your User Name .
2	Enter your Password .
3	Click LOGIN button to login to eQP.

2.3. Logout

1. To logout from the system, click on  button.



Figure : 2

After you logged out, a window pop-up screen will appear as below:



Figure : 3

Notes:

- *When you are no longer using the system, you can logout from the system. By default, if you are not using the system, it will automatically set itself to session expired when the session timeout period is reached.*
-

2.4. Resend Account Activation Link

Admin will login to the system to do the record(s) editing / resend activation link.



Figure : 4

Item	Descriptions
1	Enter your User Name .
2	Enter your Password .
3	Click Login button to login to eQP.

1. Upon the successful login, Admin will go the **System Administration** tab.

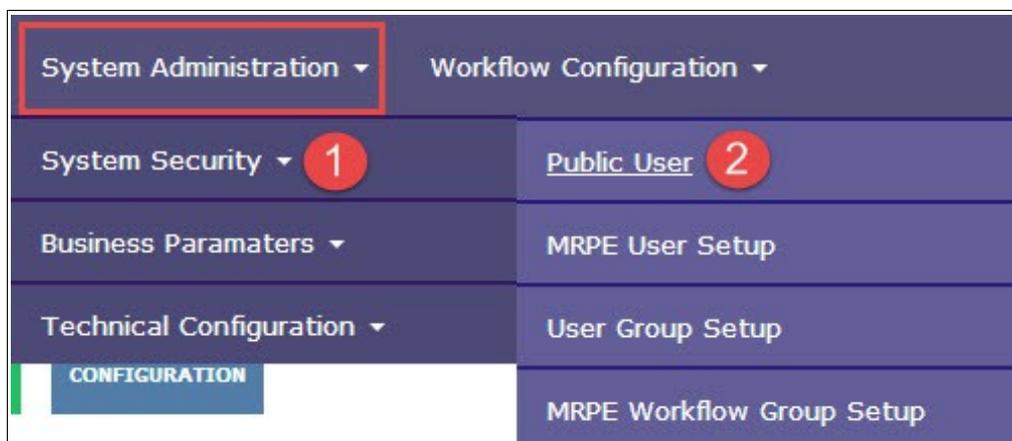


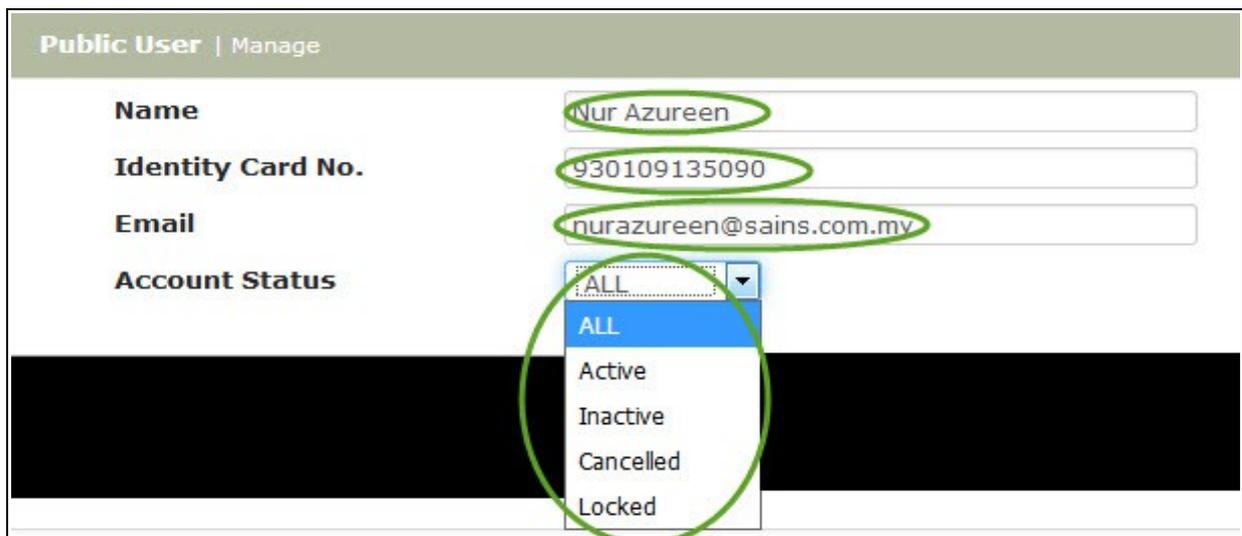
Figure : 5

Item	Descriptions
1	Under the System Administration tab, choose System Security .
2	Click on Public User function.

2. On the Public User page, Admin will search for the applicant record based on the listed fields. There are four (4) fields that can be used to search for the application records;

- Name
- Identity Card No
- Email
- Account Status

Example of the search fields is shown below.



The screenshot shows the 'Public User | Manage' interface. It features four search fields: 'Name' (Nur Azureen), 'Identity Card No.' (930109135090), 'Email' (nurazureen@sains.com.my), and 'Account Status' (a dropdown menu with 'ALL' selected). The search criteria are highlighted with green circles.

Figure : 6

3. After the entering the search criteria, click on **Search** button.
4. Click on the Name Link as shown below.

Public User | Manage

Name

Identity Card No.

Email

Account Status ▼

	Name ▼	Identity Card No. ⚡
<input type="checkbox"/>	Nur Azureen	930109135090

Figure : 7

5. On the user page, scroll down to the **Service Subscription** section.

Service Subscription						
	Date Received *	Subscription Type	Verified By	Verified Date *	Verification Status	Remarks
<input checked="" type="checkbox"/>	<input type="text" value="31/03/2017"/>	<input type="text" value="Qualified Person"/>	SYSTEM	<input type="text" value="31/03/2017"/>	Application Approved	Account Activation Resend Account Activation link

Figure : 8

6. Admin will check on the information fields as shown in Figure 8.

Item	Descriptions
1	Click on the check box.
2	Enter the remark in the Remarks field.
3	Click on the Resend Account Activation Link .

Applicant will receive an email to activate the account.

2.5. User Account and Group Setup

On the same page, scroll down to the **Assigned Public User Group** section and click on the **Add User Group** button as shown below.

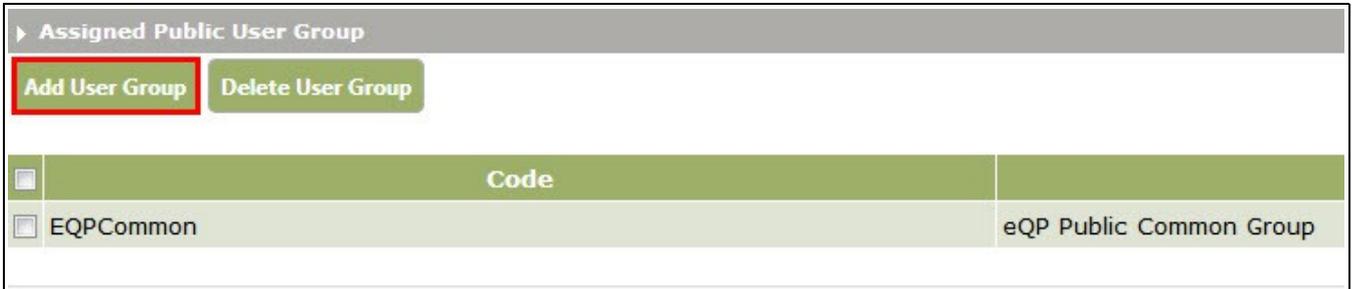


Figure : 9

1. Next, the screen will lead Admin to **Public User Group** page.

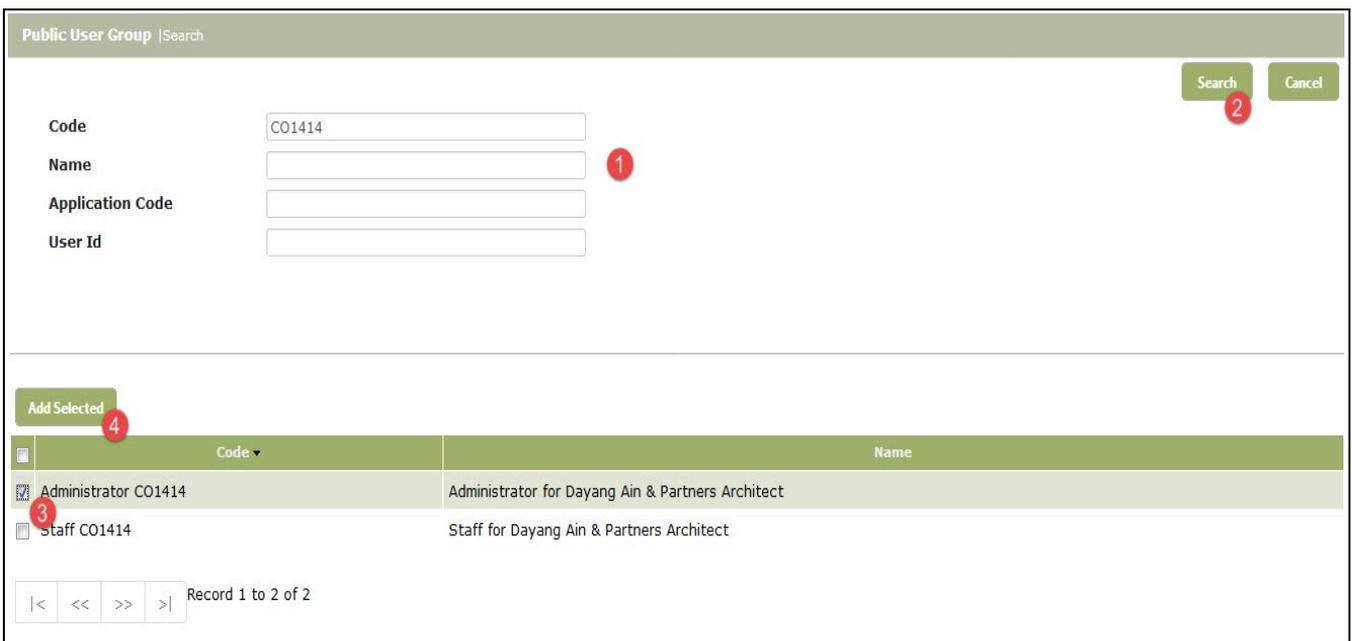


Figure : 10

Item	Descriptions
1	Enter your search criteria on any particular field.
2	Click on Search button.
3	After the matching record is found, click on the checkbox.
4	Click on Add Selected button to add user group.

2. Go back to the previous screen and Admin will be able to see the added group in the list displayed.

Assigned Public User Group		
<input type="button" value="Add User Group"/> <input type="button" value="Delete User Group"/>		
<input type="checkbox"/>	Code	Name
<input type="checkbox"/>	EQPCommon	eQP Public Common Group
<input type="checkbox"/>	Administrator CO1414	Administrator for Dayang Ain & Partners Architect

Figure : 11

Online Management of SPA Qualified Persons (MRPE-eQP) USING THE SYSTEM

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3. Using The System

This chapter is written according to the modules available in the eQP System. The main modules are the following:

- Process Application for New QP
- Process Renewal of QP Registration
- Return Incomplete Application following Preliminary Checks
- Reject Application for New QP
- Process Application for New QP upon Expiry of License
- SPA Qualified Person Search and Update Status
- Publication of QP

3.1. Process Application for New QP

3.1.1. QP Processing – Preliminary Checks

Planning Assistant will login to the system to do the Preliminary Checking.

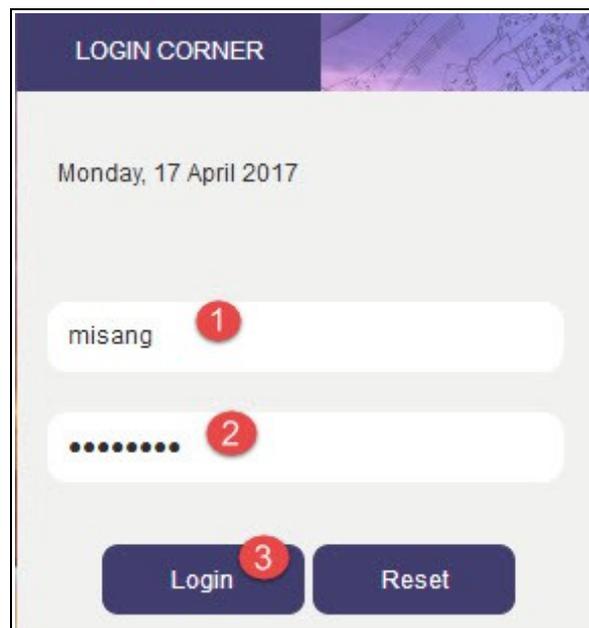


Figure : 1

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



1. At the storefront, click on **Assignment** icon.
2. Then, click on **Listing of Job** link as shown below.



3. On the Job | List page, click on **GET NEW JOB** button.

*System will pop up a screen with listing of unassigned jobs. Look for the job with subject on **QP Application: Preliminary Checks on Application**.*

4. Click on the **Select this job** button to take the job as shown below.

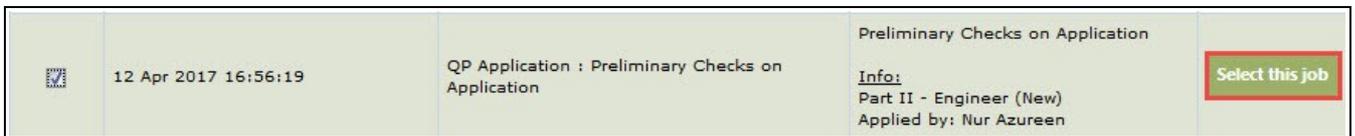


Figure : 2

5. From the job list, click on **QP Application: Preliminary Checks on Application** link to enter the job detail screen.



Figure : 3

6. Click on **Preliminary Checks** tab as shown in Figure 4.



Figure : 4

7. Fill in the findings.

Submission Status * 2 : Complete / Correct Incomplete / Incorrect

Comments by PA 3 :

No.	Preliminary Checklist	Document Checking * 1		
		Complete / Correct	Incomplete / Incorrect	Not Applicable
1	Form C completely filled	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Certificate from Professional Bodies :- Land Surveyor Board(Licence to Practice as Lisenced Land Surveyor from Land Surveyor Board Sarawak)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure : 5

Item	Descriptions
1	<p>On the Document Checking fields,</p> <ul style="list-style-type: none"> • Check on the Complete/Correct button if the attached document(s) is/are complete. • Check on the Incomplete/Incorrect button if the attached document(s) is/are incomplete. • Check on the Not Applicable button if it is not applicable.
2	<p>On the Submission Status,</p> <ul style="list-style-type: none"> • Click on Complete button if all the documents attached are complete. • Click on Incomplete button if one or more documents attached are incomplete.
3	Enter your comments in the Comments by PA field.

8. Then, click on Complete button to complete the preliminary checking process.

3.1.2. QP Processing – Comment Entry / Return To PA

Planning Officer will login to the system to do the comment entry process.

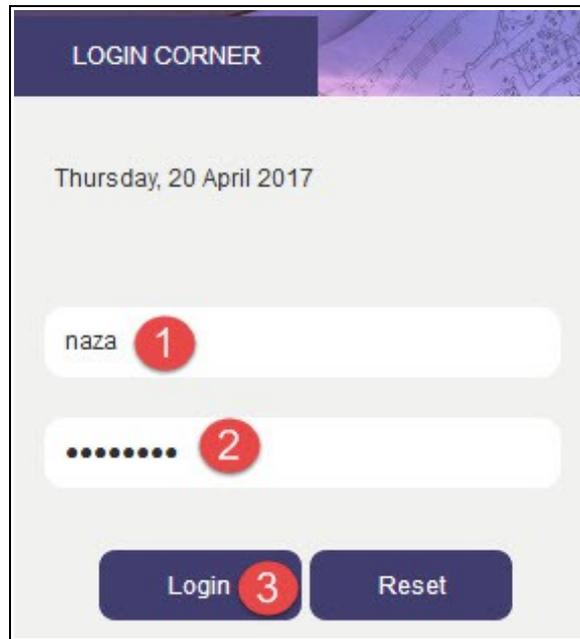


Figure : 6

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



1. At the storefront, click  icon.
2. Then, click on **Listing of Job** link as shown below.



3. On the job list page, click on  button.

*System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Verify and Checks Application**.*

4. Click on the **Select this job** button to take the job as shown below.

Select	Date	Subject	Job detail
	03 Feb 2017 11:40:28	QP Application : Verify and Check Application	Verify and Check Application Info: Part I - Architect (New) Applied by: Ahmad Nasriq

Select this job

Figure : 7

5. From the job list, click on **QP Application: Verify and Checks Application** link to enter the job detail screen.

5	20 Apr 2017 11:35:06	26 Apr 2017 11:35:06	QP Application: Verify and Check Application	Verify and Check Application Info: Part I - Architect (New) Applied by: Ahmad Nasriq	New
---	----------------------	----------------------	--	--	-----

Figure : 8

6. Click on **Comment/Decision** tab as shown in Figure 9.



Figure : 9

7. Click **Return to PA** button if there is any incomplete documents or requirement.



8. A submission dialog will appear, fill in the reason of reject in the **Remarks** field.

Please fill in reason of reject ✕

You are about to Return this job to PA

Remarks *: as commented by PA - Not Fit

1

1972 character(s) left

2 **Submit**

Figure : 10

Item	Descriptions
1	Enter your Remarks .
2	Click on Submit button to submit the return.

9. Click on **OK** to confirm the return submission.

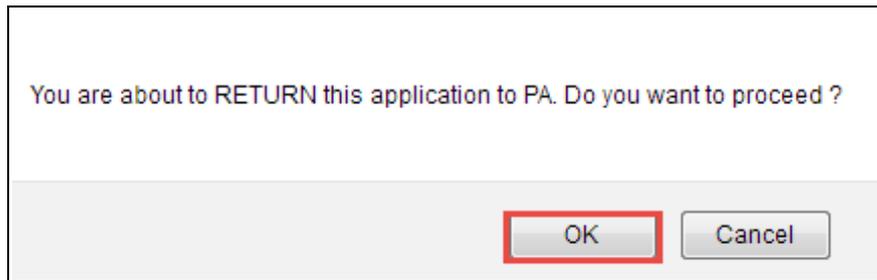


Figure : 11

- If all of the documents and requirements completed, PO can proceed with the recommendation steps as follow :

10. Fill in the findings.

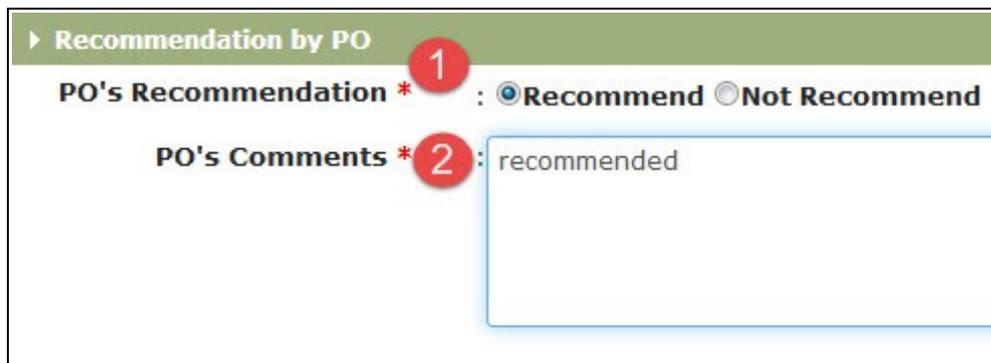


Figure : 12

Item	Descriptions
1	On the PO's Recommendation field; <ul style="list-style-type: none"> • Check on the Recommend radio button if the whole documents are complete. • Check on the Not Recommend radio button if any of the documents is incomplete.
2	Enter your comment in the PO's Comments field.

11. Click on  button to complete the commenting process.

3.1.3. QP Processing – Recommendation Entry / Return To PO.

Head Of Planning will login to the system to do recommendation entry process.

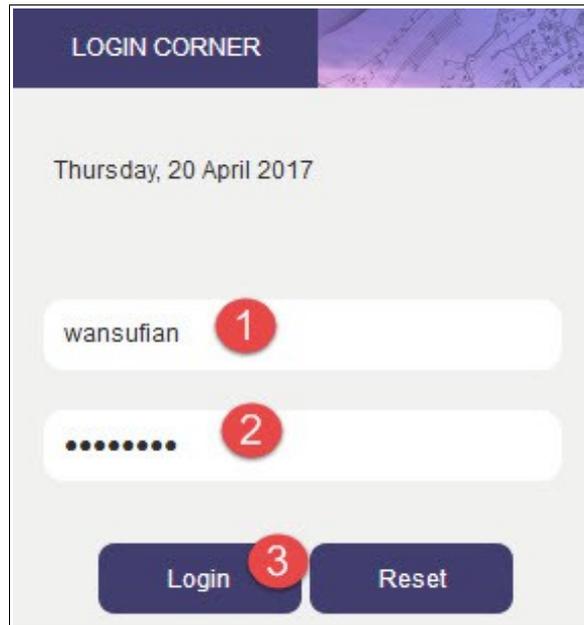
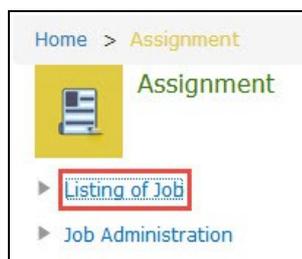


Figure : 13

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.

1. At the storefront, click on  icon.

2. Then, click on **Listing of Job** link as shown below.



3. On the Job | List page, click on  button.

*System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Recommendation by HOP.***

4. Click on the **Select this job** button to take the job as shown below.

Select	Date	Subject	Job detail	
<input checked="" type="checkbox"/>	20 Apr 2017 10:45:53	QP Application : Recommendation by HOP	Recommendation by HOP Info: Part II - Engineer (New) Applied by: Nur Azureen	Select this job

Figure : 14

5. From the job list, click on **QP Application: Recommendation by HOP** link to enter the job detail screen.

2	20 Apr 2017 17:32:07	25 Apr 2017 17:32:08	QP Application: Recommendation by HOP	Recommendation by HOP Info: Part II - Engineer (New) Applied by: Nur Azureen	New
---	-------------------------	-------------------------	---	---	-----

Figure : 15

6. Click on **Comment/Decision** tab as shown in Figure 27.



Figure : 16

7. Click on the return to PO button if there is any incomplete document or requirement.



8. A submission dialog will appear, enter the reason of reject into the Remarks field.

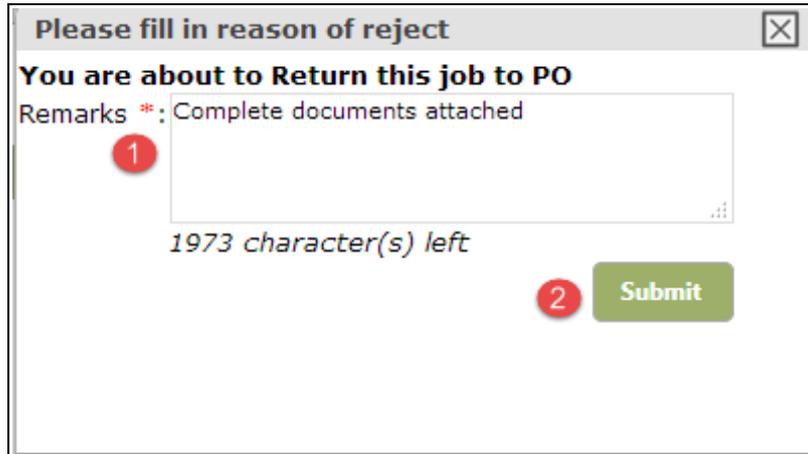


Figure : 17

Item	Descriptions
1	Enter your Remarks .
2	Click on Submit button to submit the return.

9. Click OK button to confirm the return submission.

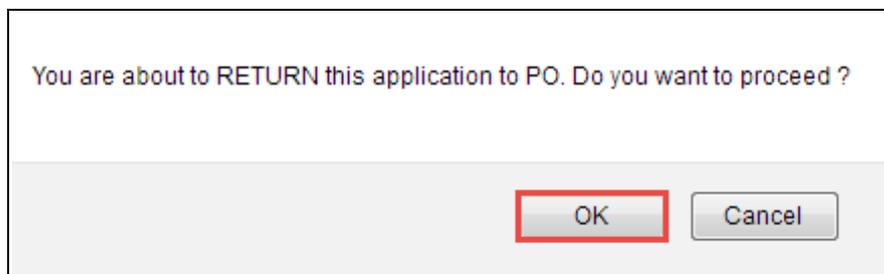


Figure : 18

- If all of the documents and requirements completed, PO can proceed with the recommendation steps as follow :

10. Fill in the findings.

Figure : 19

Descriptions
<ul style="list-style-type: none"> • On the HOP's Recommendation field ; <ul style="list-style-type: none"> - Check on the Recommend radio button if the whole documents are complete. - Check on the Not Recommend radio button if any of the documents is incomplete. • HOP's Comments field is not mandatory but if the application is Not Recommend, HOP will enter the reason for the rejection.

11. Click on Complete button to complete the recommendation process.

3.1.4. QP Processing – Decision Entry

Permanent Secretary will login to the system to do approval / decision entry.

Figure : 20

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.

1. At the storefront, click on **Approved Application** button.



2. The screen will lead you to BATCH JOB | SUMMARY page.

BATCH JOB | SUMMARY

Number of Job		Application Type	
Pending Action	0	New QP Registration	1
Approved	0	Renewal of QP Registration	0
Rejected	0		

No.	Name of Applicant	Applied Registration Category & Profession	Secretary Recommended	Secretary Decision	Remarks
1	Nur Azureen	Part II - Engineer	PO Status: Recommended Remarks: recommend HOP Status: Recommended Remarks: recommend	<div style="text-align: center;"> 1 <input checked="" type="radio"/> Approve <input type="radio"/> Not Approve </div>	Approved and qualify to proceed on next stage of registration. <div style="text-align: right;"> 2 438 character(s) left </div>

Figure : 21

Item	Descriptions
1	On the Secretary Decision field, <ul style="list-style-type: none"> • Check on Approve radio button if the whole application is complete. • Check on Not Approve radio button if the application is incomplete.
2	Enter the remarks of each decision made in the Remarks field.

3. Click on Save button to save the remarks entered and click on the Complete button to complete the approval process.

3.1.5. QP Certificate Checking

Planning Assistant will login to the system to do the information checking for the QP Certificate.

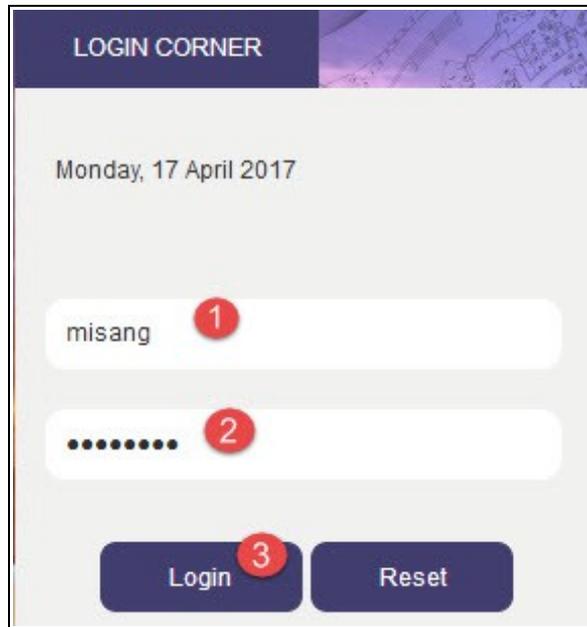


Figure : 22

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



1. At the storefront, click on  icon.
2. Then, click on **Listing of Job** link as shown below.



3. On the Job | List page, click on  button.

System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Check Certificate Information**.

- Click on the **Select this job** button to take the job as shown below.



Figure : 23

- From the job list, click on **QP Application: Check Certificate Information** link to enter the job detail screen.



Figure : 24

- Next, on the Job | Detail screen, scroll down to **Certificate Information** field. Planning Assistant can edit the **Effective Date** and **Expiry Date**. Registration Status : New Registration – In Progress.



Figure : 25

- After both of the dates have been edited, click on  button to update the records. Then, click on the  button to complete the checking.

3.1.6. Verify QP Certificate

Planning Officer will login to the system to do the verification of the QP Certificate.

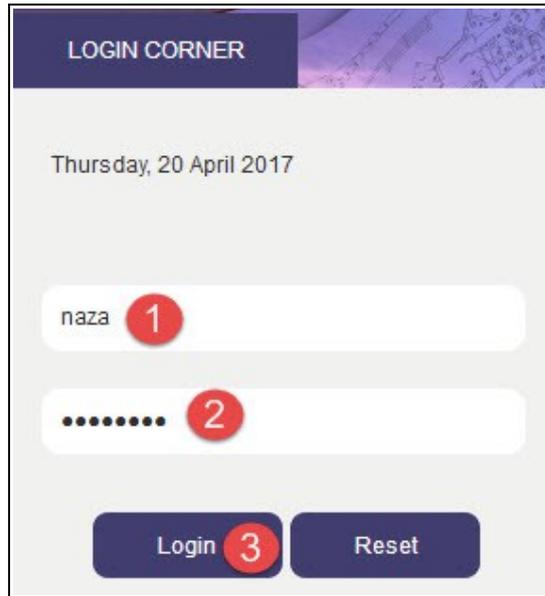


Figure : 26

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



- At the storefront, click on  icon.
- Then, click on **Listing of Job** link as shown below.



- On the Job | List page, click on **GET NEW JOB** button.

System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Verify Certificate Information**.

- Click on the **Select this job** button to take the job as shown below.



Figure : 27

- From the job list, click on **QP Application: Verify Certificate Information** link to enter the job detail screen.



Figure : 28

- Next, on the Job | Detail screen, scroll down to **Certificate Information** field. Planning Officer can edit the **Effective Date** and **Expiry Date**. Registration Status : New Registration – Checked by PA.

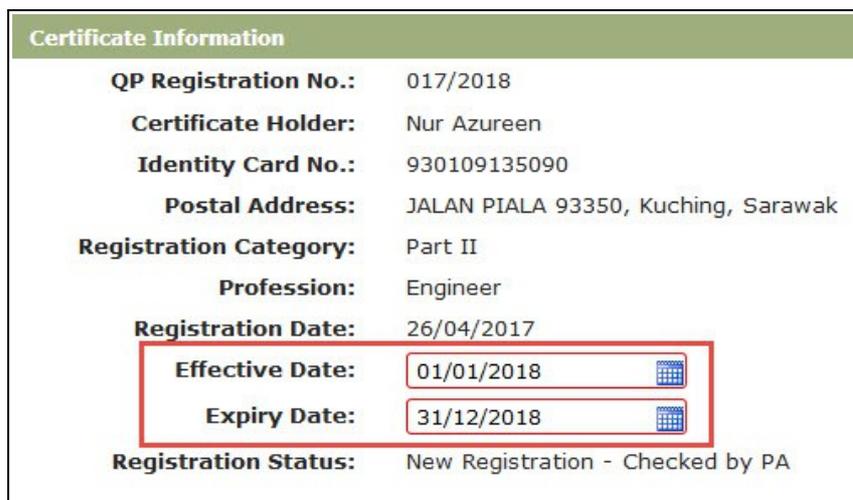


Figure : 29



7. After both of the dates have been edited, click on button to update the record. Then, click on the  button to complete the verification process.

3.1.7. Endorse Certificate

Permanent Secretary will login to the system to do the certificate endorsement.

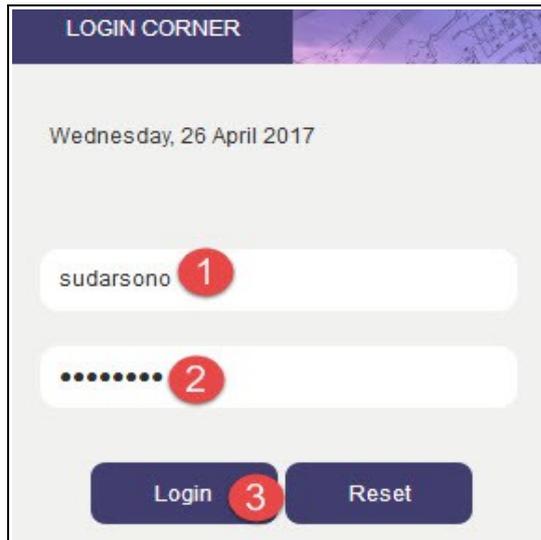


Figure : 30

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.

1. At the storefront, click on **Endorse QP Registration** icon.



2. The screen will lead you to the BATCH JOB | SUMMARY page.

3. Check on the box of the selected job that you want to endorse.

BATCH JOB SUMMARY					
Number of Job			Application Type		
Pending Action	0		New QP Registration	2	
Endorsed	1		Renewal of QP Registration	0	
No.	Assigned Date	Due Date	Application Summary	Information to be Printed on QP Card	
1	26 Apr 2017 15:12:14	02 May 2017 15:12:14	New QP Registration - Part II - Engineer	QP Registration No. : 017/2018 Registration : Part II Category : Certificate Holder : Nur Azureen Identity Card No. : 930109135090 Postal Address : JALAN PIALA 93350, Kuching, Sarawak	

Figure : 31

4. On the **Endorse QP Certificate** section, select your digicert and enter your digicert password. Click on **Sign** button to complete the digicert signing as shown in Figure 36.

Endorse QP Certificates

Select DigiCert : IVY LEE LING LING.p12

Enter Password :

Figure : 32

QP Certificate(s) successfully endorsed.

Upon of the successful signing, a message : **QP Certificate(s) successfully endorsed** will appear on top of the screen.

5. Click on button to complete the job.

Job Completed

Job Completed message will appear once the **Complete** button is clicked.

3.1.8. QP Card Printing

Planning Assistant will login to the system to do the **QP Card** printing.

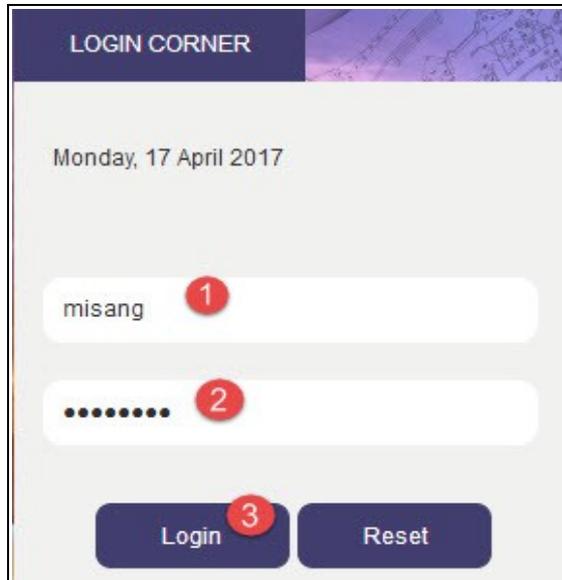


Figure : 33

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



- At the storefront, click on  icon.
- On the Job | List page, click on  button.

System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Print QP Card**.

- Click on the **Select this job** button to take the job as shown below.

	26 Apr 2017 15:15:37	QP Application : Print QP Card	Print QP Card <u>Info:</u> Part II - Engineer (New) Applied by: Nur Azureen	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> Select this job </div>
---	----------------------	--------------------------------	--	--

Figure : 34

- From the job list, click on **QP Application: Print QP Card** link to enter the job detail screen.

15	26 Apr 2017 15:17:48	28 Apr 2017 15:17:48	QP Application: Print QP Card	Print QP Card <u>Info:</u> Part II - Engineer (New) Applied by: Nur Azureen	New
----	-------------------------	-------------------------	---	--	-----

Figure : 35

- On the **Job | Detail** page, click on

Print

 button to start printing the QP Card and click on the

Complete

 button once completed.

3.2. Renewal of QP Registration

3.2.1. QP Processing – Preliminary Checks and Comments

Planning Assistant will login to the system to do the Preliminary Checking & Commenting.

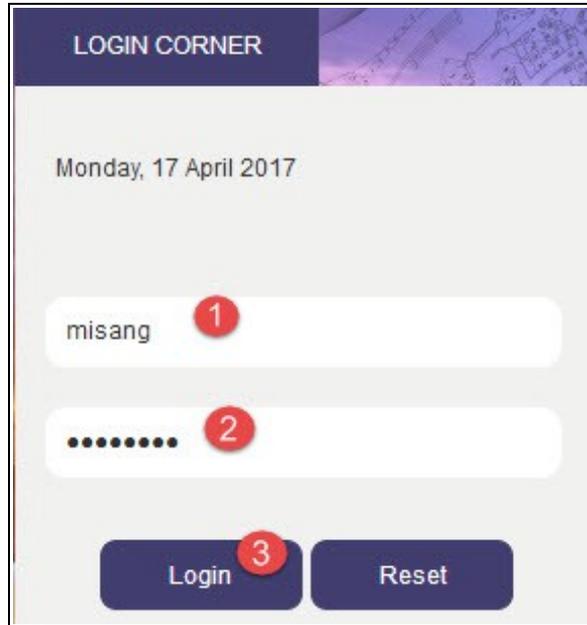


Figure : 36

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



1. At the storefront, click on  icon.
2. Then, click on **Listing of Job** link as shown below.



3. On the Job | List page, click on  button.

*System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Preliminary Checks on Application**.*

4. Click on the **Select this job** button to take the job as shown below.

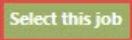
	26 Apr 2017 16:32:33	QP Application : Preliminary Checks on Application	Preliminary Checks on Application <u>Info:</u> Part II - Engineer (Renew) Applied by: Nur Azureen	
---	----------------------	--	--	---

Figure : 37

5. From the job list, click on **QP Application: Preliminary Checks on Application** link to enter the job detail screen.

15	26 Apr 2017 16:37:46	28 Apr 2017 16:37:47	QP Application: Preliminary Checks on Application	Preliminary Checks on Application <u>Info:</u> Part II - Engineer (Renew) Applied by: Nur Azureen	New
----	-------------------------	-------------------------	---	--	-----

Figure : 38

6. Click on **Preliminary Checks** tab as shown in Figure 43.



Figure : 39

7. Fill in the findings.

Figure : 40

Item	Descriptions
1	On the Document Checking fields, <ul style="list-style-type: none"> • Check on the Complete/Correct button if the attached document(s) is/are complete. • Check on the Incomplete/Incorrect button if the attached document(s) is/are incomplete. • Check on the Not Applicable button if it is not applicable.
2	On the Submission Status , <ul style="list-style-type: none"> • Click on Complete button if all the documents attached are complete. • Click on Incomplete button if one or more documents attached are incomplete.
3	Enter your comments in the Comments by PA field.

8. Then, click on Complete button to complete the preliminary checking process.

3.2.2. QP Processing – Comment Entry / Return to PA

Planning Officer will login to the system to do the commenting process.

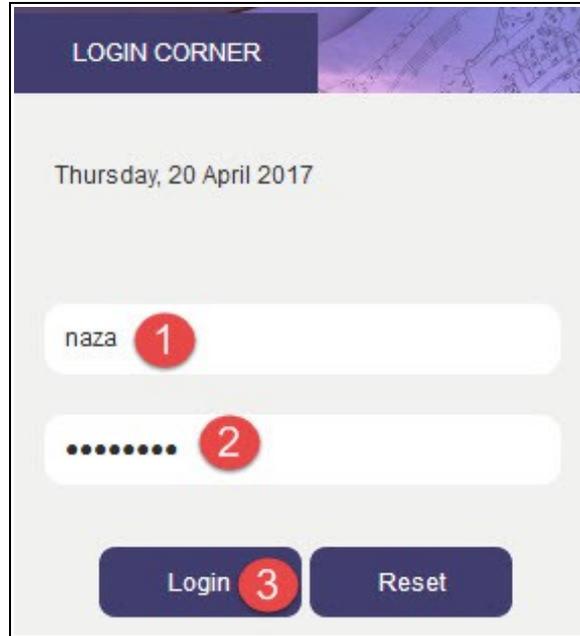


Figure : 41

Item	Descriptions
1	Enter your User Name .
2	Enter your Password .
3	Click Login button to login to eQP.



- At the storefront, click on  icon.
- Then, click on **Listing of Job** link as shown below.



- On the Job | List page, click on  button.

System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Verify and Check Application**.

- Click on the **Select this job** button to take the job as shown below.

<input checked="" type="checkbox"/>	26 Apr 2017 16:40:36	QP Application : Verify and Check Application	Verify and Check Application <u>Info:</u> Part II - Engineer (Renew) Applied by: Nur Azureen	Select this job
-------------------------------------	----------------------	---	---	------------------------

Figure : 42

- From the job list, click on **QP Application: Verify and Check Application** link to enter the job detail screen.

6	26 Apr 2017 16:53:51	02 May 2017 16:53:51	QP Application: Verify and Check Application	Verify and Check Application <u>Info:</u> Part II - Engineer (Renew) Applied by: Nur Azureen	Active
---	-------------------------	-------------------------	--	---	--------

Figure : 43

- Click on **Comment/Decision** tab as shown in Figure 48.



Figure : 44

- Click on **Return to PA** button if there is any documents or requirements incomplete.



8. A submission dialog will appear, enter the reason of reject in the Remarks field.

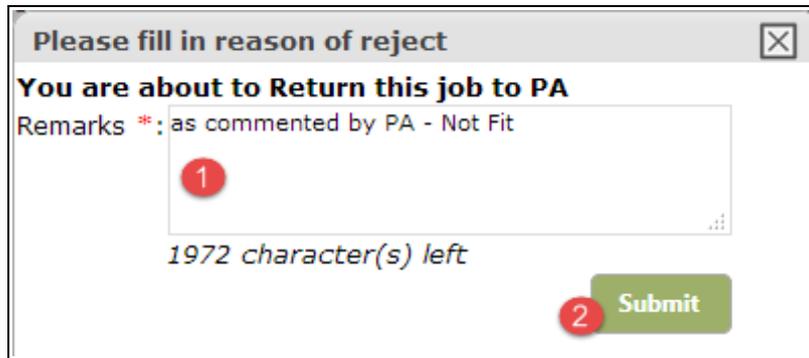


Figure : 45

Item	Descriptions
1	Enter your Remarks .
2	Click on Submit button to submit the return.

9. Click **OK** to confirm the return submission.

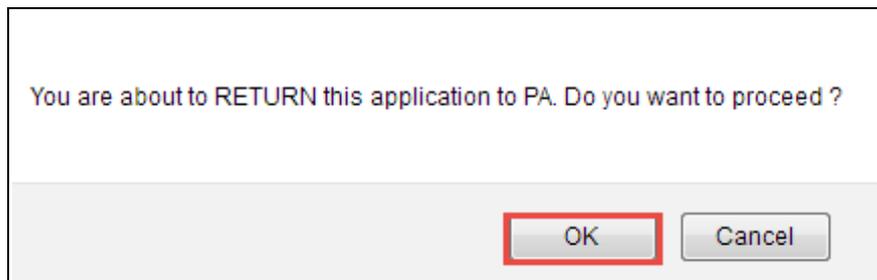


Figure : 46

- *If all of the documents and requirements completed, PO can proceed with the recommendation steps as follow :*

10. Fill in the findings.



Figure : 47

Item	Descriptions
1	On the PO's Recommendation field; <ul style="list-style-type: none"> • Check on the Recommend radio button if the whole documents are complete. • Check on the Not Recommend radio button if any of the documents is incomplete.
2	Enter your comment in the PO's Comments field.

11. Click on  button to complete the commenting process.

3.2.3. QP Processing – Decision Entry

Head Of Officer will login to the system to do the approval/decision entry.

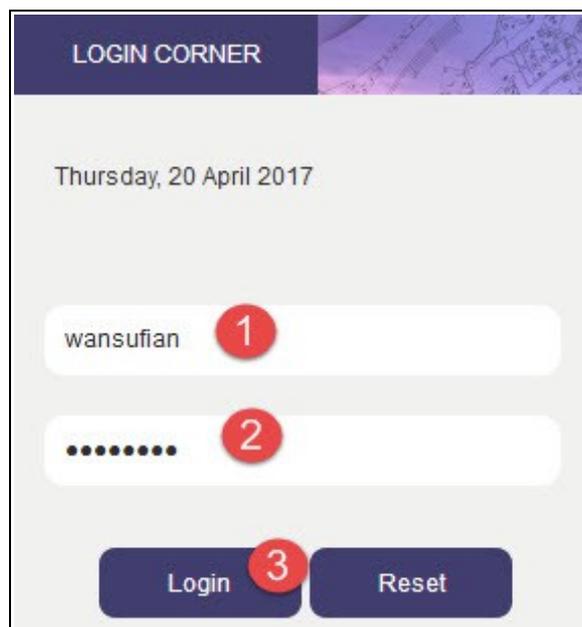


Figure : 48

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



- At the storefront, click on  icon.
- Then, click on **Listing of Job** link as shown below.



- On the Job | List page, click on  button.

*System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Process Approval on Renewal of QP**.*

- Click on the **Select this job** button to take the job as shown below.

<input checked="" type="checkbox"/>	26 Apr 2017 16:55:50	QP Application : Process Approval on Renewal of QP	Process Approval on Renewal of QP Info: Part II - Engineer (Renew) Applied by: Nur Azureen	Select this job
-------------------------------------	----------------------	--	--	------------------------

Figure : 49

- From the job list, click on **QP Application: Process Approval on Renewal of QP** link to enter the job detail screen.

2	26 Apr 2017 16:57:25	28 Apr 2017 16:57:25	QP Application: Process Approval on Renewal of QP	Process Approval on Renewal of QP Info: Part II - Engineer (Renew) Applied by: Nur Azureen	New
---	----------------------	----------------------	---	--	-----

Figure : 50

6. Click on **Comment/Decision** tab as shown in Figure 53.



Figure : 51

7. Fill in the findings.

▶ Decision by HOP

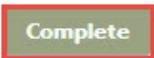
HOP's Approval * : **Approve** **Not Approve**

HOP's Comments :

Figure : 52

Descriptions

- On the **HOP's Approval** field;
 - Check on the **Approve** radio button if the whole documents are complete.
 - Check on the **Not Approve** radio button if any of the documents is incomplete.
- HOP's Comments** field is not mandatory but if the application is **Not Approve**, HOP will enter the the reason for the rejection.

8. Then , click on  button to complete the commenting/approval process.

3.2.4. QP Certificate Checking

Planning Assistant will login to the system to do the certificate checking process.

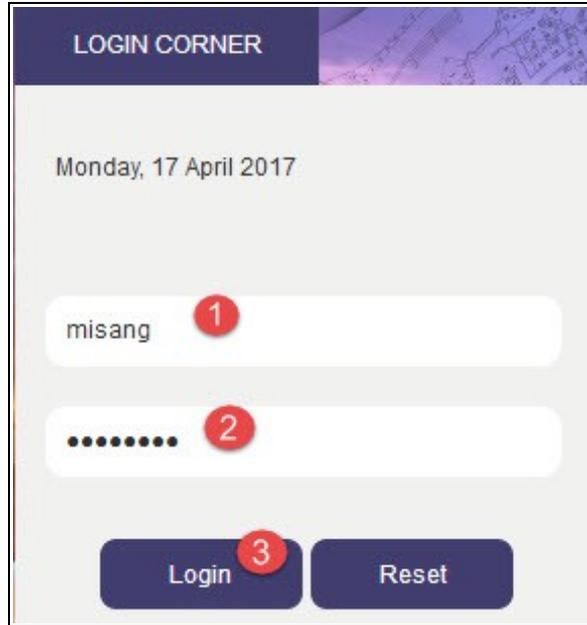


Figure : 53

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



1. At the storefront, click on  icon.
2. Then, click on **Listing of Job** link as shown below.



- On the Job | List page, click on **GET NEW JOB** button.

*System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Check Certificate Information**.*

- Click on the **Select this job** button to take the job as shown below.

	26 Apr 2017 17:09:16	QP Application : Check Certificate Information	Check Certificate Information <u>Info:</u> Part II - Engineer (Renew) Applied by: Nur Azureen	Select this job
---	----------------------	--	--	------------------------

Figure : 54

- From the job list, click on **QP Application: Check Certificate Information** link to enter the job detail screen.

17	27 Apr 2017 17:09:40	02 May 2017 17:09:40	QP Application: Check Certificate Information	Check Certificate Information <u>Info:</u> Part II - Engineer (Renew) Applied by: Nur Azureen	New
----	-------------------------	-------------------------	---	--	-----

Figure : 55

- Next, on the Job | Detail screen, scroll down to **Certificate Information** field. Planning Assistant can edit the **Effective Date** and **Expiry Date**. Registration Status : Renewal of Registration – In Progress.

Certificate Information	
QP Registration No.:	016/2018
Certificate Holder:	Nur Azureen
Identity Card No.:	930109135090
Postal Address:	JALAN PIALA 93350, Kuching, Sarawak
Registration Category:	Part II
Profession:	Engineer
Registration Date:	26/04/2017
Effective Date:	<input type="text" value="01/01/2019"/> 
Expiry Date:	<input type="text" value="31/12/2019"/> 
Registration Status:	Renewal of Registration - In Progress

Figure : 56

- After both of the dates have been edited, click on  button to update the record. Then, click on the  button to complete the verification process.

3.2.5. Verify QP Certificate

Planning Officer will login to the system to do the verification of the QP Certificate.

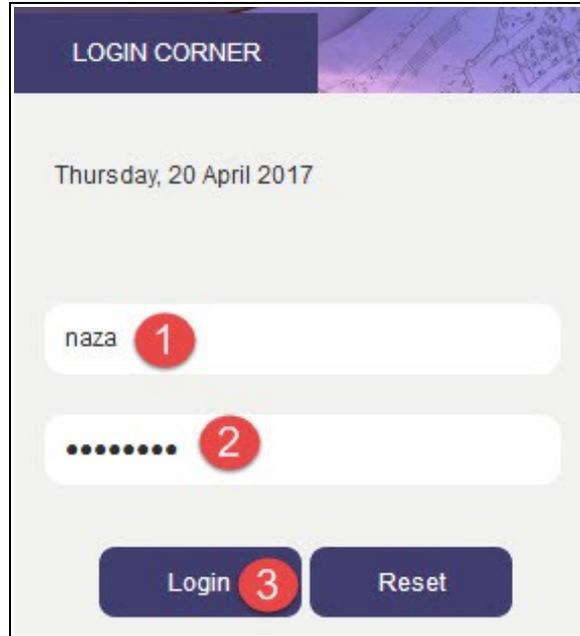


Figure : 57

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



- At the storefront, click on  icon.
- Then, click on **Listing of Job** link as shown below.



- On the Job | List page, click on  button.

System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Verify Certificate Information**.

- Click on the **Select this job** button to take the job as shown below.

	27 Apr 2017 17:14:39	QP Application : Verify Certificate Information	Verify Certificate Information <u>Info:</u> Part II - Engineer (Renew) Applied by: Nur Azureen	Select this job
--	----------------------	---	---	------------------------

Figure : 58

- From the job list, click on **QP Application: Verify Certificate Information** link to enter the job detail screen.

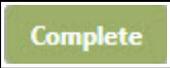
6	27 Apr 2017 17:15:45	02 May 2017 17:15:45	QP Application: Verify Certificate Information	Verify Certificate Information <u>Info:</u> Part II - Engineer (Renew) Applied by: Nur Azureen	New
---	-------------------------	-------------------------	--	---	-----

Figure : 59

- Next, on the Job | Detail screen, scroll down to **Certificate Information** field. Planning Officer can edit the **Effective Date** and **Expiry Date**. Registration Status : Renewal of Registration – Checked by PA.

Certificate Information	
QP Registration No.:	016/2018
Certificate Holder:	Nur Azureen
Identity Card No.:	930109135090
Postal Address:	JALAN PIALA 93350, Kuching, Sarawak
Registration Category:	Part II
Profession:	Engineer
Registration Date:	26/04/2017
Effective Date:	<input type="text" value="01/01/2019"/> 
Expiry Date:	<input type="text" value="31/12/2019"/> 
Registration Status:	Renewal of Registration - Checked by PA

Figure : 60

7. After both of the dates have been edited, click on  button to update the record. Then, click on the  button to complete the verification process.

3.2.6. Endorse Certificate

Head Of Planning will login to the system to do the certificate endorsement.

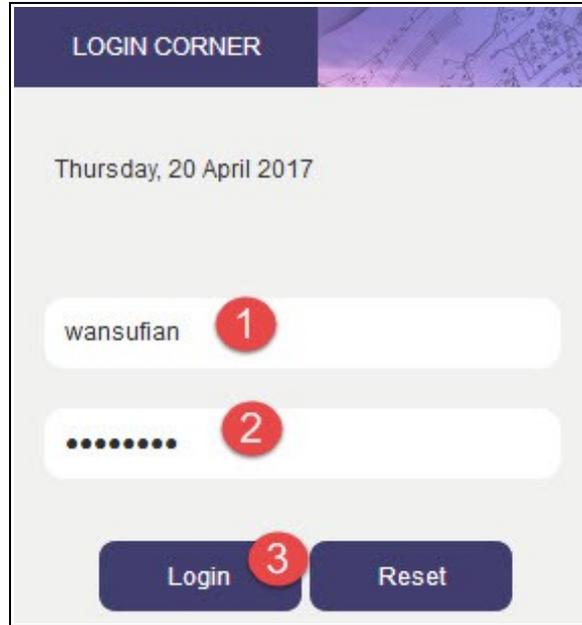


Figure : 61

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.

1. At the storefront, click on **Endorse QP Registration** icon.



2. The screen will lead you to the **BATCH JOB | SUMMARY** page.

BATCH JOB SUMMARY					
Number of Job			Application Type		
Pending Action	0		New QP Registration	0	
Endorsed	0		Renewal of QP Registration	1	
<input checked="" type="checkbox"/>	No.	Assigned Date	Due Date	Application Summary	Information to be Printed on QP Card
<input checked="" type="checkbox"/>	1	27 Apr 2017 17:18:25	03 May 2017 17:18:26	Renewal of QP Registration - Part II - Engineer Name of Applicant: Nur Azureen Registration No.: 016 / 2018 Date of first registration as qualified person: 01/01/2018 Registration Renewed To: 31/12/2019	No Card Information
Endorse QP Certificates					
Select DigiCert		: <input type="text" value="Browse..."/> IVY LEE LING LING.p12			
Enter Password		: <input type="password" value="....."/>		<input type="button" value="Sign"/> 2	

Figure : 62

Item	Descriptions
1	Check on the box of the selected job that you want to endorse.
2	On the Endorse QP Certificate section, select your digicert and enter your digicert password. Click on Sign button to complete the digicert signing.

QP Certificate(s) successfully endorsed.

Upon of the successful signing, a message : QP Certificate(s) successfully endorsed will appear on top of the screen.

- Click on button to complete the job.

Job Completed

Job Completed message will appear once the **Complete** button is clicked.

3.3. Return Incomplete Application Following Preliminary Checks

Planning Assistant will login to the system to do the rejection of the preliminary checking.

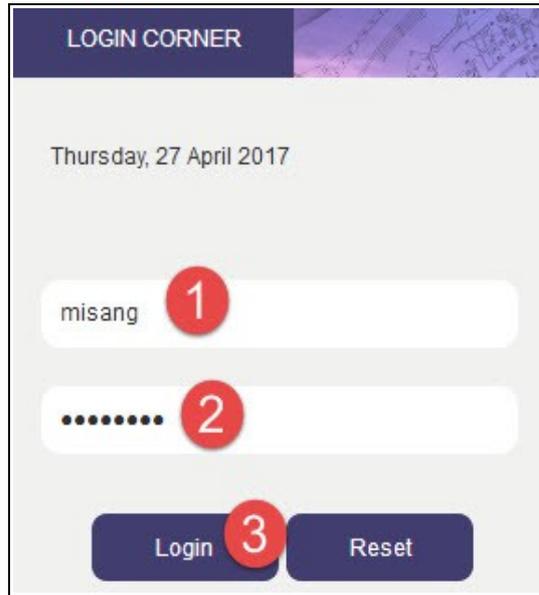


Figure : 63

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



1. At the storefront, click on  icon.
2. Then, click on **Listing of Job** link as shown below.



3. On the Job| List page,click on  button.

*System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP***

Application: Preliminary Checks on Application.

- Click on the **Select this job** button to take the job as shown below.



Figure : 64

- From the job list, click on **QP Application: Preliminary Checks on Application** link to enter the job detail screen.



Figure : 65

- Click on **Preliminary Checks** tab as shown in Figure 68.



Figure : 66

- Fill in the findings.

Submission Status * **2** : Complete / Correct Incomplete / Incorrect

Remarks **3** :

No.	Preliminary Checklist	Document Checking * 1			
		Complete / Correct	Incomplete / Incorrect	Not Applicable	
1	Form A completely filled	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please amend Form A accordingly
2	MyKad or Passport	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Figure : 67

Item	Descriptions
1	On the Document Checking fields, <ul style="list-style-type: none"> Check on the Incomplete/Incorrect button if the attached document(s) is/are incomplete.
2	On the Submission Status , <ul style="list-style-type: none"> Click on Incomplete button if one or more documents attached are incomplete.
3	Enter your comments in the Comments by PA field.

8. Then , click on  button to complete the preliminary checking process.

3.4. Reject Application for New QP

3.4.1. QP Processing – Preliminary Checks & Comments

Planning Assistant will login to the system to do the Preliminary Checking and Commenting

Process.

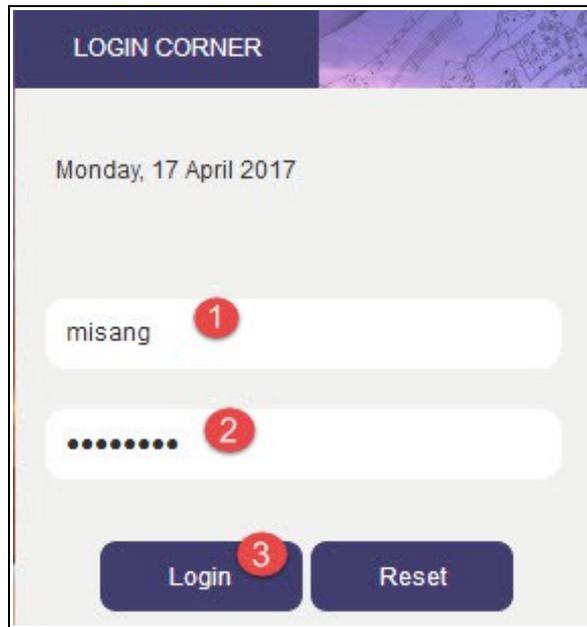


Figure : 68

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



1. At the storefront, click on  icon.
2. Then, click on **Listing of Job** link as shown below.



3. On the Job | List page, click on  button.

System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Preliminary Checks on Application**.

- Click on the **Select this job** button to take the job as shown below.

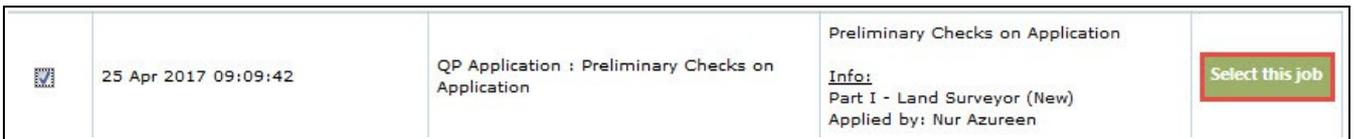


Figure : 69

- From the job list, click on **QP Application: Preliminary Checks on Application** link to enter the job detail screen.



Figure : 70

- Click on **Preliminary Checks** tab as shown in Figure 73.



Figure : 71

- Fill in the findings.

Submission Status * : Complete / Correct Incomplete / Incorrect

Comments by PA : NOT FIT

No.	Preliminary Checklist	Document Checking *		
		Complete / Correct	Incomplete / Incorrect	Not Applicable
1	Form A completely filled	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure : 72

8. On the **Document Checking** and **Submission status**, check on the **Complete/ Correct** radio button.
9. Enter the remarks in **Comments by PA** field.
10. Then , click on  button to complete the preliminary checking process.

3.4.2. QP Processing – Comment Entry

Planning Officer will log into the system to do the comment entry process.

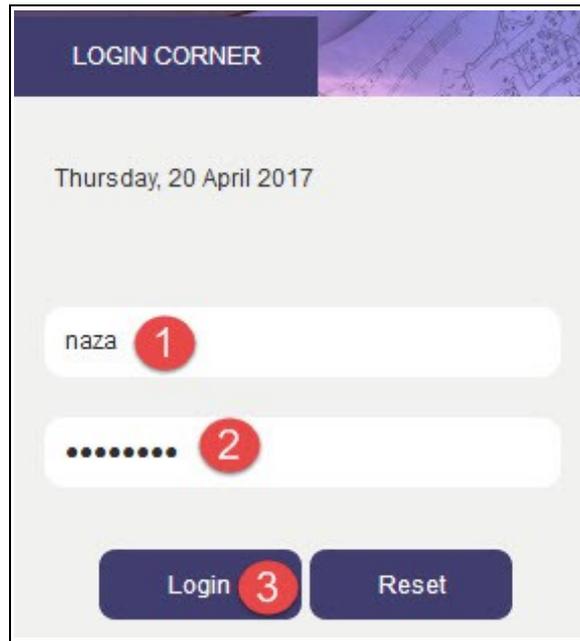


Figure : 73

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.

- At the storefront, click on  icon.
- Then, click on **Listing of Job** link as shown below.



- On the Job | List page, click on  button.

System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP**

Application: Verify and Check Application.

- Click on the **Select this job** button to take the job as shown below.



Figure : 74

- From the job list, click on **QP Application: Verify and Check Application** link to enter the job detail screen.

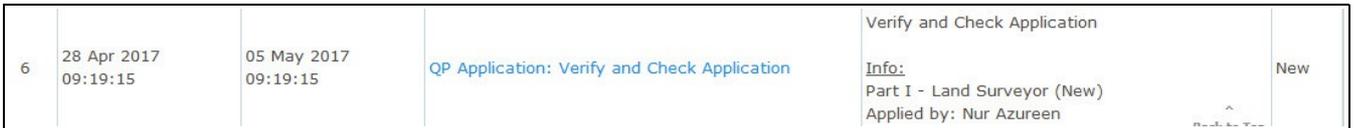


Figure : 75

- Click on **Comment/Decision** tab as shown in Figure 78.



Figure : 76

- Fill in the findings.

▶ Recommendation by PO

PO's Recommendation * : Recommend Not Recommend

PO's Comments * : As commented by PA - NO FIT

Figure : 77

8. On the **PO's Recommendation**, check on the **Not Recommend** radio button.
9. Enter the remarks in the **PO's Comment** field.
10. Then , click on Complete button to complete the comment entry process.

3.4.3. QP Processing – Recommendation Entry

Head Of Planning will login to the system to do the recommendation process.

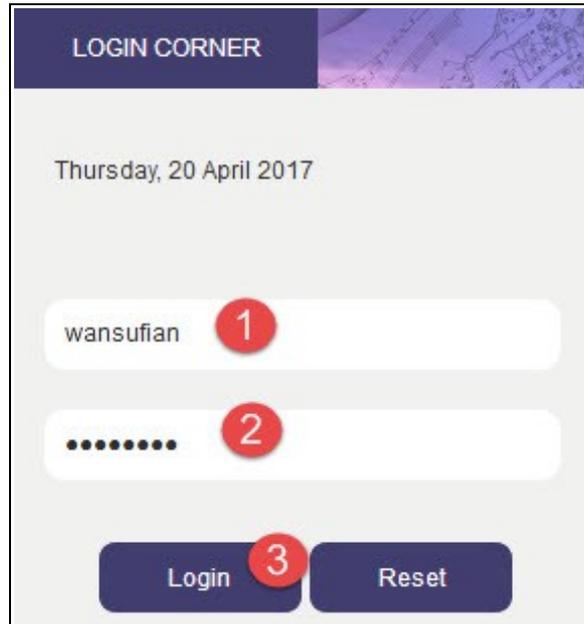


Figure : 78

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.

1. At the storefront, click on  icon.
2. Then, click on **Listing of Job** link as shown below.



3. On the Job | List page, click on  button.

*System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Recommendation by HOP.***

4. Click on the **Select this job** button to take the job as shown below.

	28 Apr 2017 09:23:32	QP Application : Recommendation by HOP	Recommendation by HOP <u>Info:</u> Part I - Land Surveyor (New) Applied by: Nur Azureen	
---	----------------------	--	--	---

Figure : 79

5. From the job list, click on **QP Application: Recommendation by HOP** link to enter the job detail screen.

2	28 Apr 2017 09:50:10	QP Application: Recommendation by HOP	Recommendation by HOP <u>Info:</u> Part I - Land Surveyor (New) Applied by: Nur Azureen	New
---	-------------------------	---	--	-----

Figure : 80

6. Click on **Comment/Decision** tab as shown in Figure 83.



Figure : 81

7. Fill in the findings.

▶ Recommendation by HOP

HOP's Recommendation : Recommend Not Recommend

*

HOP's Comments :

Figure : 82

Descriptions

- On the **HOP's Recommendation** field ;
 - Check on the **Not Recommend** radio button.
- HOP will enter the remarks for the rejection in the **HOP's Comments**.

8. Then , click on Complete button to complete the commenting process.

3.4.4. QP Processing – Decision Entry

Permanent Secretary will login to the system to do the decision entry process.

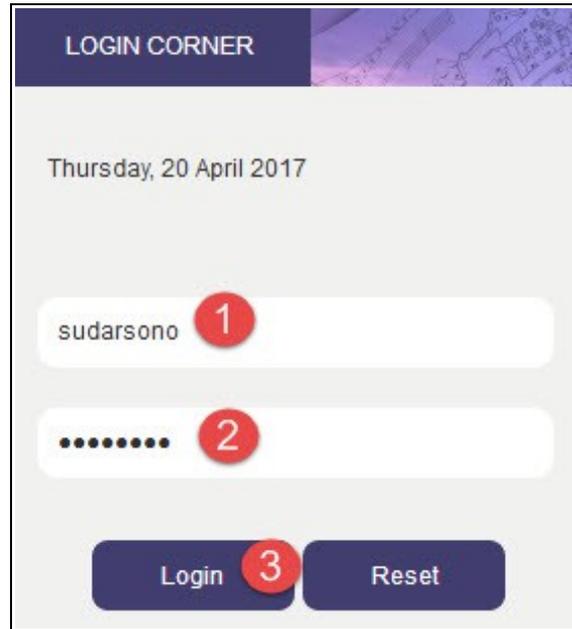


Figure : 83

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.

1. At the storefront, click on **Approved Application** button.



2. The screen will lead you to BATCH JOB | SUMMARY page.

The screenshot shows a web form with two main columns: 'Secretary Decision' and 'Remarks'. In the 'Secretary Decision' column, there are two radio buttons: 'Approve' (unselected) and 'Not Approve' (selected). In the 'Remarks' column, there is a text input field containing the text 'NOT FIT'. Below the input field, it says '493 character(s) left'. At the top right of the form, there are two buttons: 'Complete' (highlighted with a red box) and 'Save'.

Figure : 84

3. On the **Secretary Decision** field, check on the **Not Approve** radio button.
4. Enter the remark(s) for the decision made in the **Remarks** field.
5. Click on the  button to complete the job.

3.5. Process Application for New QP Upon Expiry of Licence

3.5.1. QP Processing – Preliminary Checks and Comments

Planning Assistant will login to the system to do the preliminary checking and commenting process.

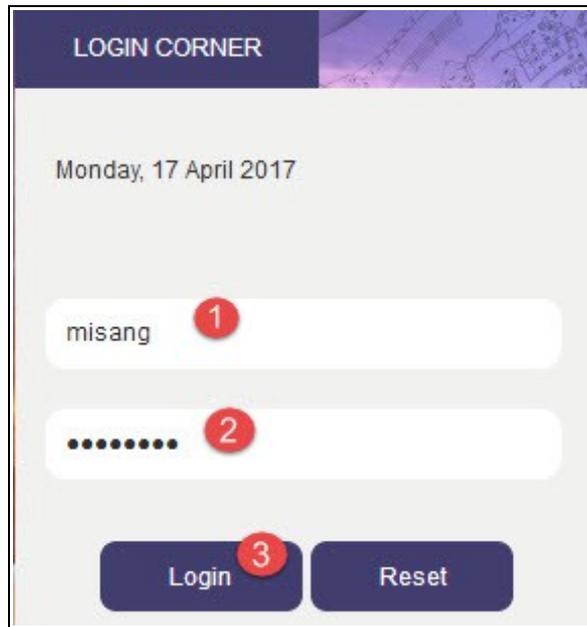


Figure : 85

Item	Descriptions
1	Enter your User Name .
2	Enter your Password .
3	Click Login button to login to eQP.



1. At the storefront, click on  icon.
2. Then, click on **Listing of Job** link as shown below.



3. On the Job | List page, click on  button.

System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Preliminary Checks on Application**.

- Click on the **Select this job** button to take the job as shown below.

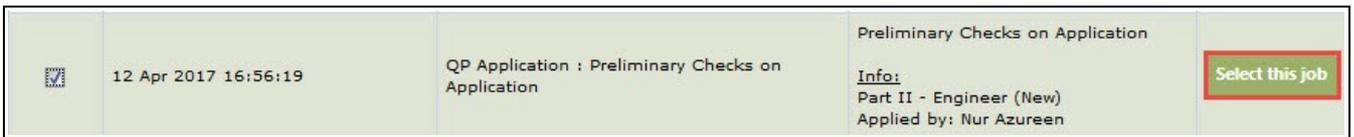


Figure : 86

- From the job list, click on **QP Application: Preliminary and Checks on Application** link to enter the job detail screen.



Figure : 87

- Click on **Preliminary Checks** tab as shown in Figure 90.



Figure : 88

- Fill in the findings.

Submission Status * 2 : Complete / Correct Incomplete / Incorrect

Comments by PA 3 :

No.	Preliminary Checklist	Document Checking * 1		
		Complete / Correct	Incomplete / Incorrect	Not Applicable
1	Form C completely filled	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Certificate from Professional Bodies :- Land Surveyor Board(Licence to Practice as Lisenced Land Surveyor from Land Surveyor Board Sarawak)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure : 89

Item	Descriptions
1	<p>On the Document Checking fields,</p> <ul style="list-style-type: none"> • Check on the Complete/Correct button if the attached document(s) is/are complete. • Check on the Incomplete/Incorrect button if the attached document(s) is/are incomplete. • Check on the Not Applicable button if it is not applicable.
2	<p>On the Submission Status,</p> <ul style="list-style-type: none"> • Click on Complete button if all the documents attached are complete. • Click on Incomplete button if one or more documents attached are incomplete.
3	Enter your comments in the Comments by PA field.

8. Then, click on Complete button to complete the preliminary checking process.

3.5.2. QP Processing – Comment Entry

Planning Officer will login to the system to do the comment entry process.

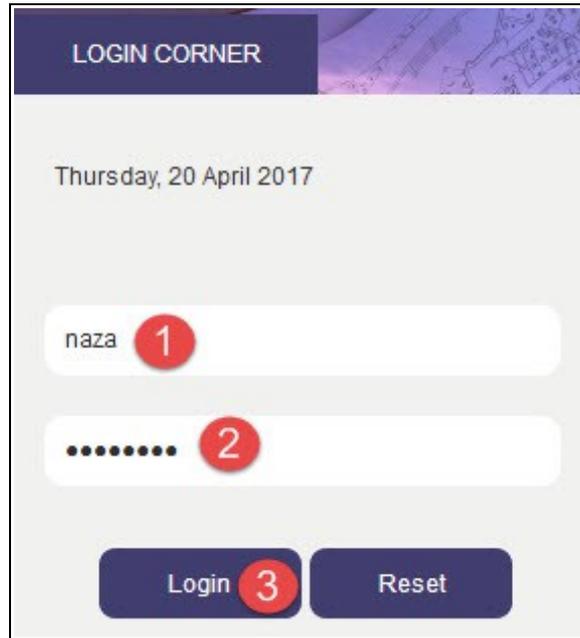


Figure : 90

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



1. At the storefront, click on  icon.
2. Then, click on **Listing of Job** link as shown below.



3. On the Job | List page, click on  button.

*System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Verify and Check Application.***

- Click on the **Select this job** button to take the job as shown below.

Select	Date	Subject	Job detail	
	03 Feb 2017 11:40:28	QP Application : Verify and Check Application	Verify and Check Application <u>Info:</u> Part I - Architect (New) Applied by: Ahmad Nasriq	Select this job

Figure : 91

- From the job list, click on **QP Application: Verify and Check Application** link to enter the job detail screen.

5	20 Apr 2017 11:35:06	26 Apr 2017 11:35:06	QP Application: Verify and Check Application	Verify and Check Application <u>Info:</u> Part I - Architect (New) Applied by: Ahmad Nasriq	New
---	-------------------------	-------------------------	--	--	-----

Figure : 92

- Click on **Comment/Decision** tab as shown in Figure 103.



Figure : 93

- Fill in the findings.

▶ Recommendation by PO

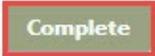
PO's Recommendation * 1 : Recommend Not Recommend

PO's Comments * 2 :

Figure : 94

Item	Descriptions
-------------	---------------------

1	<p>On the PO's Recommendation field;</p> <ul style="list-style-type: none"> • Check on the Recommend radio button if the whole documents are complete. • Check on the Not Recommend radio button if any of the documents is incomplete.
2	Enter your comment in the PO's Comments field.

8. Then , click on  button to complete the commenting process.

3.5.3. QP Processing – Recommendation Entry

Head Of Planning will login to the system to do the recommendation entry process.

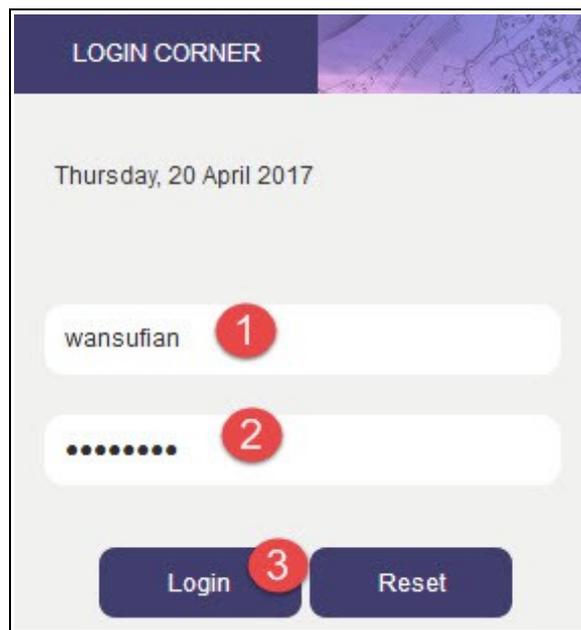


Figure : 95

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



1. At the storefront, click on  icon.
2. Then, click on **Listing of Job** link as shown below.



3. On the Job | List page, click on  button.

*System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Recommendation by HOP.***

4. Click on the **Select this job** button to take the job as shown below.

Select	Date	Subject	Job detail	
<input checked="" type="checkbox"/>	20 Apr 2017 10:45:53	QP Application : Recommendation by HOP	Recommendation by HOP <u>Info:</u> Part II - Engineer (New) Applied by: Nur Azureen	Select this job

Figure : 96

5. From the job list, click on **QP Application: Recommendation by HOP** link to enter the job detail screen.

2	20 Apr 2017 17:32:07	25 Apr 2017 17:32:08	QP Application: Recommendation by HOP	Recommendation by HOP <u>Info:</u> Part II - Engineer (New) Applied by: Nur Azureen	New
---	----------------------	----------------------	---	--	-----

Figure : 97

6. Click on **Comment/Decision** tab as shown in Figure 108.



Figure : 98

7. Fill in the findings.

Figure : 99

Descriptions
<ul style="list-style-type: none"> On the HOP's Recommendation field; <ul style="list-style-type: none"> - Check on the Recommend radio button if the whole documents are complete. - Check on the Not Recommend radio button if any of the documents is incomplete. HOP's Comments field is not mandatory but if the application is Not Recommend, HOP will enter the reason for the rejection.

8. Then, click on  button to complete the recommendation process.

3.5.4. QP Processing – Decision Entry

Permanent Secretary will login to the system to do the approval / decision entry.

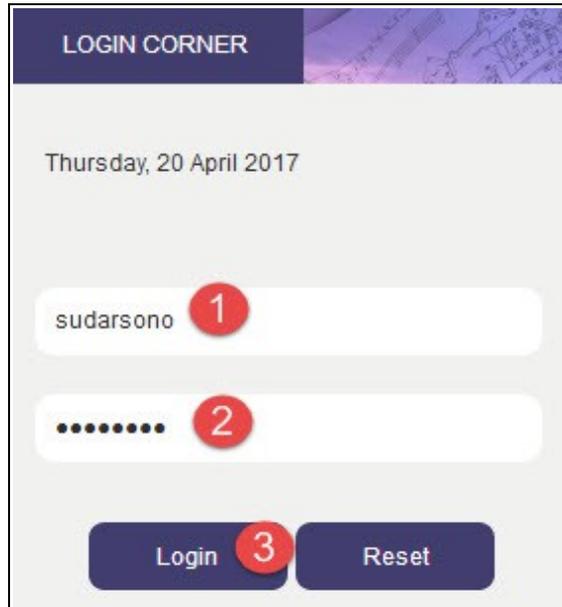


Figure : 100

Item	Descriptions
1	Enter your User Name .
2	Enter your Password .
3	Click Login button to login to eQP.

1. At the storefront, click on **Approved Application** button.



2. The screen will lead you to BATCH JOB | SUMMARY page.

BATCH JOB SUMMARY					
Number of Job			Application Type		
Pending Action	0		New QP Registration	1	
Approved	0		Renewal of QP Registration	0	
Rejected	0				
No.	Name of Applicant	Applied Registration Category & Profession	Secretary Recommended	Secretary Decision	Remarks
1	Nur Azureen	Part II - Engineer	<u>PO</u> Status: Recommended Remarks: recommend <u>HOP</u> Status: Recommended Remarks: recommend	1 <input checked="" type="radio"/> Approve <input type="radio"/> Not Approve	Approved and qualify to proceed on next stage of registration. 2 438 character(s) left

Figure : 101

Item	Descriptions
1	On the Secretary Decision field; <ul style="list-style-type: none"> • Check on Approve radio button if the whole application is complete. • Check on Not Approve radio button if the application is incomplete.
2	Enter the remarks for the decision made in the Remarks field.

- Click on  button to save the remarks entered and click on the  button to complete the approval process.

3.5.5. QP Certificate Checking

Planning Assistant will login to the system to do certificate checking process.

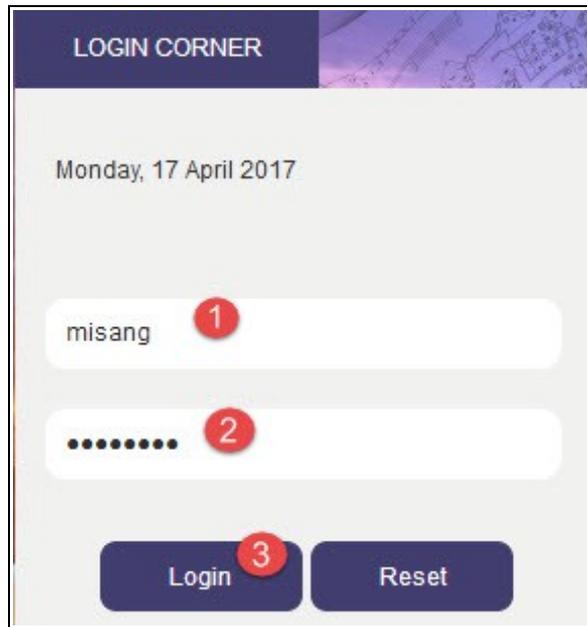


Figure : 102

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



1. At the storefront, click on  icon.
2. Then, click on **Listing of Job** link as shown below.



3. On the Job | List page, click on  button.

*System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Check Certificate Information**.*

4. Click on the **Select this job** button to take the job as shown below.



Figure : 103

5. From the job list, click on **QP Application: Check Certificate Information** link to enter the job detail screen.



Figure : 104

6. Next, on the Job | Detail screen, scroll down to **Certificate Information** field. Planning Assistant can edit the **Effective Date** and **Expiry Date**. Registration Status : Renewal of Registration – In Progress.

Certificate Information	
QP Registration No.:	016/2018
Certificate Holder:	Nur Azureen
Identity Card No.:	930109135090
Postal Address:	JALAN PIALA 93350, Kuching, Sarawak
Registration Category:	Part II
Profession:	Engineer
Registration Date:	26/04/2017
Effective Date:	<input type="text" value="01/01/2019"/> 
Expiry Date:	<input type="text" value="31/12/2019"/> 
Registration Status:	Renewal of Registration - In Progress

Figure : 105

- After both of the dates have been edited, click on  button to update the record. Then, click on the button  to complete the verification process.

3.5.6. Verify QP Certificate

Planning Officer will login to the system to do the verification of the QP Certificate.

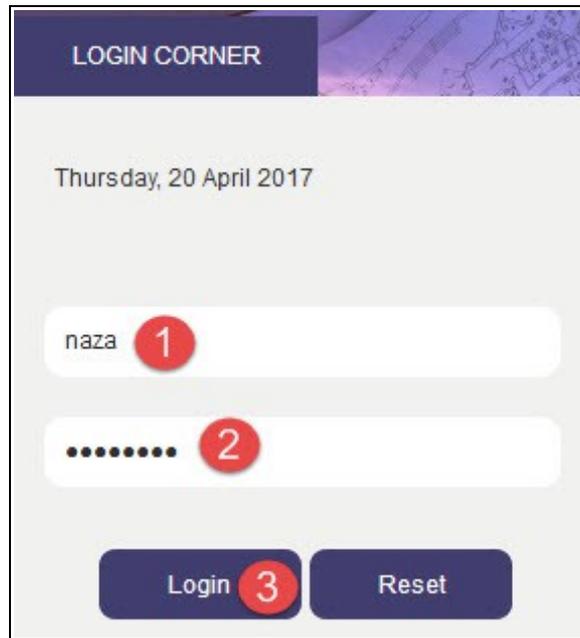


Figure : 106

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.



1. At the storefront, click on  icon.
2. Then, click on **Listing of Job** link as shown below.



3. On the Job | List page, click on  button.

*System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application : Verify Certificate Information**.*

- Click on the **Select this job** button to take the job as shown below.

	27 Apr 2017 17:14:39	QP Application : Verify Certificate Information	Verify Certificate Information <u>Info:</u> Part II - Engineer (Renew) Applied by: Nur Azureen	Select this job
--	----------------------	---	---	------------------------

Figure : 107

- From the job list, click on **QP Application: Verify Certificate Information** link to enter the job detail screen.

6	27 Apr 2017 17:15:45	02 May 2017 17:15:45	QP Application: Verify Certificate Information	Verify Certificate Information <u>Info:</u> Part II - Engineer (Renew) Applied by: Nur Azureen	New
---	-------------------------	-------------------------	--	---	-----

Figure : 108

- Next, on the Job | Detail screen, scroll down to **Certificate Information** field. Planning Officer can edit the **Effective Date** and **Expiry Date**. Registration Status : Renewal of Registration – Checked by PA.

Certificate Information	
QP Registration No.:	016/2018
Certificate Holder:	Nur Azureen
Identity Card No.:	930109135090
Postal Address:	JALAN PIALA 93350, Kuching, Sarawak
Registration Category:	Part II
Profession:	Engineer
Registration Date:	26/04/2017
Effective Date:	<input type="text" value="01/01/2019"/> 
Expiry Date:	<input type="text" value="31/12/2019"/> 
Registration Status:	Renewal of Registration - Checked by PA

Figure : 109

7. After both of the dates have been edited, click on  button to update the record. Then, click on the  button to complete the verification process.

3.5.7. Endorse Certificate

Head Of Planning will login to the system do the certificate endorsement.

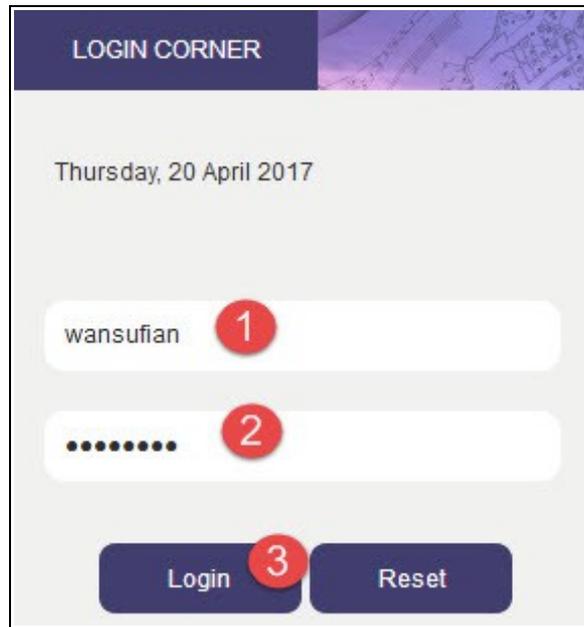


Figure : 110

Item	Descriptions
1	Enter your User Name .
2	Enter your Password .
3	Click Login button to login to eQP.

1. At the storefront, click on **Endorse QP Registration** icon.



2. The screen will lead you to the BATCH JOB | SUMMARY page.

BATCH JOB SUMMARY					
Number of Job			Application Type		
Pending Action 0			New QP Registration 0		
Endorsed 0			Renewal of QP Registration 1		
<input checked="" type="checkbox"/>	No.	Assigned Date	Due Date	Application Summary	Information to be Printed on QP Card
<input checked="" type="checkbox"/>	1	27 Apr 2017 17:18:25	03 May 2017 17:18:26	Renewal of QP Registration - Part II - Engineer Name of Applicant: Nur Azureen Registration No.: 016 / 2018 Date of first registration as qualified person: 01/01/2018 Registration Renewed To: 31/12/2019	No Card Information
Endorse QP Certificates					
Select DigiCert		: <input type="text" value="Browse..."/> IVY LEE LING LING.p12			
Enter Password		: <input type="password" value="....."/>		<input type="button" value="Sign"/> 2	

Figure : 111

Item	Descriptions
1	Check on the box of the selected job that you want to endorse.
2	On the Endorse QP Certificate section, select your digicert and enter your digicert password. Click on Sign button to complete the digicert signing.

QP Certificate(s) successfully endorsed.

Upon of the successful signing, a message : **QP Certificate(s) successfully endorsed** will appear on top of the screen.

3. Click on button to complete the job.

Job Completed

Job Completed message will appear once the **Complete** button is clicked.

3.5.8. QP Card Printing

Planning Assistant will login to the system to do the QP Card Printing.

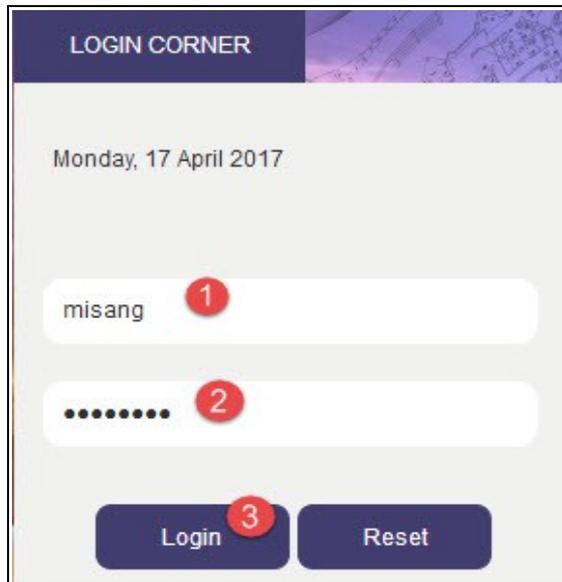


Figure : 112

Item	Descriptions
1	Enter your User Name .
2	Enter your Password .
3	Click Login button to login to eQP.



1. At the storefront, click on  icon.
2. On the Job| List page, click on  button.

*System will pop up a screen with listing of unassigned jobs. Look for job with subject on **QP Application: Print QP Card**.*

3. Click on the **Select this job** button to take the job as shown below.

☑	26 Apr 2017 15:15:37	QP Application : Print QP Card	Print QP Card <u>Info:</u> Part II - Engineer (New) Applied by: Nur Azureen	Select this job
---	----------------------	--------------------------------	--	-----------------

Figure : 113

- From the job list, click on **QP Application : Print QP Card** link to enter the job detail screen.

15	26 Apr 2017 15:17:48	28 Apr 2017 15:17:48	QP Application: Print QP Card	Print QP Card <u>Info:</u> Part II - Engineer (New) Applied by: Nur Azureen	New
----	-------------------------	-------------------------	-------------------------------	--	-----

Figure : 114

- On the **Job | Detail** page, click on Print button to start printing the QP Card and click on the Complete button once completed.

3.6. SPA Qualified Person Search and Update Status

This process can be done by any of the **MRPE Officer**.

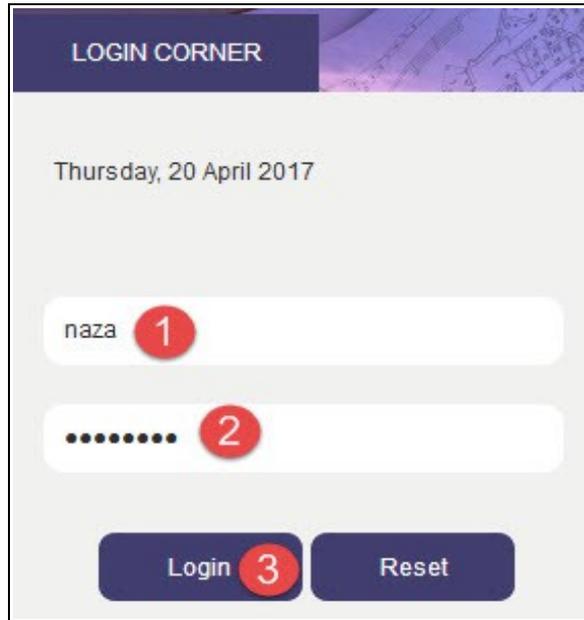


Figure : 115

Item	Descriptions
1	Enter your Id .
2	Enter your Password .
3	Click Login button to login to eQP.

1. On the storefront, click **QP Enquiry** icon as shown below.



2. Under QP Enquiry, click on **SPA Qualified Person Search** link.



Figure : 116

3. On the QP Register | Manage page, enter your search criteria to search for the SPA Qualified Person. Example of your search criteria that can be used are: [**Identity Card No.** and **Profession**] as shown below.

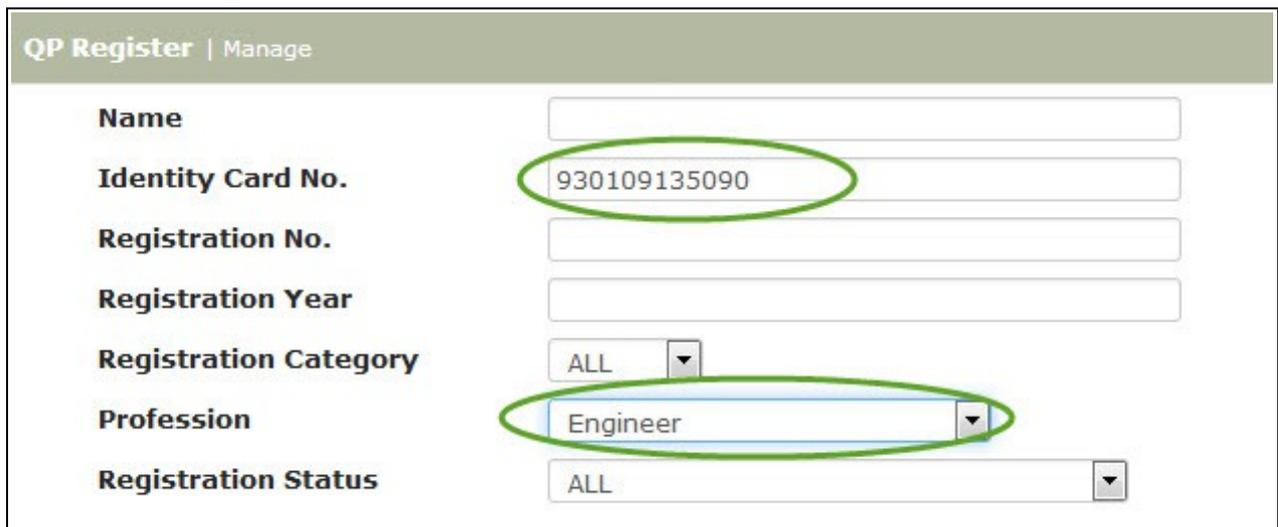
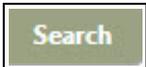
A screenshot of a web application form titled 'QP Register | Manage'. The form contains several input fields and dropdown menus. The fields are: 'Name' (empty text box), 'Identity Card No.' (text box containing '930109135090'), 'Registration No.' (empty text box), 'Registration Year' (empty text box), 'Registration Category' (dropdown menu with 'ALL' selected), 'Profession' (dropdown menu with 'Engineer' selected), and 'Registration Status' (dropdown menu with 'ALL' selected). The 'Identity Card No.' and 'Profession' fields are circled in green.

Figure : 117

4. Then click on  button.

5. Click on a **link** of the matching record to open the Qualified Person's record.

Name ▾	Identity Card No. ⚡
Nur Azureen	930109135090
Nur Azureen	930109135090

Figure : 118

6. Check on the information fields being displayed on the screen:

- Section 1 : Certificate Information
- Section 2 : Renewal Information.

Section 1 : Certificate Information		
		
Registration No.	: 016 / 2018	
Certificate Holder	: Nur Azureen	
Identity Card No.	: 930109135090	
Postal Address	: JALAN PIALA 93350, Kuching, Sarawak	
Registration Category	: Part II	
Profession	: Engineer	
Date of Registration	: 26/04/2017	
Expiry Date	: 31/12/2019	
Registered By	: Wan Sufian Bin Wan Mustapha Head of Planning, State Planning Authority	
Registration Status	: Endorsed	
Section 2 : Renewal Information		
Date of Renewal	Registration Renewed To	L&S Receipt No
01/01/2019	31/12/2019	No. 700037 dated 26/04/2017
First Issuance		No. 700033 dated 25/04/2017

Figure : 119

View Extract of QP

7. Click on button to view / check the content of the extract.



Data as at : 27/04/17 17:19

Ministry of Resource, Planning and Environment Sarawak

EXTRACT OF QP CERTIFICATE

QP Registration No. 016/2018

Section 1: Certificate Information

Certificate Holder	: Nur Azureen
IC Number / Passport No	: 930109135090
Address	: JALAN PIALA 93350, Kuching, Sarawak
Registration	: Part II
Profession	: Engineer
Date of Registration	: 27/04/2017

Figure : 120

8. Under Update Status, select a new status (ie. **Bankrupt, Deceased or Suspended**). Fill in the **Effective Date** and enter the remark in the **Remarks** field.

9. Click on **Update** button to update the status.

[Record Updated.]

A pop up message will appear once record has been updated.

3.7. Publication of QP

3.7.1. Prepare Gazette (Registered) for Valid QP Licenses

Planning Assistant will login to the system to do the QP Publication.

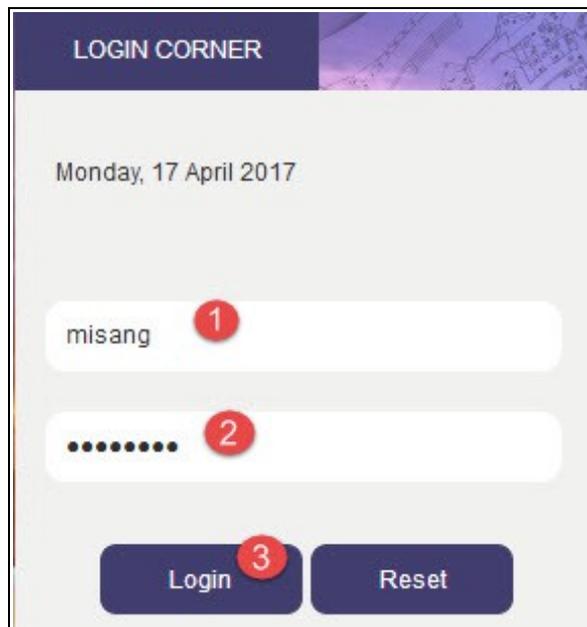
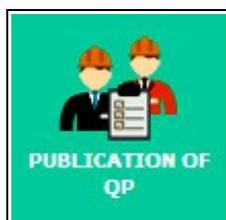


Figure : 121

Item	Descriptions
1	Enter your User Id .
2	Enter your Password .
3	Click Login button to login to eQP.

1. At the storefront, click on **Publication of QP** icon.



2. From the Publication of QP menu, click on **QP Gazette**.



Figure : 122

3. On the QP Gazette | Manage page click on button.
4. Select **Registered** for **Gazette Nature** field and enter the file name in the **File Reference** field.

QP Gazette | List of SPA Qualified Person

Gazette Nature : Registered

File Reference * :

Figure : 123

5. Click on button the save the file.
6. Check on the box of listing name.

QP Gazette Add Name of Qualified Person			
<input type="checkbox"/>	Name	QP Registration No.	Registration Status
<input type="checkbox"/>	Amanda Fong Ai Lee	009/2017	Valid

Figure : 124



7. To select the name, click on  button.

Record Updated.

A message will appear on the top left screen to notify that the record has been updated.

8. Fill in the **Endorsed By** field.

***Endorsed Date** field is an optional field as the PS will fill it manually after he signed the gazette.*

Gazette Nature	:	Registered ▾
File Reference *	:	SPA/QP/04/17-REG
Date Endorse	:	<input type="text"/> 
Endorsed By	:	Datu Sudarsono Bin Osman 
Gazette Status	:	Draft ▾

Figure : 125

9. Click on  button to save the record.

'Bankruptcy/Deceased/Suspended'

1. At the storefront, click on **Publication of QP** icon.



2. From the Publication of QP menu, click on **QP Gazette**.



Figure : 126

3. On the QP Gazette | Manage page click on  button.
4. Select **Cancelled** for **Gazette Nature** field and enter the file name in the **File Reference** field.

A screenshot of a form with two fields. The first field is labeled "Gazette Nature" and has a dropdown menu with "Cancelled" selected. The second field is labeled "File Reference *" and contains the text "SPA/02/17/-CAN". Both fields are enclosed in a thin black border.

Figure : 127

5. Click on  button to save the file.

6. Check on the box of the listing name.

QP Gazette Add Name of Qualified Person			
<input checked="" type="checkbox"/>	Name	QP Registration No.	Registration Status
<input checked="" type="checkbox"/>	Cik Nur Azureen	016/2018	Suspended

Figure : 128

7. To select the name, click on  button.



A message will appear on top left screen to notify that the record has been updated.

8. Fill in the **Endorsed By** field.

***Endorsed Date** field is an optional field as the PS will fill it manually after he signed the gazette.*

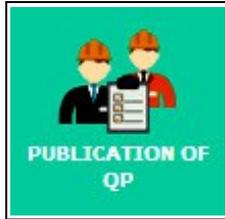
Gazette Nature	:	Cancelled <input type="button" value="v"/>
File Reference *	:	<input type="text" value="SPA/02/17/-CAN"/>
Date Endorse	:	<input type="text"/> <input type="button" value="calendar"/>
Endorsed By	:	<input type="text" value="Datu Sudarsono Bin Osman"/> <input type="button" value="search"/>
Gazette Status	:	Draft <input type="button" value="v"/>

Figure : 129

9. Click on  button to save the record.

3.7.3. Prepare Gazette (Restored) for QP Licenses

1. At the storefront, click on **Publication of QP** icon.



2. From the Publication of QP menu, click on **QP Gazette**.



Figure : 130

3. On the QP Gazette | Manage page click on  button.
4. Select **Restored** for **Gazette Nature** field and enter the file name in the **File Reference** field.



Figure : 131

5. Click on  button to save the file.

6. Check on the box of the listing name.

<input checked="" type="checkbox"/>	Name	QP Registration No.	Identity Card No.
<input checked="" type="checkbox"/>	Amanda Fong Ai Lee	009/2017	860101130000

Figure : 132

7. To select the name, click on  button.



A message will appear on top left screen to notify that the record has been updated.

8. Fill in the **Endorsed By** field.

QP Gazette | List of SPA Qualified Person

Gazette Nature : Restored

File Reference * :

Date Endorse :

Endorsed By :

Gazette Status : Draft

Figure : 133

9. Click on  button to save the record.

3.7.4. Verify QP Gazette

Planning Officer will vet through the printed draft gazettes and later pass it to **Permanent Secretary** for signing.

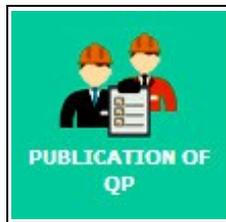
3.7.5. Endorse Certificate

Permanent Secretary will sign the gazette and return it to **Planning Officer**.

3.7.6. Update Gazette Status and Send for Publication

Planning Assistant will login to the system to do the update.

1. At the storefront, click on **Publication of QP** icon.



2. From the Publication of QP menu, click on **QP Gazette**.



Figure : 134

3. On the QP Gazette | Manage page, look for the record with file reference mentioned under each of the gazette nature.

Figure : 135

4. Click on  button to search the record.
5. Click on the file reference link to retrieve the record as shown below.

Figure : 136

6. Check on the **Gazette Status = Draft**.

Figure : 137

7. Update Gazette Status to Completed.

Gazette Nature	:	Registered ▾
File Reference *	:	SPA/QP/04/17-REG
Date Endorse	:	<input type="text"/> 
Endorsed By	:	Datu Sudarsono Bin Osman 
Gazette Status	:	Completed ▾

Figure : 138

8. Click on  button to save the record.

Notes :

Steps for 3.7.6 Update Gazette Status and Send for Publication can be repeated for the next draft gazette for gazette Nature : Canceled and Restored.

**Online Management of SPA Qualified Persons (MRPE-eQP)
REPORT**

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4. Report**4.1. Report**

Not applicable.

4.2. Audit Trail

Not applicable.

Online Management of SPA Qualified Persons (MRPE-eQP)

FAQ & TROUBLESHOOTING

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5. FAQ & Troubleshooting

We hope you can find answers to your questions below. For your convenience, the questions are grouped by categories.

5.1. FAQ

5.1.1. How to take a screen capture?

- [How to take a screen capture of the entire screen?](#)
 - [Method 1: Using "Print Screen"](#)
1. Open the window screen you want to capture.
 2. Press **PrtSc** on your keyboard. This will capture an image of your entire screen and copy it to clipboard. The "Print Screen" button may be labelled as "PrtScn", "Prnt Scrn", "Print Scr", or something similar. On laptop keyboard, you may have to press the "Fn" or "Function" key to access "Print Screen".



Figure : 1

3. Open Paint by clicking the **Start** button , clicking **All Programs**, clicking **Accessories**, and then clicking **Paint**.
4. In Paint, on the **Home** tab, in the **Clipboard** group, click **Paste**.
5. Click the **Paint** button , and then click **Save**.

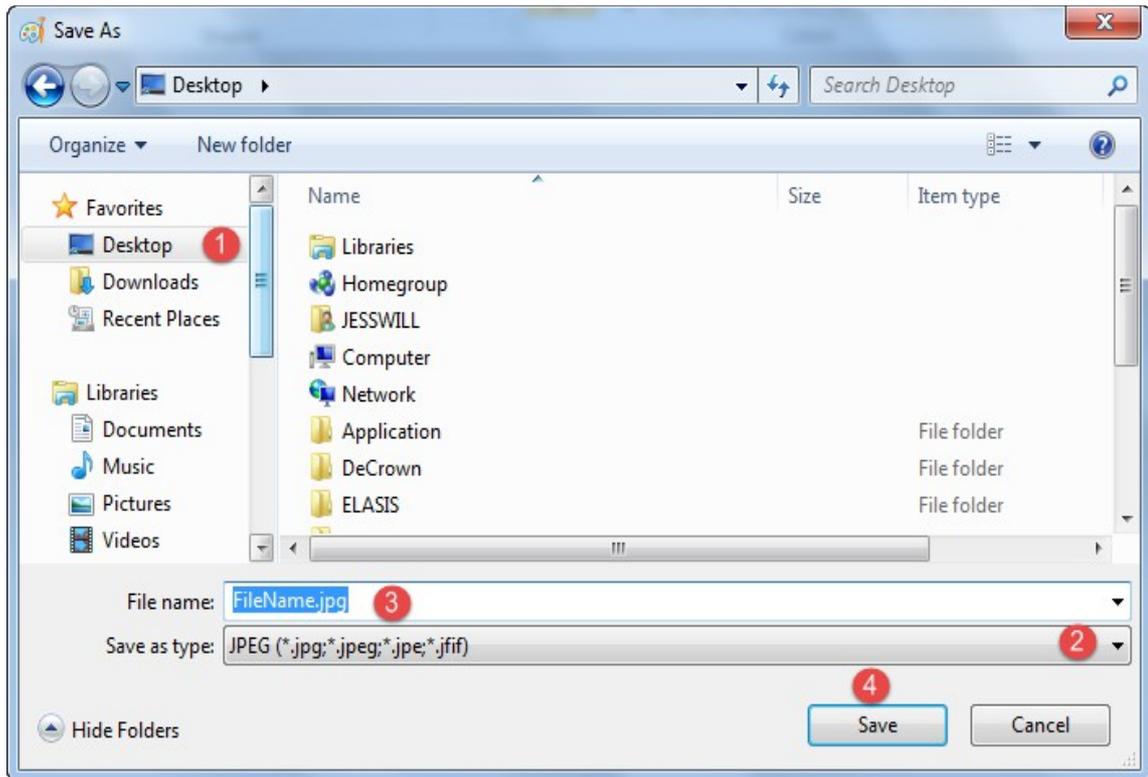
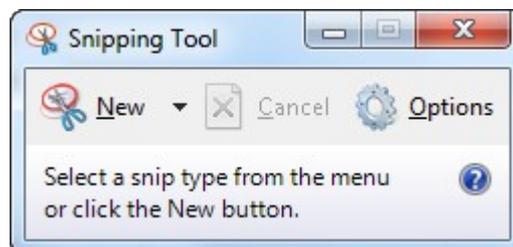


Figure : 2

6. You may save it on your desktop by clicking (1) **Desktop** icon and (2) select “**JPG**” or “**PNG**” file type.
7. Write down your (3) **file name** and click (4) **Save** button.

- **Method 2: Using Snipping Tools**

1. Open the windows screen you want to capture.
2. Go to **Start >> All Programs >> Accessories >> Snipping Tools**.



3. Click the “**New**” icon and then drag your cursor on the area you want to capture.
4. Go to **File** and click “**Save As**” to save the file as PNG or JPG file type format.
5. Name your file, browse to the desired folder and then click **Save**.

5.1.2. How to update my browser?

A. Update Mozilla Firefox to the latest version.

1. By default, Firefox is set to automatically update itself but you can also do a manual update.
2. To do a manual update, click the menu  button, click help , and select "About Firefox".
3. The **About Firefox** window will open and Firefox will begin checking for updates and downloading them automatically.
4. When the updates are ready to be installed, click "**Restart to Update**".

B. Update Google Chrome to the latest version.

1. Click the Chrome menu  on the browser toolbar and select **About Google Chrome**.
2. The current version number is the series of numbers beneath the "Google Chrome" heading.
3. Chrome will check for updates when you're on this page. Click **Relaunch** to apply any available update.

5.2. Troubleshooting

5.2.1. Access the System

Q: [Why I cannot access the system?](#)

A: Read the following to find out the possible cause of the problem.

Q: [Can your colleagues access the system using their PC?](#)

A: If yes, the problem could be your PC.

If no, could be your area network connection is down.

Q: [Can you access your email on Sarawaknet?](#)

A: If no, most likely your network is down, contact SAINS Callcentre.

Q: [Are you granted access to the system?](#)

A: If no, apply to the relevant party to get your access.

If yes, can you try using you colleague's PC?

If you can access the system using other PC, then likely the problem is with your PC.

Q: [Can other people access the system using your PC?](#)

If yes, then most likely the problem is related to your account.

If no, it is confirmed that your PC is having the problem.

5.2.2. Printing Problem

Q: [Why I cannot print?](#)

A: Read the following to find out the possible cause of the printing problem.

Q: [Can you print before?](#)

A: If yes, check your printer, make sure it is turn on and check your PC network or cable connection to the printer.

If you cannot ping the printer IP address, most likely the network cable/wireless connection is down.

If your computer or printer is new, install printer driver in your PC or inform the relevant people to install for you and configure the printer to be used in your application if applicable.

Q: [Can you view the document that you want to print?](#)

A: If no, check your Acrobat Reader if it is required for viewing and printing the document. Install Acrobat Reader with the latest version required by your application.

If yes, check the printer whether it is available under the General tab or Printer name drop-down list. If the printer is not found, install the printer driver.

5.2.3. System Performance

Q: [Why my computer is very slow?](#)

A: The most likely causes of your computer slowness are listed below.

- If your computer has not been rebooted recently, make sure to reboot it before following any of the steps below.
- Remove or disable any **background** and **startup programs** that automatically start each time the computer boots.
- Delete temporary files using the Windows Disk Cleanup utility or other similar utility. You may delete manually all the files inside the “temp” folder.
- Make sure your computer hard drive has at least **200 - 500 MB** of free space available for swap and temporary files.
- Run **ScanDisk**, **chkdsk**, or something equivalent to check the condition of the computer's hard drive.
- Run **Defrag** to help ensure that data is arranged in the best possible order.
- Scan for **spyware** and **malware** using a free version of Malwarebytes.
- Scan for viruses using an antivirus program installed on your computer. You can run Trend Micro's free **Housecall** online utility to check for viruses on your computer and to remove them.

- Check for any hardware conflicts from the **Device Manager**.
- Update your windows security and browser plugins regularly to get all the latest updates.
- Update your computer with the latest drivers, especially the video drivers.
- If you have done any of the above steps but your computer is still slow try rebooting the computer again at this point.
- Upgrade your computer memory. Minimum of **1GB** of memory for **32-bit** system and **2GB** for a **64-bit** system.
- Run registry cleaner on your computer.
- If none of the above solutions resolve your issues, another option is to **reinstall Windows or erase everything** on your computer and then start over. **Caution: Make sure you backup your data!**
- If your computer continues to be slower than normal after doing all the above recommendations, it is possible that your computer has a hardware failure such as bad **hard drive, CPU, RAM, motherboard** or other component.
- Automatic map drive connection can cause slowness in boot up.
- Multiple anti-virus programs are installed in your computer.
- Close all other applications that you are not using.
- Check your network connection, make sure it is not down. If you cannot open or read your email, most likely your network is down.
- Uninstall unused software.
- Empty your Recycle Bin regularly.
- The "high end" computer purchased as new 5 years ago may run the latest version of Windows, but that doesn't mean that it will do it very well.
- Make sure your computer fan is functioning as overheating computer can slower its performance.
- Delete cookies, cache and internet history from web browsers.

5.2.4. User Account Problem

Q: [How do I request for an account to access the system?](#)

A: Fill in the Account Request Form and submit to your Section Head for approval. Once it is approved, notify the relevant personnel to create your account.

Q: [My account is locked, what should I do?](#)

A: Go to the application login page, click the "**Forgot Password**" link and follow the required steps to unlock your account or Inform the relevant party to unlock if applicable.