

ePermit

JAS

Jabatan Alam Sekitar

Admin Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 1.0

Statement of Confidentiality

The information contained in this document is confidential and proprietary to Dagang Net Technologies Sdn Bhd (DNT). This document may not be disclosed, duplicated or used, for any purpose, in whole or in part without the prior written of Dagang Net Technologies Sdn Bhd.

Revision History

The release history of this document is as follows;

Document Category	User Manual
Document Title	JAS ePermit User Manual- Admin Module
Version No	1.0
Implementation Date	January, 2020

Version	Date	Author	Description of Amendment
1.0	January, 2020	Suryati	<ul style="list-style-type: none">Initial Copy

Abbreviation

Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
JAS	Jabatan Alam Sekitar
OGA	Other Government Agencies
SMK	Sistem Maklumat Kastam
PIA	Permit Issuance Agencies
AP	Approval Permit
FA	Forwarding Agent
IP	Import Permit

Table of Content

Revision History	3
Abbreviation	4
Section 1. Introduction	6
1.1. What is ePermit System?.....	6
1.2. How does ePermit System Benefit Me?	6
1.3. Who Should Read This Publication?.....	6
1.4. About This Document.....	6
1.5. Support Information.....	7
Section 2. Getting Started	8
2.1. System Access.....	8
2.1. Log In	9
2.2. Log out	9
Section 3. OGA Admin Listing	10
3.1. Search and View Application	10
3.2. Archive/ Unarchive.....	11
Section 4. User Provisioning.....	13
Section 5. SW Code	14
5.1. SW Listing	14
5.2. Create New Product Profile.....	15
5.3. Delete SW Code	17
Section 6. Report	19
6.1. Create New Report	19
6.2. Export and Print Report.....	20

Section 1. Introduction

Jabatan Alam Sekitar (JAS) is a government agency who responsible in overseeing the enforcement of flora and fauna related activities. The National Environmental Policy (DASN) aims to integrate environmental considerations into related development and decision-making activities, foster economic growth and long-term human development, and to protect and improve the environment.

1.1. What is ePermit System?

ePermit is a web-based applications system developed, hosted and managed by Dagang Net Technologies Sdn Bhd (DNT) and provides an Application Service provider (ASP) model of service to communities of Permit Issuing Agencies (PIA) and Importer/ Exporter to apply and manage permit application online.

By using the application, the Importer/ Exporter will be able to supply and manage permit via online and next to track the application progress subsequently. Whilst, the OGA will be able to view and process (approval etc) permit applications submitted directly from the system.

1.2. How does ePermit System Benefit Me?

- Reduces Turnaround time – faster processing of permit
- It's convenient – ePermit is accessible from any computer that is connected to the internet.
- Ease of Use – user friendly even for non-PC savvy
- Multi Tasking – access to various value-added services.

1.3. Who Should Read This Publication?

This user manual is designed to accommodate the specific requirements of each user. This publication (or topic collection) is intended for;

- i. JAS Admin Officer

1.4. About This Document

This publication is to provide an overview on how JAS Admin Officer can create, update and delete applications, user provisioning, SW Code, and create report and deeper understand on the system with step by step helps.



1.5. Support Information

Should there be any issues arising from the use of the system, please contact Dagang Net's Careline;

Call our CARELINE at **1300 133 133**

or email to careline@dagangnet.com

CARELINE is available 24 hours daily, including public holidays

Section 2. Getting Started

2.1. System Access

ePermit system is accessible via:

<https://newepermit2.dagangnet.com.my/epermit/html/login>

Please follow the steps in the images below to access the system.

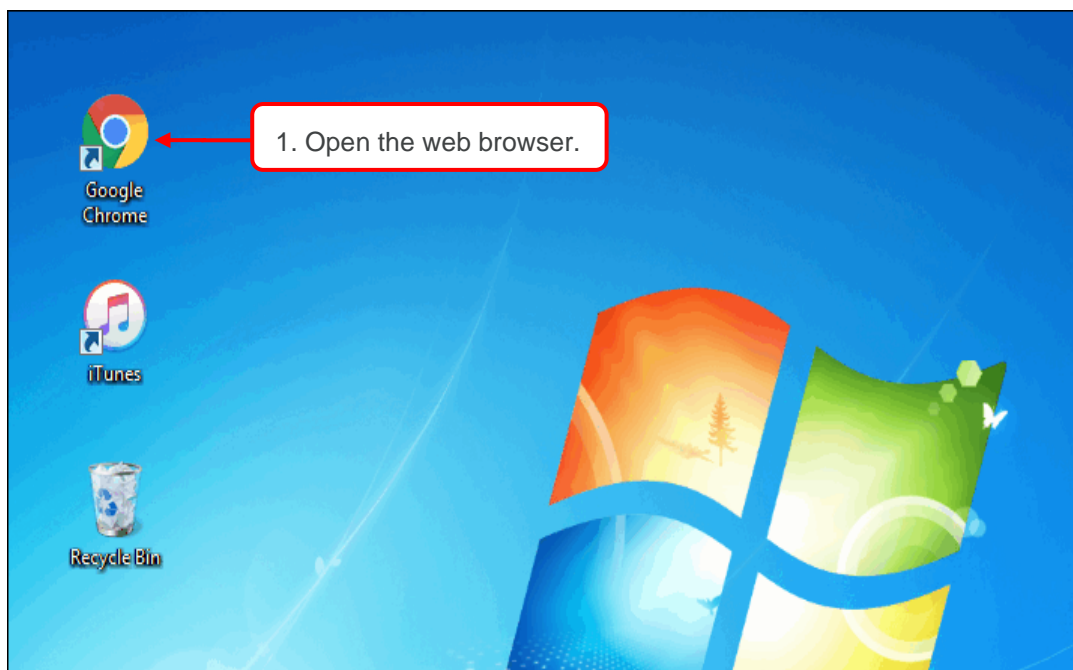


Figure 1

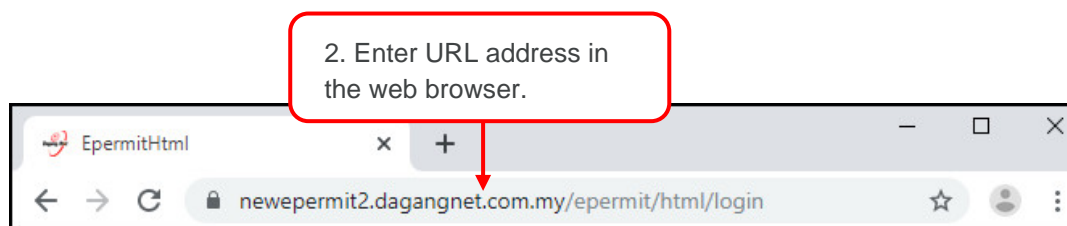


Figure 2

URL address: <https://newepermit2.dagangnet.com.my/epermit/html/login>

2.1. Log In

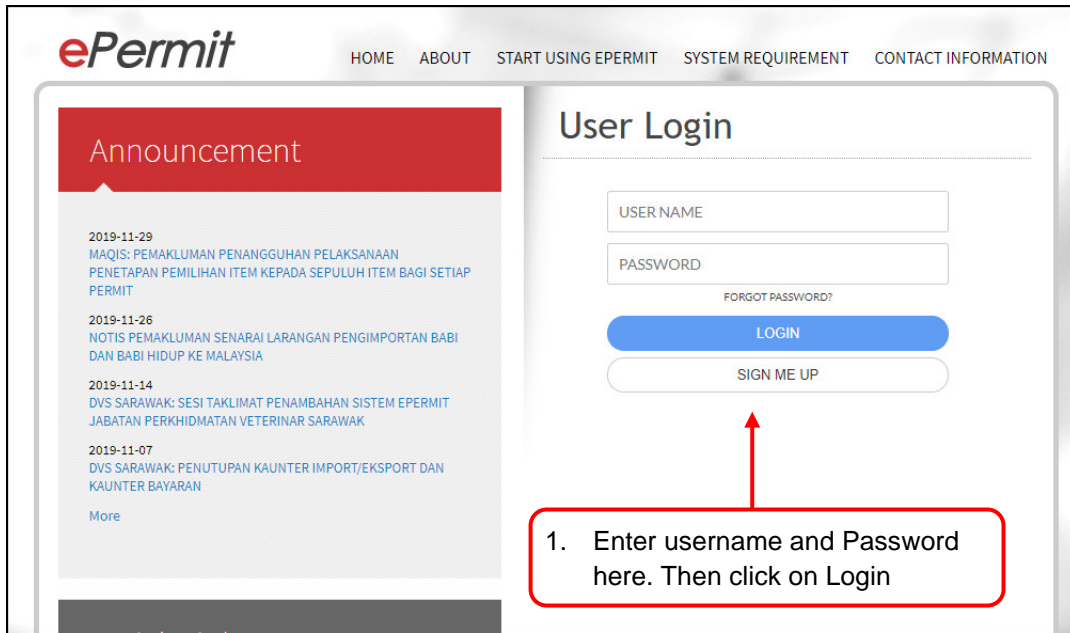


Figure 3

2.2. Log out

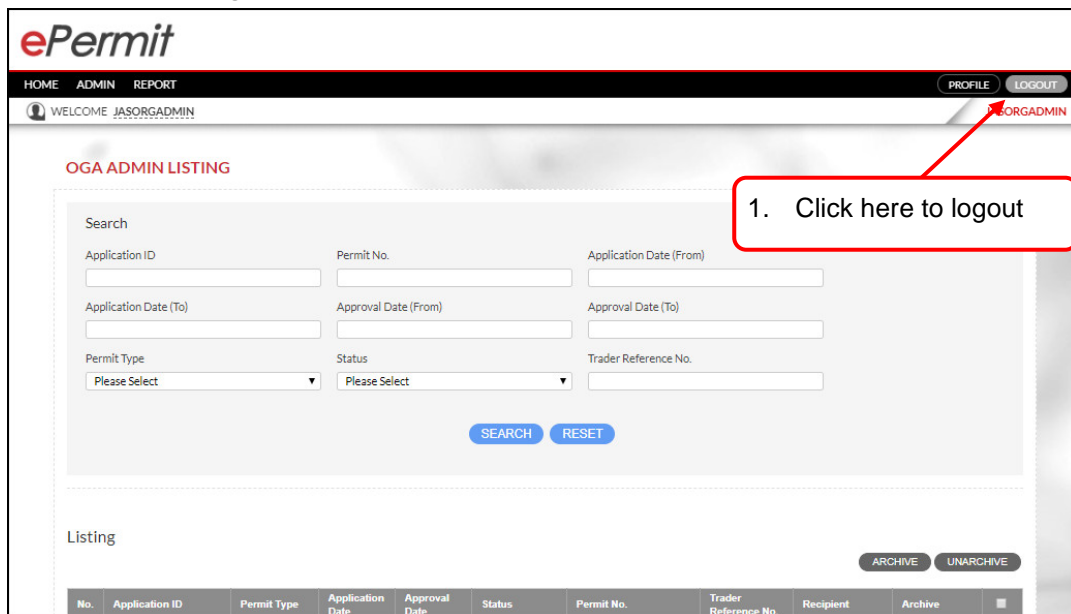


Figure 4

Section 3. OGA Admin Listing

This section listing all the permit application, where it can be filter by Application ID, Permit Application or Approval Date, Permit Type, Status, Company Name and Trader Reference No.

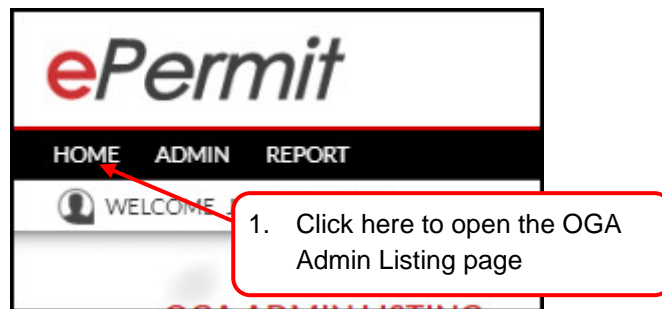


Figure 5

3.1. Search and View Application

OGA ADMIN LISTING

Search

Application ID Permit No. Application Date (From) Approval Date (From) Approval Date (To) Permit Type Status Trader Reference No.

SEARCH RESET

1. Enter the search criteria as required

2. Click on Search button

3. Search result listed in this table.

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Max Test	Company Name	Archive	Unarchive
1	JAS1412020000102	Import	04/02/2020 16:54:06	04/02/2020 17:23:35	Rejected by Customs				false	Unarchive
2	JAS1412020000081	Export	28/01/2020 14:22:43	28/01/2020 14:23:43	Cancellation Approved by Customs	JAS141201000812020	Test 28012020	JABATAN ALAM SEKITAR	false	Unarchive
3	JAS1412020000062	Export	21/01/2020 11:15:34	21/01/2020 11:17:03	Acknowledged by Customs	JAS141201712342020	Test 16012020	JABATAN ALAM SEKITAR	false	Unarchive
4	JAS1412020000061	Import	21/01/2020 11:13:52	21/01/2020 11:15:14	Acknowledged by Customs	JAS141101000412020	Test 16012020	JABATAN ALAM SEKITAR	false	Unarchive
5	JAS1412020000051	Export	16/01/2020 10:11:00	16/01/2020 10:12:00	Cancellation Acknowledged by Customs	JAS141201000632020	Test 16012020	JABATAN ALAM SEKITAR	false	Unarchive
6	JAS1412020000050	Import	16/01/2020 10:09:46	16/01/2020 10:10:46	Cancellation Acknowledged by Customs	JAS141201000622020	Test 16012020	JABATAN ALAM SEKITAR	false	Unarchive
7	JAS1412020000048	Import	15/01/2020 09:56:42	15/01/2020 10:06:36	Acknowledged by Customs	JAS141101000232020	Test 15012020	JABATAN ALAM SEKITAR	false	Unarchive
8	JAS1412020000047	Export	15/01/2020 10:26:22	15/01/2020 10:39:55	Acknowledged by Customs	JAS141201000622020	Max Test 15012020	JABATAN ALAM SEKITAR	false	Unarchive
9	JAS1412020000045	Export	15/01/2020 10:10:38	15/01/2020 10:25:20	Acknowledged by Customs	JAS141201000612020	Test 13012020	JABATAN ALAM SEKITAR	false	Unarchive
10	JAS1412020000044	Import	15/01/2020 09:56:42	15/01/2020 10:06:36	Acknowledged by Customs	JAS141101000232020	Max Test 15012020	JABATAN ALAM SEKITAR	false	Unarchive

4. Click on Application ID here to view details of this application.

Total Records: 91 | Show: 10 | Go to Page: 1

Figure 6

3.2. Archive/ Unarchive

This section shows the steps to archive or unarchive application.

1. Archive status;
False: Non-archive
True: In Archive

Listing

ARCHIVE UNARCHIVE

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Recipient	Archive	
21	JAS1412020000021	Import	06/01/2020 11:43:54	06/01/2020 11:44:09	Approved by OGA			JABATAN ALAM SEKITAR	false	<input checked="" type="checkbox"/>
22	JAS1412020000001	Export	03/01/2020 14:33:14	03/01/2020 14:33:24	Approved by OGA			JABATAN ALAM SEKITAR	false	<input checked="" type="checkbox"/>
23	JAS14120190000142	Export	26/12/2019 17:36:31	26/12/2019 17:36:53	Awaiting Customs Acknowledgement			JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
24	JAS14120190000141	Export	26/12/2019 10:41:07	26/12/2019 10:44:01	Awaiting Customs Acknowledgement			JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
25	JAS14120190000136	Export	12/12/2019 18:53:53	12/12/2019 19:10:16	Acknowledged by Customs			JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
26	JAS14120190000135	Import	12/12/2019 18:49:12	12/12/2019 18:53:26	Acknowledged by Customs	JAS141112000562019		JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
27	JAS14120190000133	Export	12/12/2019 17:36:39	12/12/2019 17:37:40	Approved by OGA		12/12/2019	JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
28	JAS14120190000132	Import	12/12/2019 17:34:13	12/12/2019 17:36:22	Approved by OGA		12/12/2019	JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
29	JAS14120190000131	Export	12/12/2019 14:52:08	12/12/2019 14:52:28	Acknowledged by Customs	JAS141212000142019	12/12/2019	JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
30	JAS14120190000130	Export	12/12/2019 14:49:41	12/12/2019 14:51:52	Acknowledged by Customs	JAS141212000132019	12/12/2019	JABATAN ALAM SEKITAR	false	<input type="checkbox"/>

Total Records 91 Show 10 Go to Page 3

2. Tick here to select this application to archive/unarchive

Figure 7

Listing

ARCHIVE UNARCHIVE

3. Then, click on this button to archive/unarchive

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Recipient	Archive	
21	JAS1412020000021	Import	06/01/2020 11:43:54	06/01/2020 11:44:09	Approved by OGA			JABATAN ALAM SEKITAR	false	<input checked="" type="checkbox"/>
22	JAS1412020000001	Export	03/01/2020 14:33:14	03/01/2020 14:33:24	Approved by OGA			JABATAN ALAM SEKITAR	false	<input checked="" type="checkbox"/>
23	JAS14120190000142	Export	26/12/2019 17:36:31	26/12/2019 17:36:53	Awaiting Customs Acknowledgement			JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
24	JAS14120190000141	Export	26/12/2019 10:41:07	26/12/2019 10:44:01	Awaiting Customs Acknowledgement			JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
25	JAS14120190000136	Export	12/12/2019 18:53:53	12/12/2019 19:10:16	Acknowledged by Customs	JAS141212000162019		JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
26	JAS14120190000135	Import	12/12/2019 18:49:12	12/12/2019 18:53:26	Acknowledged by Customs	JAS141112000562019		JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
27	JAS14120190000133	Export	12/12/2019 17:36:39	12/12/2019 17:37:40	Approved by OGA		12/12/2019	JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
28	JAS14120190000132	Import	12/12/2019 17:34:13	12/12/2019 17:36:22	Approved by OGA		12/12/2019	JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
29	JAS14120190000131	Export	12/12/2019 14:52:08	12/12/2019 14:52:28	Acknowledged by Customs	JAS141212000142019	12/12/2019	JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
30	JAS14120190000130	Export	12/12/2019 14:49:41	12/12/2019 14:51:52	Acknowledged by Customs	JAS141212000132019	12/12/2019	JABATAN ALAM SEKITAR	false	<input type="checkbox"/>

Total Records 91 Show 10 Go to Page 3

Figure 8

Listing

ARCHIVE UNARCHIVE

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Recipient	Archive	
21	JAS14120200000021	Import	06/01/2020 11:43:54	06/01/2020 11:43:54	Awaiting Customs Acknowledgement			JABATAN ALAM SEKITAR	true	<input type="checkbox"/>
22	JAS14120200000001	Export	03/01/2020 14:33:14	03/01/2020 14:33:14	Awaiting Customs Acknowledgement			JABATAN ALAM SEKITAR	true	<input type="checkbox"/>
23	JAS14120190000142	Export	26/12/2019 17:36:31	26/12/2019 17:36:31	Acknowledgement			JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
24	JAS14120190000141	Export	26/12/2019 10:41:07	26/12/2019 10:44:01	Awaiting Customs Acknowledgement			JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
25	JAS14120190000136	Export	12/12/2019 18:53:53	12/12/2019 19:10:16	Acknowledged by Customs	JAS141212000162019		JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
26	JAS14120190000135	Import	12/12/2019 18:49:12	12/12/2019 18:53:26	Acknowledged by Customs	JAS141112000562019		JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
27	JAS14120190000133	Export	12/12/2019 17:36:39	12/12/2019 17:37:40	Approved by OGA		12/12/2019	JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
28	JAS14120190000132	Import	12/12/2019 17:34:13	12/12/2019 17:36:22	Approved by OGA		12/12/2019	JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
29	JAS14120190000131	Export	12/12/2019 14:52:08	12/12/2019 14:52:28	Acknowledged by Customs	JAS141212000142019	12/12/2019	JABATAN ALAM SEKITAR	false	<input type="checkbox"/>
30	JAS14120190000130	Export	12/12/2019 14:49:41	12/12/2019 14:51:52	Acknowledged by Customs	JAS141212000132019	12/12/2019	JABATAN ALAM SEKITAR	false	<input type="checkbox"/>

Total Records: 91 Show: 10 Go to Page: 3

4. Archive status for this application had changed.

Figure 9

Section 4. User Provisioning

This section shows the steps to access the user provisioning page, where users can access to manage users accounts, and branches. User can also edit user roles in this page.

Please refer to *User Provisioning User Manual* for steps to manage user provisioning.



Figure 10

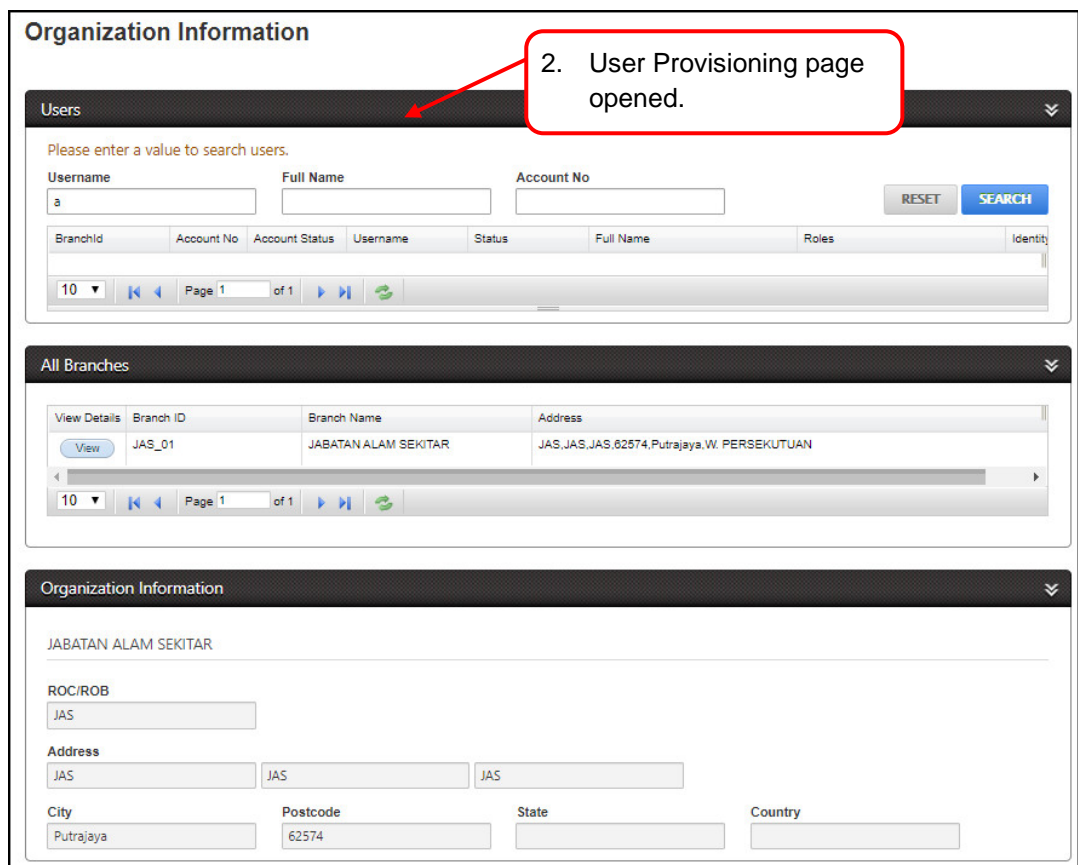


Figure 11

Section 5. SW Code

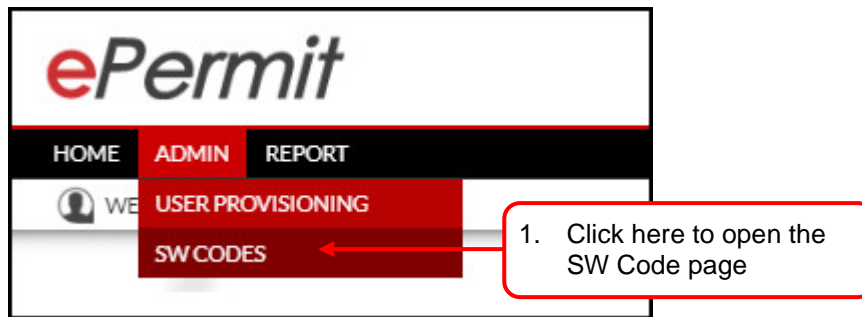


Figure 12

5.1. SW Listing

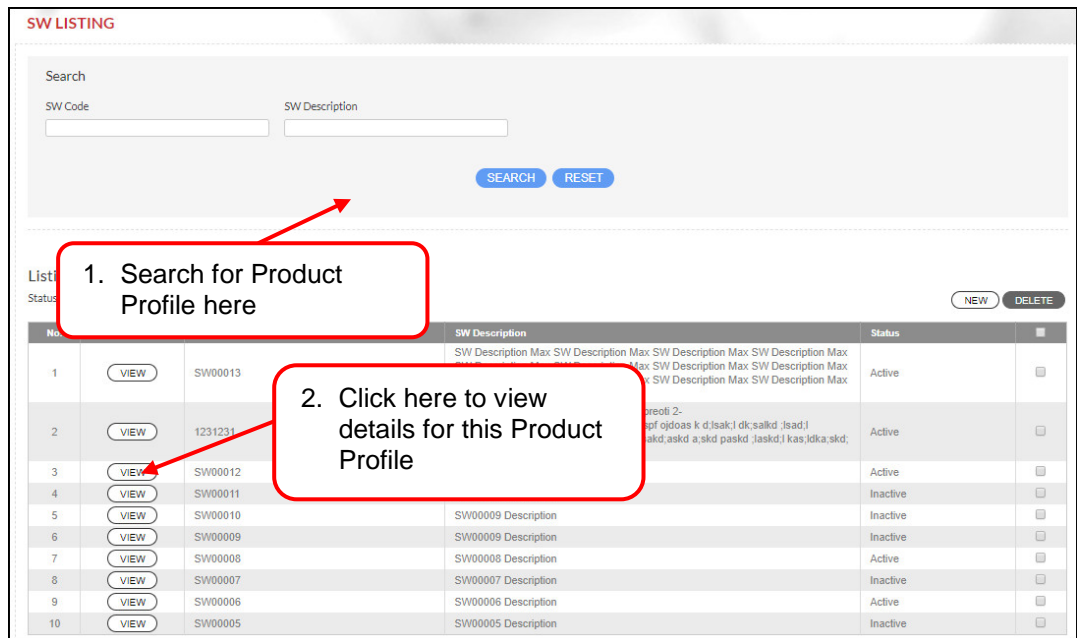


Figure 13

SW CODE

SW Code *

SW Description *

Status *

5. Click here to save and add this Tariff Code.

BACK SAVE

Figure 16



SUCCESS

SW Successfully Saved

OK

6. Tariff Code successfully saved. Click OK

Figure 17

No.	View Details	SW Code	SW Description	Status	
1	<button>VIEW</button>	SWC0001	SW.xxxxx	Active	<input type="checkbox"/>
2	<button>VIEW</button>	SW00013	SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description	Active	<input type="checkbox"/>
3	<button>VIEW</button>	1231231	d,jsakl dl;salkd askd a skd paskd askdss	Active	<input type="checkbox"/>
4	<button>VIEW</button>	SW00012		Active	<input type="checkbox"/>
5	<button>VIEW</button>	SW00011		Inactive	<input type="checkbox"/>
6	<button>VIEW</button>	SW00010	SW00009 Description	Inactive	<input type="checkbox"/>
7	<button>VIEW</button>	SW00009	SW00009 Description	Inactive	<input type="checkbox"/>
8	<button>VIEW</button>	SW00008	SW00008 Description	Active	<input type="checkbox"/>
9	<button>VIEW</button>	SW00007	SW00007 Description	Inactive	<input type="checkbox"/>
10	<button>VIEW</button>	SW00006	SW00006 Description	Active	<input type="checkbox"/>

Total Records 17 Show 10 Go to Page 1

9. New SW Code added in Listing

Figure 18

5.3. Delete SW Code

No.	View Details	SW Code	SW Description	Status	
1	<button>VIEW</button>	SWC0001	SW.xxxxx	Active	<input checked="" type="checkbox"/>
2	<button>VIEW</button>	SW00013	SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description Max SW Description	Active	<input type="checkbox"/>
3	<button>VIEW</button>	1231231	tea daskljd a,s! kd;kd, a; pofdkjpofu09unj(i9dfu0 ;lsad;l ska,l;ksa,djas9d ;laskd;l kas,l;ksa,skd; kd;s sa;d lask,a llkds;al k;l;sdak ;askldss	Active	<input type="checkbox"/>
4	<button>VIEW</button>	SW00012		Active	<input type="checkbox"/>
5	<button>VIEW</button>	SW00011	SW00011 Description	Inactive	<input type="checkbox"/>
6	<button>VIEW</button>	SW00010	SW00009 Description	Inactive	<input type="checkbox"/>
7	<button>VIEW</button>	SW00009	SW00009 Description	Inactive	<input type="checkbox"/>
8	<button>VIEW</button>	SW00008	SW00008 Description	Active	<input type="checkbox"/>
9	<button>VIEW</button>	SW00007	SW00007 Description	Inactive	<input type="checkbox"/>
10	<button>VIEW</button>	SW00006	SW00006 Description	Active	<input type="checkbox"/>

Total Records 17 Show 10 Go to Page 1

1. Tick here to delete this Tariff Code

Figure 19

Section 6. Report

There are 3 types of report, Detailed, Summary and CSV format report. This section will show the steps to create these reports – same steps applied to all types of reports.

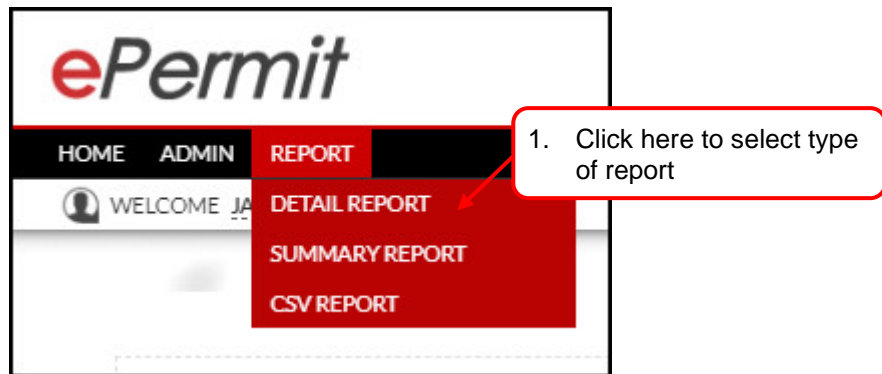


Figure 22

6.1. Create New Report

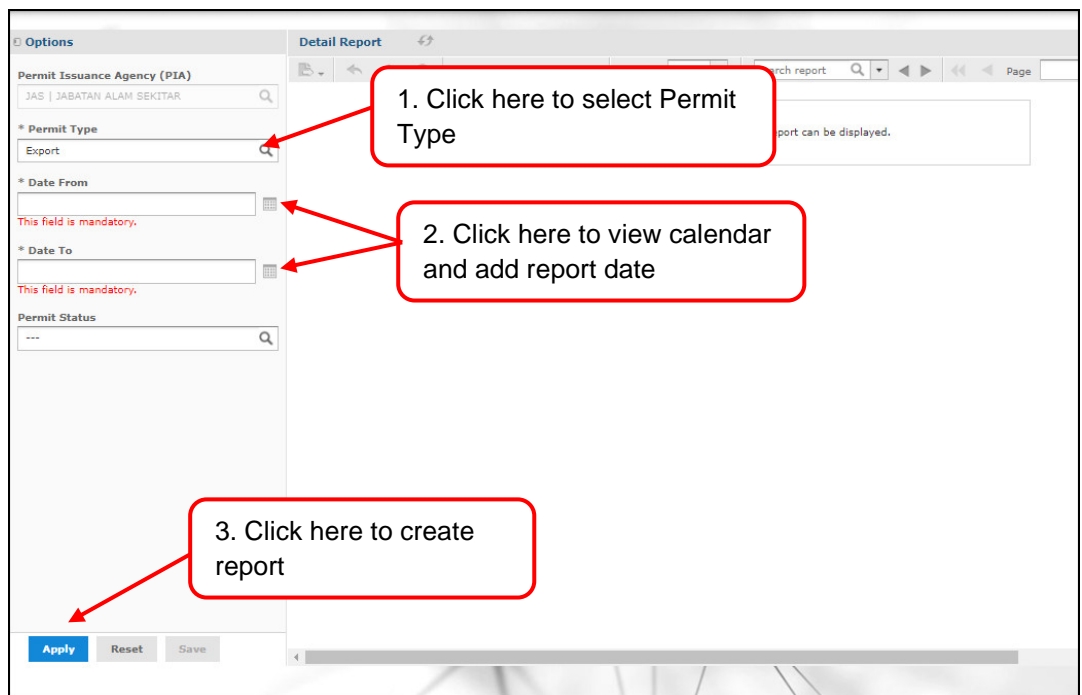


Figure 23

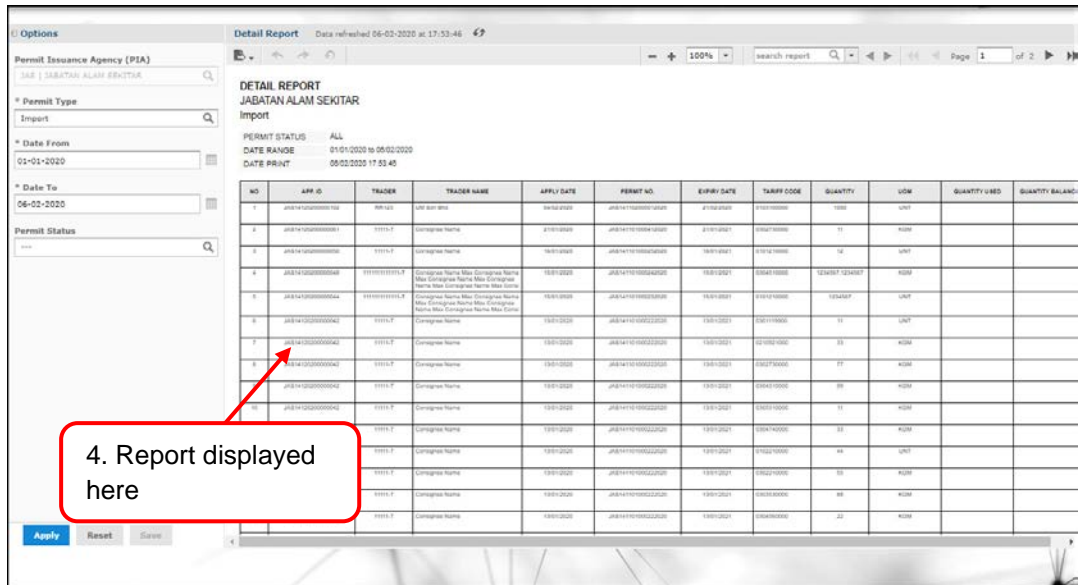


Figure 24

6.2. Export and Print Report

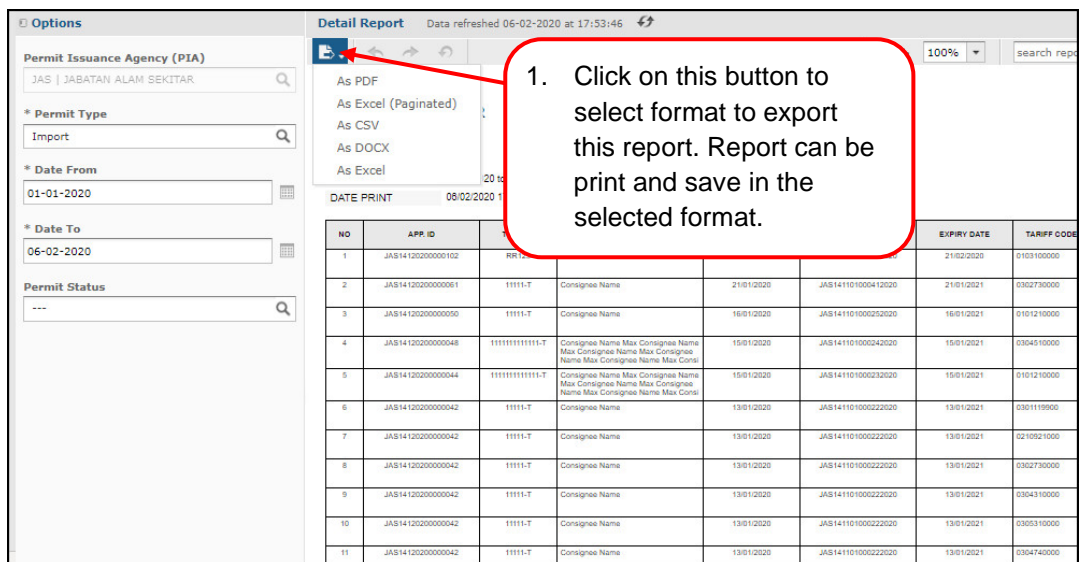


Figure 25

-End of Manual-

This user manual shall be updated as and when required.