



PERMIT System

ePermit

An Online Permit Application & Approval System

Visual Guide

Trader Admin Module

Dagang Net Technologies Sdn Bhd.

ePermit - An Online Permit Application & Approval System

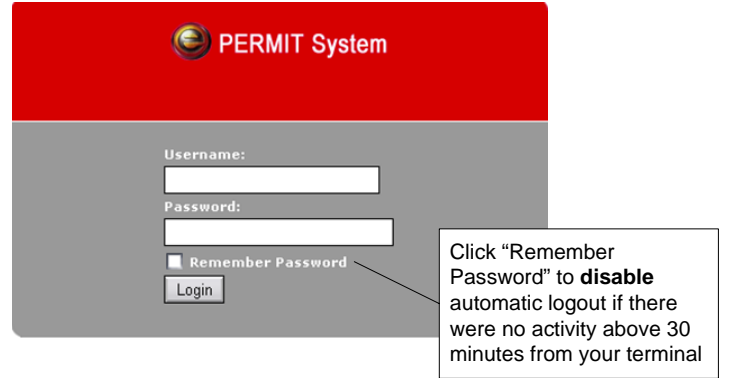
This module is solely for Trader Administrators to maintain user profile

INTRODUCTION

Step 1: In Internet Explorer, go to address (url):
<http://epermit.dagangnet.com.my>

Step 2: Login as Trader Admin (or your assigned username with trader admin rights)

Step 3: Read and understand the ePermit Trader Admin screen below:



Click the menu to access the respective items

SORT the list: Click the respective TITLES to sort ascending/descending

This shows your User Name

Click here to edit your user profile or change password

Click here to LOGOUT of the ePermit system



No.	Application ID	Permit Type	Application Date	Status	Permit No.	Recipient	
1	JPB1412005000040	Import	08/08/2005	Draft		JPB141	<input type="checkbox"/>
2	JPB1412005000024	Import	03/02/2005	Draft		JPB141	<input type="checkbox"/>
3	JPB1412005000017	Import	03/02/2005	Awaiting OGA approval		JPB141	<input type="checkbox"/>
4	JPB1412005000015	Import	27/01/2005	Awaiting OGA approval		JPB141	<input type="checkbox"/>
5	JPB1412005000018	Import	27/01/2005	Awaiting OGA approval		JPB141	<input type="checkbox"/>

This shows you the list of records under APPLICANTS

The dotted line encompass the search fields to filter your records to the exact name/ word you want, then click the SHOW button

To archive, click the check box, then click on Archive button

Use Page to jump to second or third page (if available)

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Trader Admin Guide

Visual Guides

Page 2 of 4

Title

GUIDE: How can I change my password?

This shows your User Name

Click EDIT PROFILE to change your personal details



This shows your Group Role

Profile	
Personal Information	
First Name*	Administrator
Other Name*	Role
Email*	info@dagangnet.com
Contact Information	
Address	No. 36, 1st Floor, Jalan Berangan
Postal Code	42000
City	Port Klang
State	Selangor
Country	Malaysia
Office Phone	603-2723 2723
Home Phone	48488332
Mobile Phone	012-3234677
Fax	603-2723 2727
Authentication Information	
Username*	manager
Password*	
Confirm Password*	
<input type="button" value="Submit"/>	

Click LOGOUT to exit this ePermit application

The EDIT PROFILE screen

Change your password here, then click SUBMIT to save your changes

Title

GUIDE: Detail Report and Summary

Generate a Detail Report of permits which you can view online or print a hard copy.

- Trader
 - Permits
 - Archived Permits
 - Users
 - Applicants
 - Agents
 - Importers / Exporters
 - Product Profile
 - OGA Maintenance
 - Detailed Report
 - Summary Report

Detail Report

Report

From: (dd/MM/yyyy) *

To: (dd/MM/yyyy) *

Permit Type: *

OGA Maintenance only applicable to SIRIM & CIDB permit to maintain their product

Detail Report - (Import) (01/05/2000 - 30/12/2004)

NO.	Ref. Id	Apply Date	Permit No	Expiry Date	Tariff Code	Quantity	UOM	Qty-Used	Qty. Balance
1	JPB1412004000013	24/12/2004			2918.14 00	5000	KGM	0	5000.0
2	JPB1412004000015	24/12/2004			2918.14 00	100	KGM	0	100.0
3	JPB1412004000017	24/12/2004			2918.14 00	1000	KGM	0	1000.0
4	JPB1412004000021	24/12/2004			2918.14 00	2000	KGM	0	2000.0
5	JPB1412004000023	24/12/2004			2918.14 00	2000000	KGM	0	2000000.0
6	JPB1412004000022	24/12/2004			2918.14 00	1000	KGM	0	1000.0
7	JPB1412004000024	24/12/2004			2918.14 00	100	KGM	0	100.0
8	JPB1412004000032	24/12/2004			2918.14 00	100	KGM	0	100.0
9	JPB1412004000025	24/12/2004			2918.14 00	2000	KGM	0	2000.0
10	JPB1412004000031	24/12/2004			2918.14 00	200000	KGM	0	200000.0
11	JPB1412004000030	24/12/2004			2918.14 00	10	LTR	0	10.0

Click **Print** if you want a hard-copy printout

Generate a **Summary Report** of permits which you can view online or print a hard copy.

- Trader
 - Permits
 - Archived Permits
 - Users
 - Applicants
 - Agents
 - Importers / Exporters
 - Product Profile
 - Detailed Report
 - Summary Report

Summary Report

Report

From: (dd/MM/yyyy) *

To: (dd/MM/yyyy) *

Summary Report - (17/07/2006 - 25/07/2006)

No.	Status	Import	Export	Total
1	Acknowledged by Customs	1	0	1
2	Approved by OGA	3	2	5
3	Awaiting Customs Acknowledgement	6	16	22
4	Awaiting OGA approval	14	13	27
5	Draft	17	10	27
6	Rejected by Customs	1	1	2
7	Rejected by OGA	0	4	4
8	Verified by OGA	6	3	9

Click **Print** if you want a hard-copy printout