

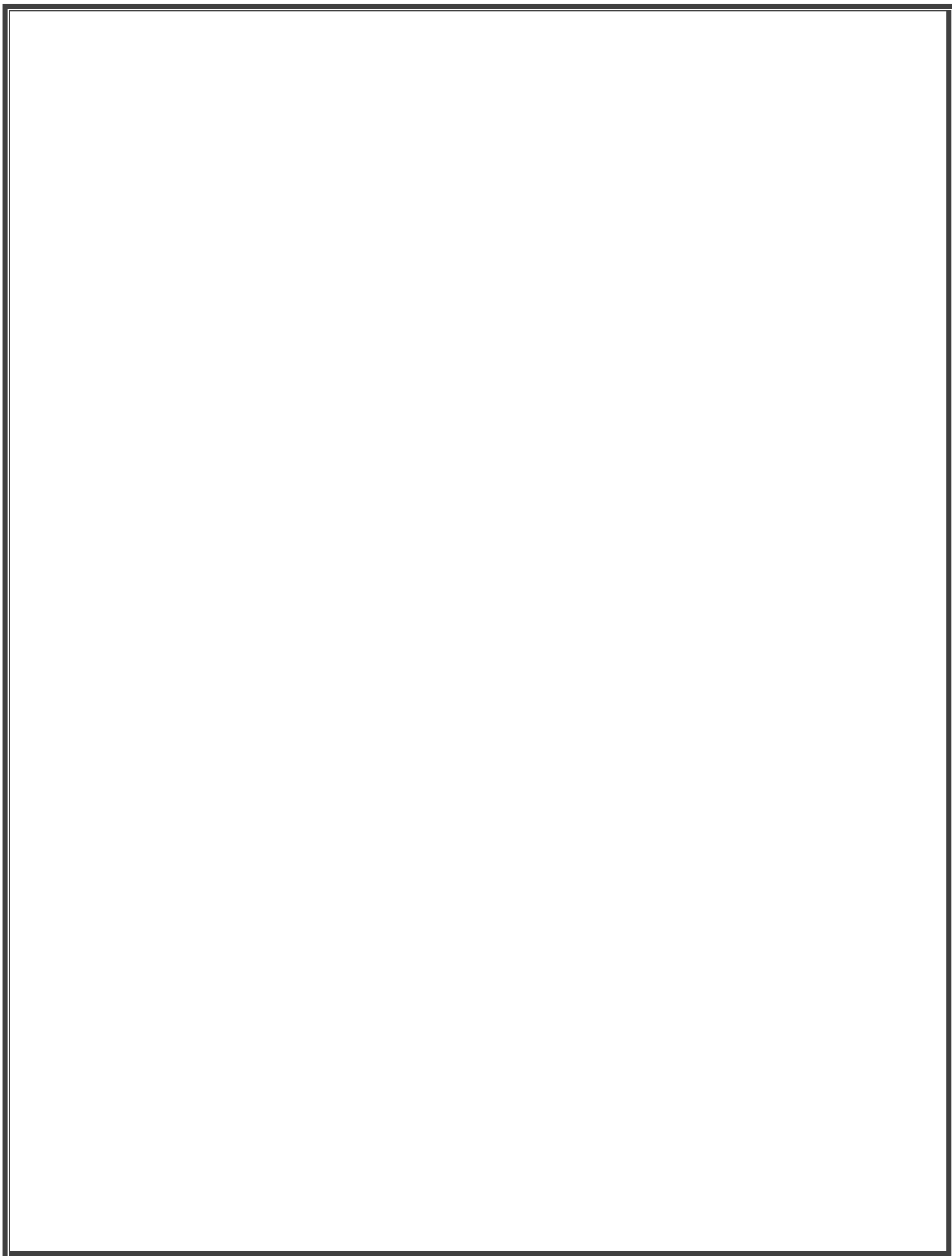


# TRAINING MANUAL

CONSULTANT



Lorem ipsum dolor  
sitting elit. Vivamus  
mollis nisi per



## TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
ABBREVIATION .....	3
1. INTRODUCTION .....	4
2. SIGN IN.....	5
3. SIGN UP .....	6
4. PUBLIC INQUIRY.....	7
5. DASHBOARD .....	8
6. CONSULTANT INFORMATION .....	11
7. CEMS ANALYZER .....	12
8. PEMS SOFTWARE.....	14
9. MOBILE-CEMS/PORTABLE ANALYZER.....	16
10. ANALYZER CERTIFICATES.....	18
11. QUERY AND FEEDBACK .....	19

## LIST OF FIGURES

FIGURE 2.1: SIGN IN.....	5
FIGURE 3.1: SIGN UP AS CONSULTANT.....	6
FIGURE 4.1: PUBLIC INQUIRY.....	7
FIGURE 5.1: DASHBOARD CONSULTANT.....	8
FIGURE 5.2: MENU.....	8
FIGURE 5.3: TASK AND NOTIFICATION.....	9
FIGURE 5.4: USER INFORMATION.....	9
FIGURE 5.5: LOGOUT.....	10
FIGURE 6.1: CONSULTANT INFORMATION.....	11
FIGURE 7.1: CEMS ANALYZER.....	12
FIGURE 7.2: REGISTRATION OF CEMS ANALYZER.....	13
FIGURE 8.1: PEMS SOFTWARE.....	14
FIGURE 8.2: REGISTRATION OF PEMS SOFTWARE.....	15
FIGURE 9.1: MOBILE-CEMS/PORTABLE ANALYZER.....	16
FIGURE 9.2: REGISTRATION OF MOBILE-CEMS ANALYZER.....	17
FIGURE 10.1: ANALYZER CERTIFICATES.....	18
FIGURE 10.2: RENEWAL CERTIFICATES.....	18
FIGURE 11.1: QUERY AND FEEDBACK.....	19
FIGURE 11.2: POST NEW INQUIRY.....	20

## ABBREVIATION


ABBREVIATION	DEFINITION
<b>iREMOTE</b>	Integrated Remote Monitoring Enforcement
<b>DOE</b>	Department of Environment Malaysia
<b>PEMS</b>	Predictive Emission Monitoring System
<b>CEMS</b>	Continuous Emission Monitoring System

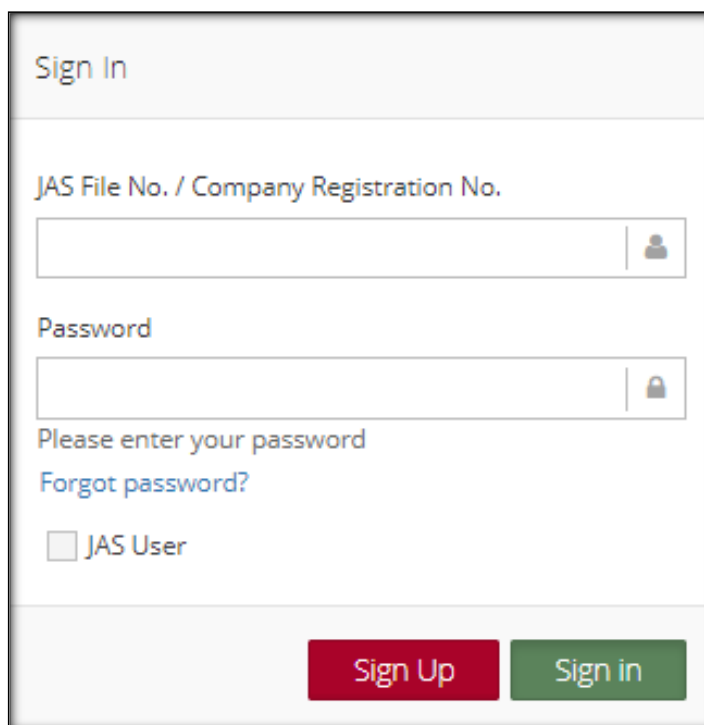
## 1. INTRODUCTION

Integrated Remote Monitoring Enforcement (iREMOTE) System developed to help Department of Environment Malaysia (DOE) to monitor gas emissions from various industrial premises.

## 2. SIGN IN

### A) Sign in as Consultant:

- i. Insert Company Registration No. and password.
- ii. Click button .




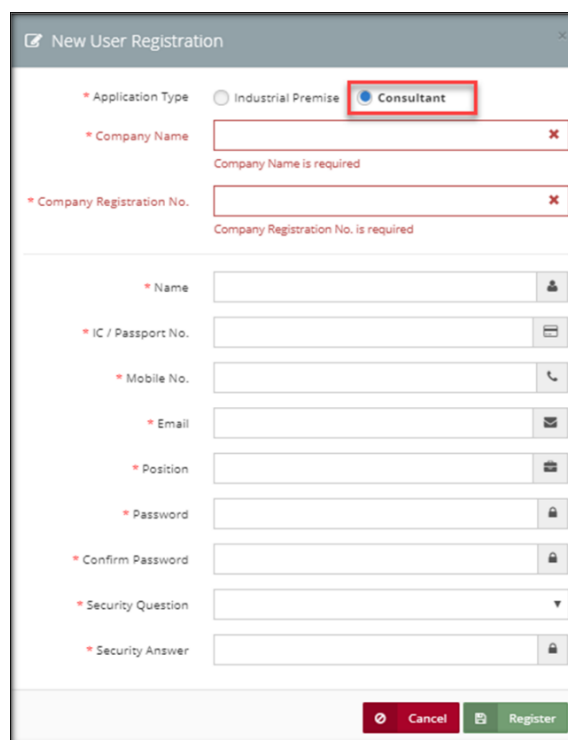
The image shows a 'Sign In' form with a light gray header. Below the header, there are two input fields. The first field is labeled 'JAS File No. / Company Registration No.' and has a user icon on the right. The second field is labeled 'Password' and has a lock icon on the right. Below the password field, there is a text prompt 'Please enter your password' and a blue link 'Forgot password?'. At the bottom of the form, there is a checkbox labeled 'JAS User'. At the very bottom, there are two buttons: a red 'Sign Up' button and a green 'Sign in' button.

Figure 2.1: Sign In

### 3. SIGN UP

#### A) Sign Up as consultant:

- i. For the first-time login, please Sign Up first.
- ii. Complete all mandatory (\*) fields present in the form.
- iii. Click button .
- iv. New User will get emailed to activate the registration in iREMOTE system by clicking the link given.



The image shows a 'New User Registration' window. At the top, there are two radio buttons for 'Application Type': 'Industrial Premise' and 'Consultant'. The 'Consultant' option is selected and highlighted with a red box. Below this, there are two text input fields: 'Company Name' and 'Company Registration No.'. Both fields have a red border and a red 'X' icon on the right, indicating they are required. Below each field is a red error message: 'Company Name is required' and 'Company Registration No. is required'. The rest of the form consists of several text input fields with icons on the right: 'Name' (person icon), 'IC / Passport No.' (ID card icon), 'Mobile No.' (phone icon), 'Email' (envelope icon), 'Position' (briefcase icon), 'Password' (lock icon), 'Confirm Password' (lock icon), 'Security Question' (dropdown arrow icon), and 'Security Answer' (lock icon). At the bottom right, there are two buttons: 'Cancel' (red) and 'Register' (green).

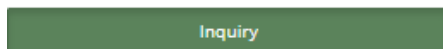
Figure 3.1: Sign Up as Consultant



## 4. PUBLIC INQUIRY

### A) Submit public inquiry form:

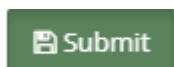
- i. Click button



to post any inquiry.

- ii. Complete all mandatory (\*) fields present in the form.

- iii. Click button



*Senarai meja bantuan CEMS negeri* will be displayed a list of Helpdesk Officer each state for CEMS.

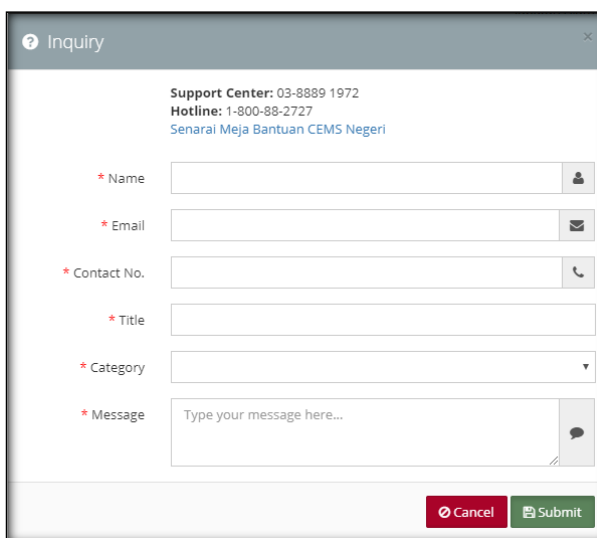
A screenshot of a web form titled "Inquiry". At the top, it displays contact information: "Support Center: 03-8889 1972", "Hotline: 1-800-88-2727", and "Senarai Meja Bantuan CEMS Negeri". The form contains several input fields, each with a red asterisk indicating it is mandatory: "Name" (with a person icon), "Email" (with an envelope icon), "Contact No." (with a phone icon), "Title", "Category" (a dropdown menu), and "Message" (a text area with a speech bubble icon). At the bottom right, there are two buttons: a red "Cancel" button and a green "Submit" button with a document icon.

Figure 4.1: Public Inquiry

## 5. DASHBOARD

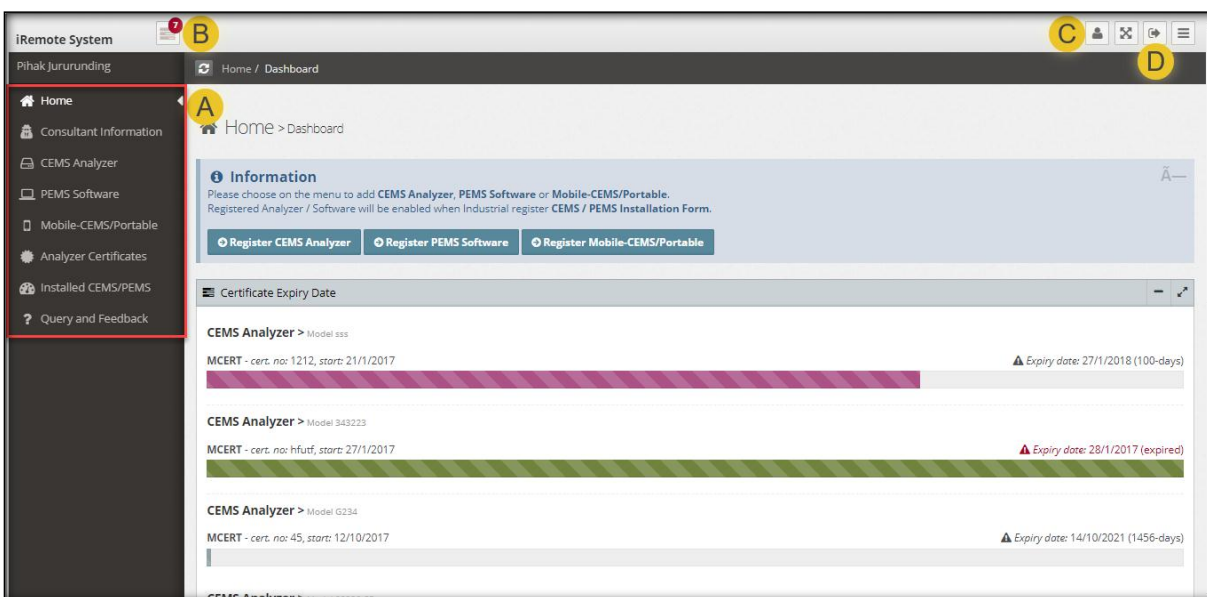


Figure 5.1: Dashboard Consultant

- A) The menu can be displayed or hide by clicking button

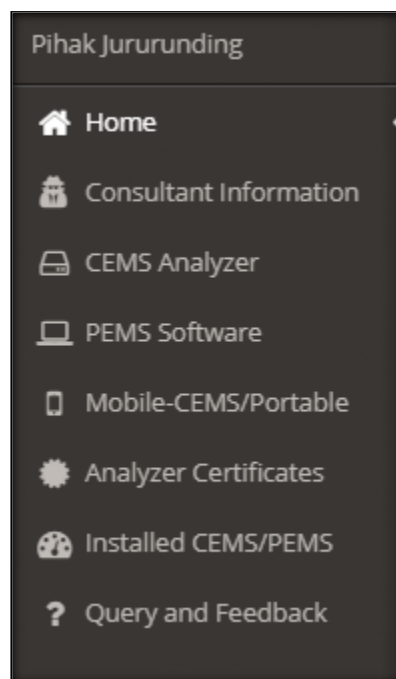



Figure 5.2: Menu

- B) Click  to display the task that needs to do.

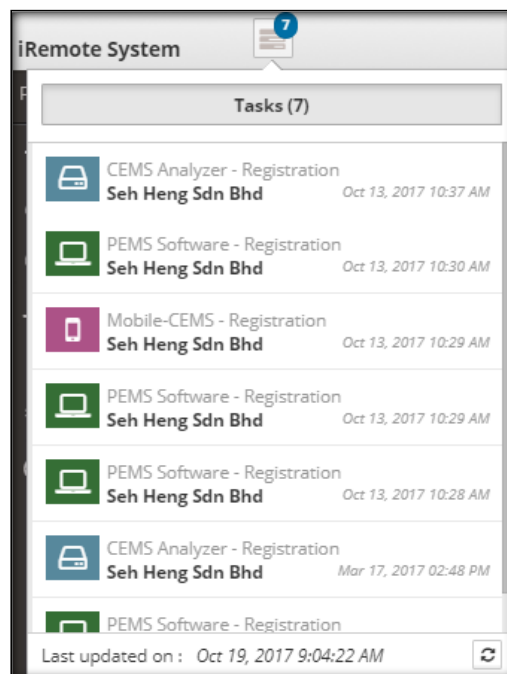



Figure 5.3: Task and Notification

- C) Click  to update User Information.
- a) Click tab User Profile to update user profile
  - b) Click tab Change Password to update new password.

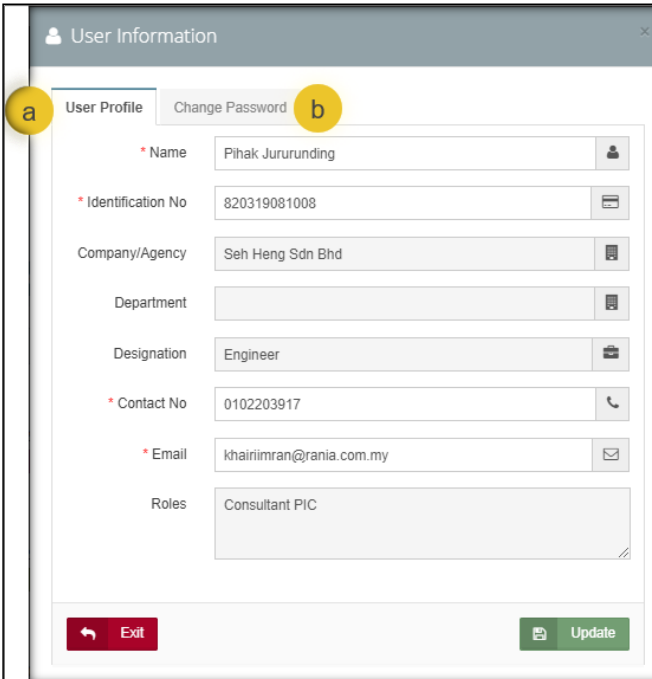



Figure 5.4: User Information

D) Click  to logout system.

Then click  .

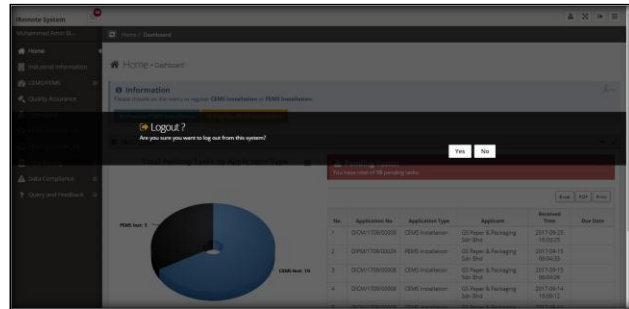


Figure 5.5: Logout

## 6. CONSULTANT INFORMATION

**Consultant Information**

Company Name: Seh Heng Sdn Bhd

Registration Number: 123456

Company's Registered Date: 2009-05-07

\* Registered Address: No 389, Jalan Kangar

\* Postcode: 34532

\* State: Perlis

\* City: Kangar

\* Phone Number: 0634232333

Website: www.seheng.com.my

\* Mailing Address: No 389, Jalan Kangar

\* Postcode: 34532

\* State: Perlis

\* City: Kangar

\* Fax Number: 0545345342

Contact Person: Pihak Jururunding

Position: Engineer

Contact Number: 0102203917

Email Address: fatini@rania.com.my

☒ Same address

**Update**

Figure 6.1: Consultant Information

A) Complete all mandatory (\*) fields present in the Consultant Information form.

a) The field no need to fill because it already has the data.

b) Mailing address can be copied from register address by tick ☒ Same address .

Then click  .

## 7. CEMS ANALYZER

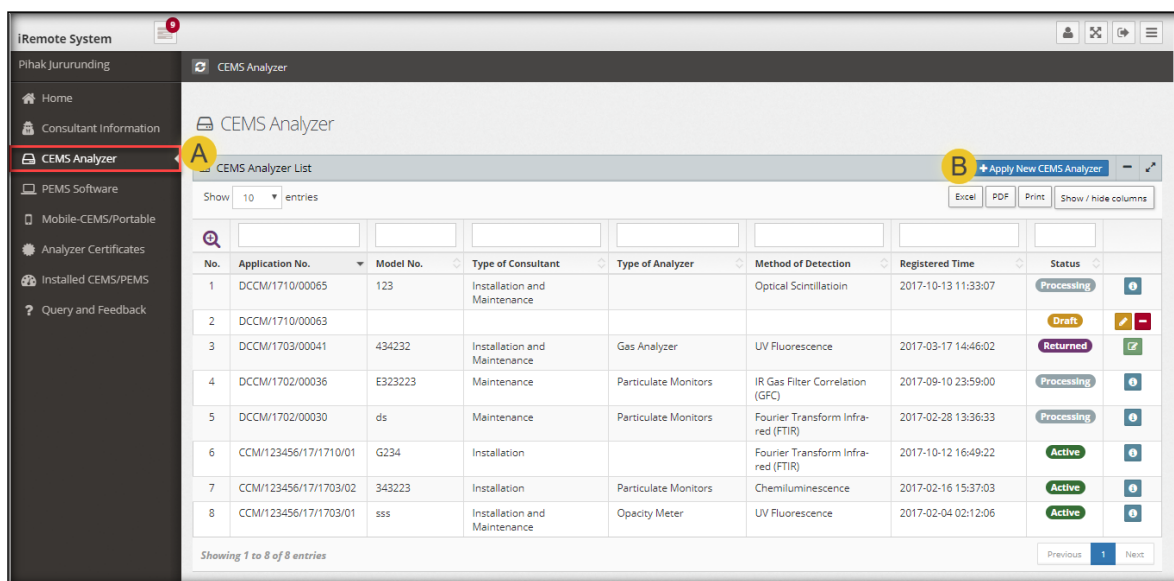





Figure 7.1: CEMS Analyzer


A) Click CEMS Analyzer

B) Click button **+ Apply New CEMS Analyzer** to register CEMS Analyzer.

Figure 7.2: Registration of CEMS Analyzer

- C) Complete all mandatory (\*) fields present in the registration form. Click next or previous function to go to the next section.
- D) If the fields not complete, click  **Save** to save the form as a draft at the list:

<input type="text"/>	
<b>Status</b> ▾	
<b>Draft</b>	 

Click  **Submit** to submit the registration

## 8. PEMS SOFTWARE

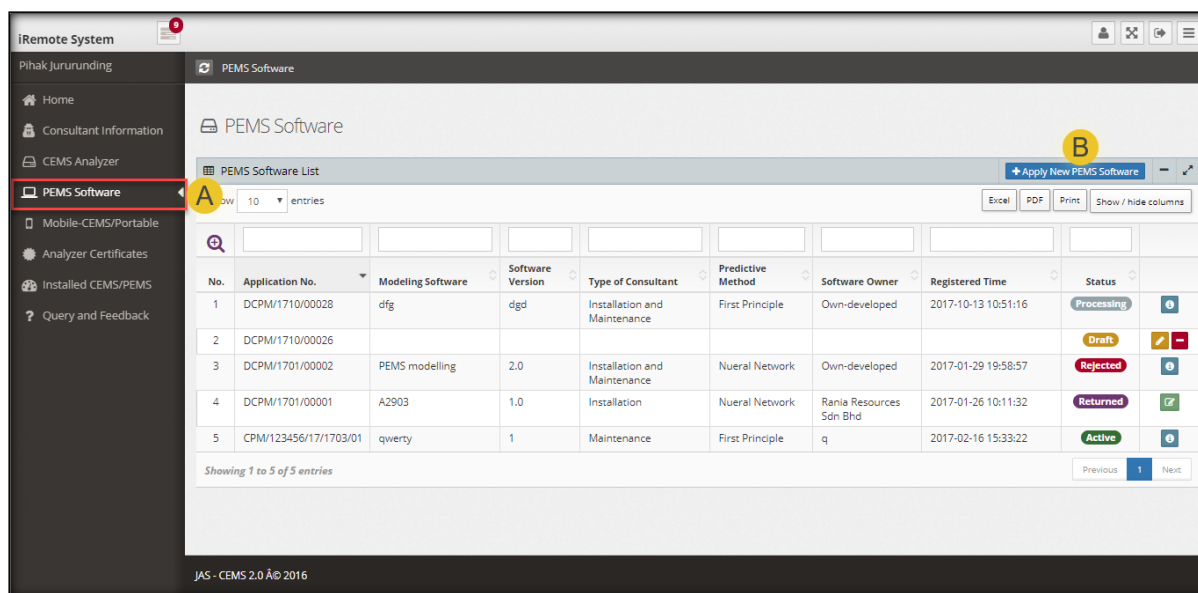


Figure 8.1: PEMS Software

A) Click PEMS Software



B) Click button **+ Apply New PEMS Software** to register PEMS Software




Figure 8.2: Registration of PEMS Software

C) Complete all mandatory (\*) fields present in the registration form. Click next or previous function to go to the next section.

D) If the fields not complete, click  **Save** to save the form as a draft at the list:

<input type="text"/>	
<b>Status</b> ▾	
<b>Draft</b>	 

Click  **Submit** to submit the registration

## 9. MOBILE-CEMS/PORTABLE ANALYZER

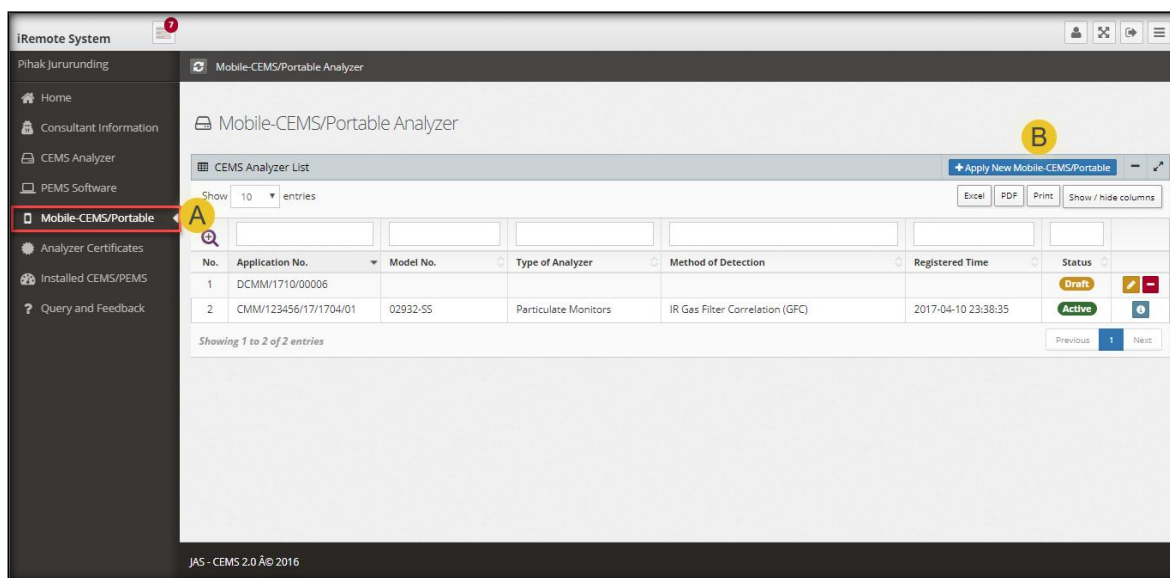







Figure 9.1: Mobile-CEMS/Portable Analyzer


A) Click Mobile-CEMS/Portable Analyzer

B) Click button **+ Apply New Mobile-CEMS/Portable** to register Mobile-CEMS/Portable.

Figure 9.2: Registration of Mobile-CEMS Analyzer

- C) Complete all mandatory (\*) fields present in the registration form. Click next or previous function to go to the next section.
- D) If the fields not complete, click  Save to save the form as a draft at the list:

<input type="text"/>	
Status 	
	 

Click  Submit to submit the registration

## 10. ANALYZER CERTIFICATES

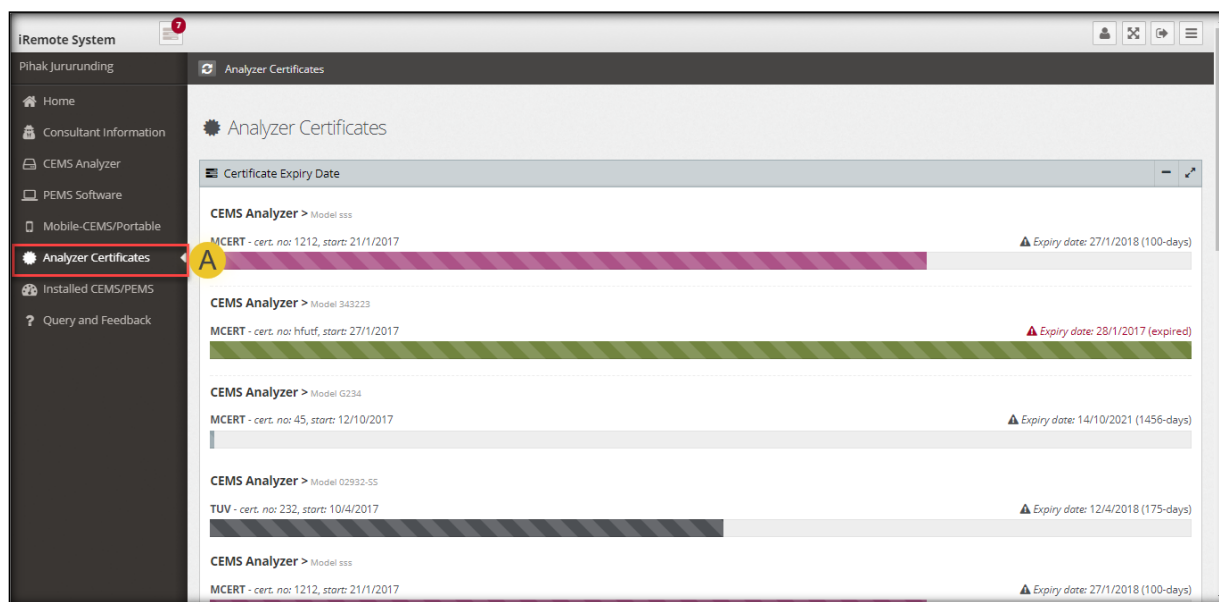





Figure 10.1: Analyzer Certificates

- A) Click Analyzer Certificates.
- B) Process renewal certificates:
  - i. Click  to renew the certificates.
  - ii. Complete all mandatory (\*) fields present in the registration form.
  - iii. If the fields not complete, click  Save to save the form.
  - iv. Click  Submit to submit the form.

The screenshot shows the 'Analyzer Certificate Renewal' form. At the top, there are three icons: 'Renew certificate', 'Verify renewal', and 'Certificate renewed'. The form is divided into two main sections: 'Information' and 'Certificate Details'. The 'Information' section contains a table with fields for Certificate No., Certificate Issuer, Basic of Certification, Analyzer Model No., Consultant Name, Status, Application No., Expiry Date, Attachment, Analyzer Type, Registration No., and Submission Time. The 'Certificate Details' section contains fields for Certificate No., Certificate Issuer, and Basic of Certification. The form has buttons for 'Exit', 'Save', and 'Submit'.

Figure 10.2: Renewal Certificates

## 11. QUERY AND FEEDBACK

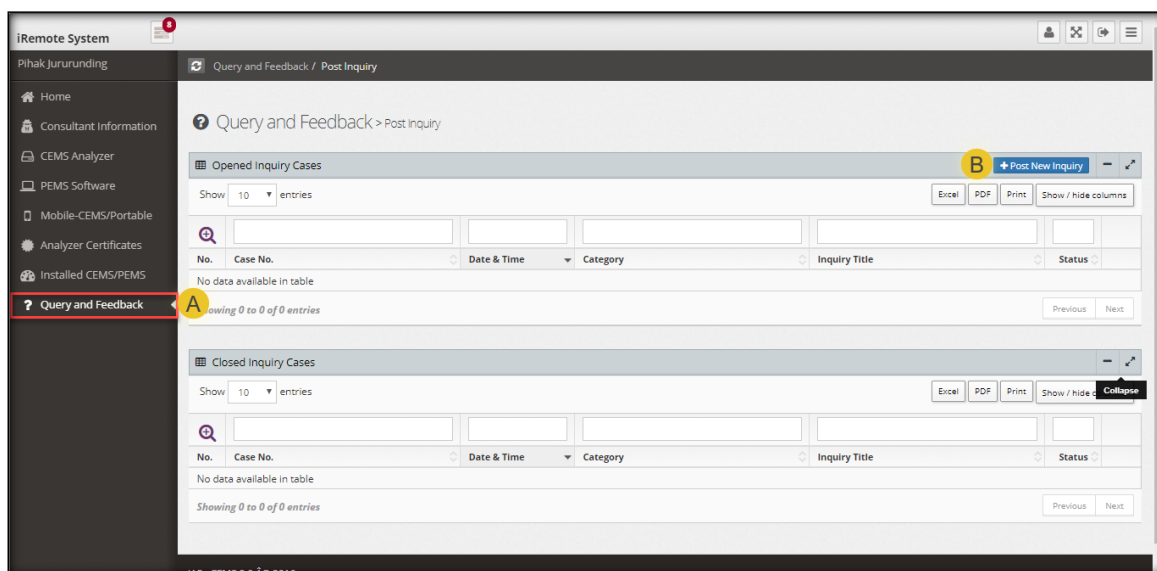
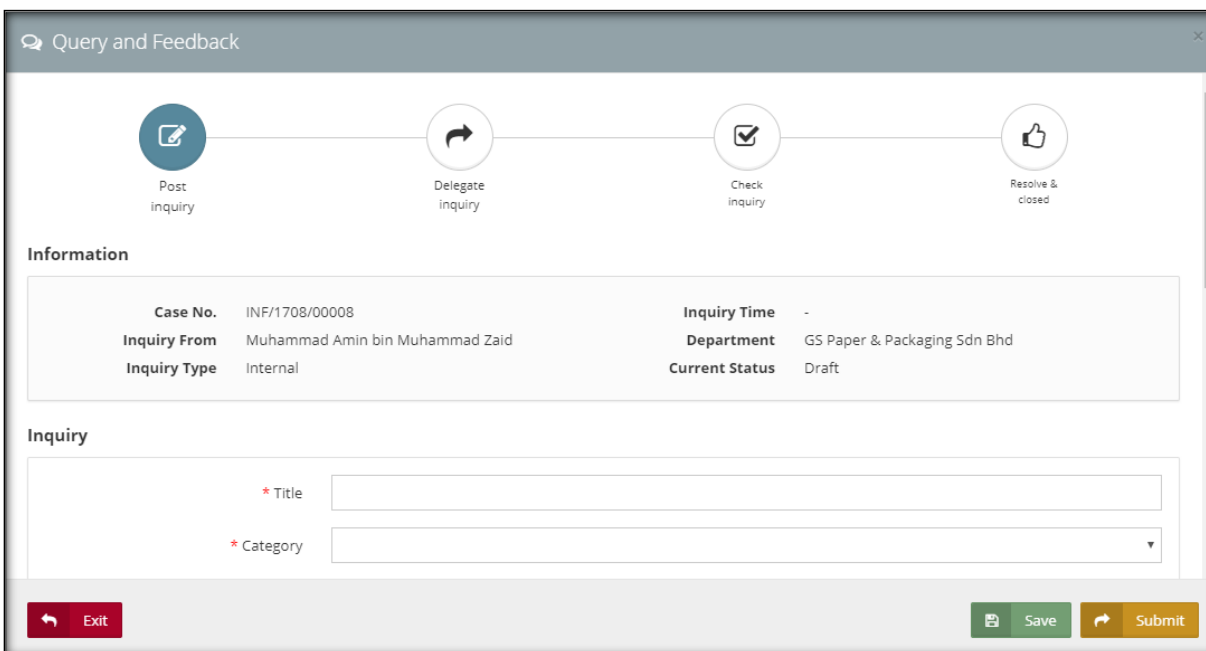


Figure 11.1: Query and Feedback

### A) Post Inquiry page:

- i. Click Query and Feedback on menu.
- ii. Click Post Inquiry.



Query and Feedback

Post inquiry Delegate inquiry Check inquiry Resolve & closed

**Information**

Case No.	INF/1708/00008	Inquiry Time	-
Inquiry From	Muhammad Amin bin Muhammad Zaid	Department	GS Paper & Packaging Sdn Bhd
Inquiry Type	Internal	Current Status	Draft

**Inquiry**


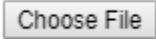



\* Title

\* Category

Exit Save Submit

Figure 11.2: Post New Inquiry

B) Post New Inquiry:

- Click button  to post any inquiry relates to the system.
- Complete all mandatory (\*) fields present in the inquiry form.
- For Supporting Attachment, need to click  to upload supporting attachment. Attachment need to be in PDF format.
- Click button  to upload the attachment. Supporting attachment can be upload multiple attached.
- Click  to submit the inquiry form.
- OR click  to save as a draft.