



Inter Creative Extranet

User Guide

Requestor

Creative Service Department of Media Prima Berhad



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TOPIC 1 JOB REQUISITION

CHAPTER 1: WHAT IS ICE

CSD department in Media Prima has launched a system called Inter Creative Extranet (ICE) which covers the whole process from submission of job requisition to the completion and delivery of the request.

ICE is accessible by the public through the address, <http://csd.mediaprima.com.my> which provides interactive information on CSD's department and the services they offer. For those who wish to contract the services of CSD, they can register as a requestor and upon acceptance by CSD, proceed to submit job requisition through this website.

The online submission of the job requisition ensures timely delivery of the request to CSD's traffic controller and provides proper tracking of the submitted job requisition through a personal Job Requisition List in the requestor's account. Email notifications are sent to the requestor and traffic controller at different stages of the request to alert on action required or to provide notification of status.

CHAPTER 2: HOW TO REGISTER AS A REQUESTOR

Users will have to register as a requestor before they can submit job requisition to CSD. There are two (2) types of requestors, namely:

1. Internal Requestor - Media Prima and group of companies
2. External Requestor - Outside of Media Prima

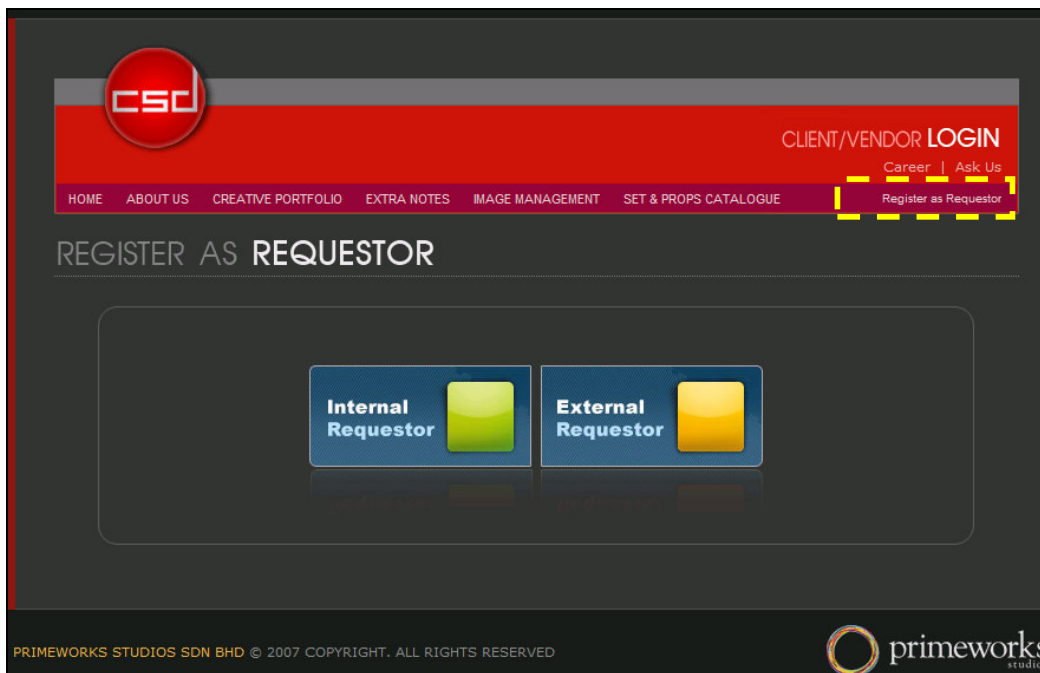
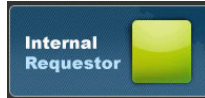
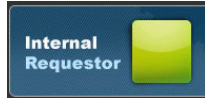


Figure 2.1 – Register as Requestor

Click on the [Register as Requestor](#) link which is on the top right of the page to be navigated to the page shown in **Figure 2.1**. Follow the steps below to register as internal or external requestors.

How to Register as Internal Requestor



Click on the  link shown in **Figure 2.1** and you will be navigated to **Figure 2.2**. Follow these steps;

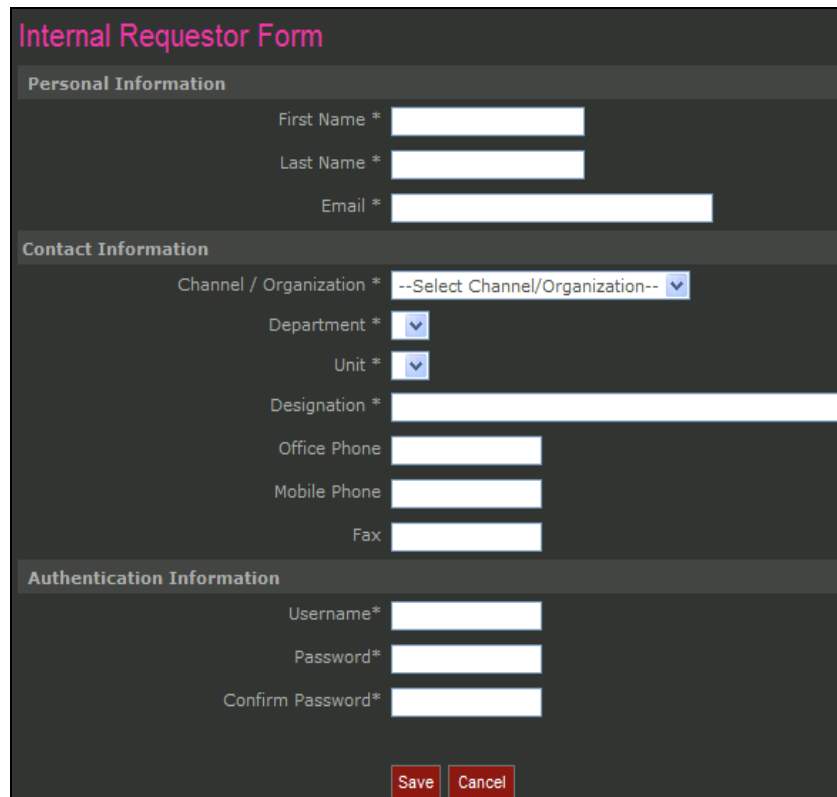
A screenshot of a web form titled "Internal Requestor Form". The form is divided into three sections: "Personal Information", "Contact Information", and "Authentication Information".
- **Personal Information:** Includes fields for "First Name *", "Last Name *", and "Email *", each with a white input box.
- **Contact Information:** Includes a dropdown for "Channel / Organization *" with "--Select Channel/Organization--" as the selected option, and dropdowns for "Department *" and "Unit *". It also has text input fields for "Designation *", "Office Phone", "Mobile Phone", and "Fax".
- **Authentication Information:** Includes text input fields for "Username*", "Password*", and "Confirm Password*".
At the bottom right of the form are two buttons: "Save" and "Cancel".

Figure 2.2 – Internal Requestor Form

1. Fill in the following fields.

Field	Description
First Name *	Given name
Last Name *	Family name
Email *	Requestor's email address
Channel/Organization	The channel/organization the requestor is from
Department	The department the requestor is from



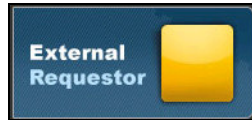
Unit	The unit the requestor is from
Designation	Requestor's designation
Office Phone	Requestor's office contact
Mobile Phone	Requestor's mobile contact
Fax	Requestor's fax number
Username *	Your own preferred username
Password *	Your own password
Confirm Password *	Rekey own password for confirmation

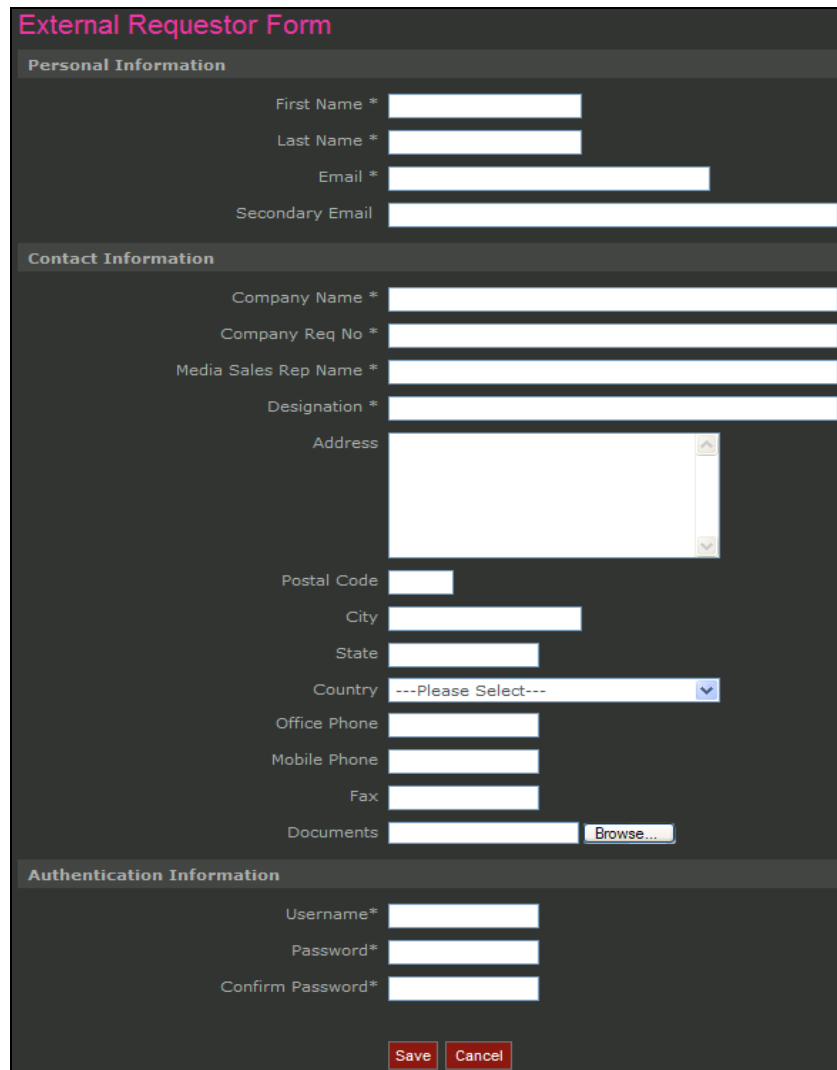
Please note: * at the field name means that the field cannot be left blank

2. Click on the **Save** button to submit the form for registration.
3. Requestors will be notified by email on the outcome of their registration – acceptance or rejection of registration

How to Register as External Requestor



Click on the  link shown in **Figure 2.1** and you will be navigated to **Figure 2.3**. Follow these steps;

A screenshot of a web form titled "External Requestor Form" with a dark grey background. The form is divided into four sections: "Personal Information", "Contact Information", "Authentication Information", and a bottom section with "Save" and "Cancel" buttons. The "Personal Information" section includes fields for First Name, Last Name, Email, and Secondary Email. The "Contact Information" section includes fields for Company Name, Company Req No, Media Sales Rep Name, Designation, Address (with a scrollable text area), Postal Code, City, State, Country (a dropdown menu), Office Phone, Mobile Phone, Fax, and Documents (with a "Browse..." button). The "Authentication Information" section includes fields for Username, Password, and Confirm Password.

External Requestor Form

Personal Information

First Name *

Last Name *

Email *

Secondary Email

Contact Information

Company Name *

Company Req No *

Media Sales Rep Name *

Designation *

Address

Postal Code

City

State

Country

Office Phone

Mobile Phone

Fax

Documents

Authentication Information

Username*

Password*

Confirm Password*

Figure 2.3 – External Requestor Form



1. Fill in the following fields.

Field	Description
First Name *	Given Name
Last Name *	Family Name
Email *	Requestor's email address
Secondary Email	Requestor's alternate email address
Company Name *	Requestor's company's name
Company Registration *	Requestor's company's registration
Media Sales Rep. Name *	Media Prima's Sales Rep
Job Title *	Requestor's Job Title
Address	Requestor's full address
Postal Code	Requestor's postal code
City	City
State	State
Country	Country
Office Phone	Requestor's office phone
Mobile Phone	Requestor's mobile phone
Fax	Requestor's fax
Reference Materials	Documents requestor might want to upload
Username *	Your own preferred username
Password *	Your own password
Confirm Password *	Rekey own password for confirmation

Please note: * at the field name means that the field cannot be left blank.

2. Click on the **Save** button to submit the form for registration
3. Requestors will be notified by email on the outcome of their registration – acceptance or rejection of registration



CHAPTER 3: HOW TO CREATE AND SUBMIT A NEW JOB REQUISITION

Permission: Requestor must be a registered requestor (internal or external) and logged in to ICE system to submit Job Requisition

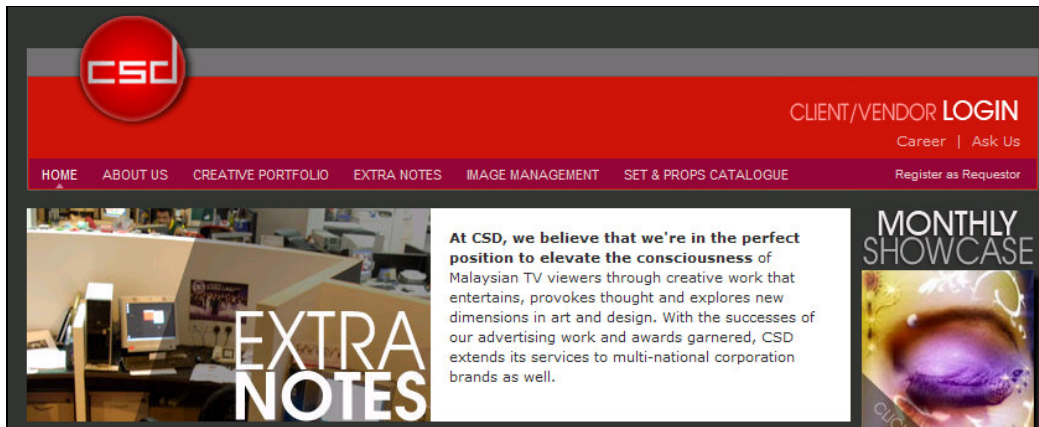


Figure 3.1 – CSD Main

Go to <http://csd.mediaprima.com.my> and click on the

CLIENT/VENDOR LOGIN

menu, as shown in **Figure 3.1**. Login page will appear as shown in **Figure 3.2**:

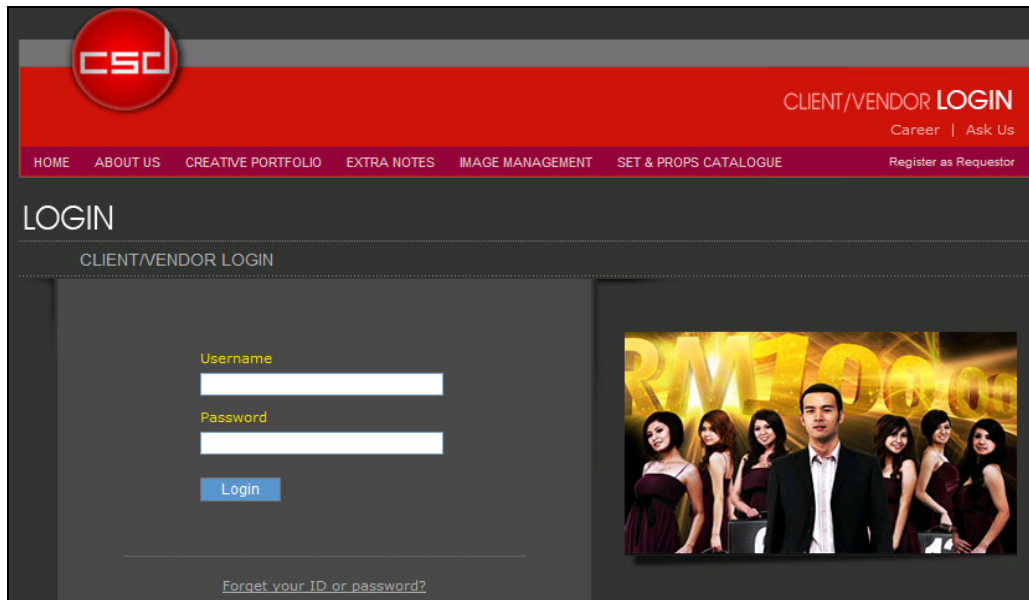


Figure 3.2 – Login Page

1. Key in your registered username and password and you will be navigated to the landing page shown in **Figure 3.3**.

(**Note:** Please contact CSD if user cannot login. This is because the login ID is not activated yet)

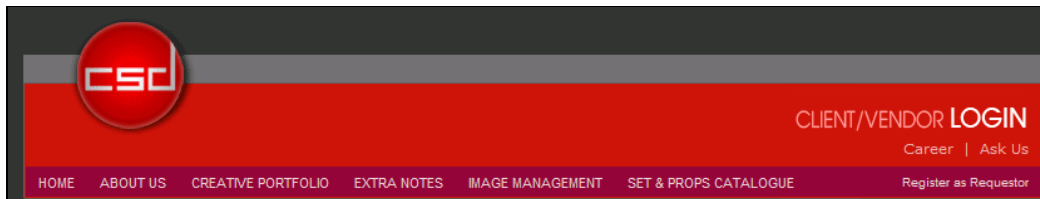


Figure 3.3 – CSD Landing Page

- Click on **MY PAGE** menu as shown in **Figure 3.3** and Job Requisition page (**Figure 3.4**) will be displayed:

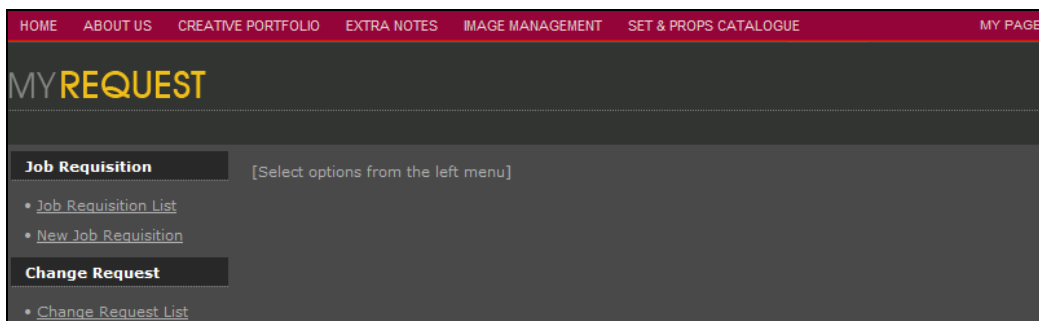
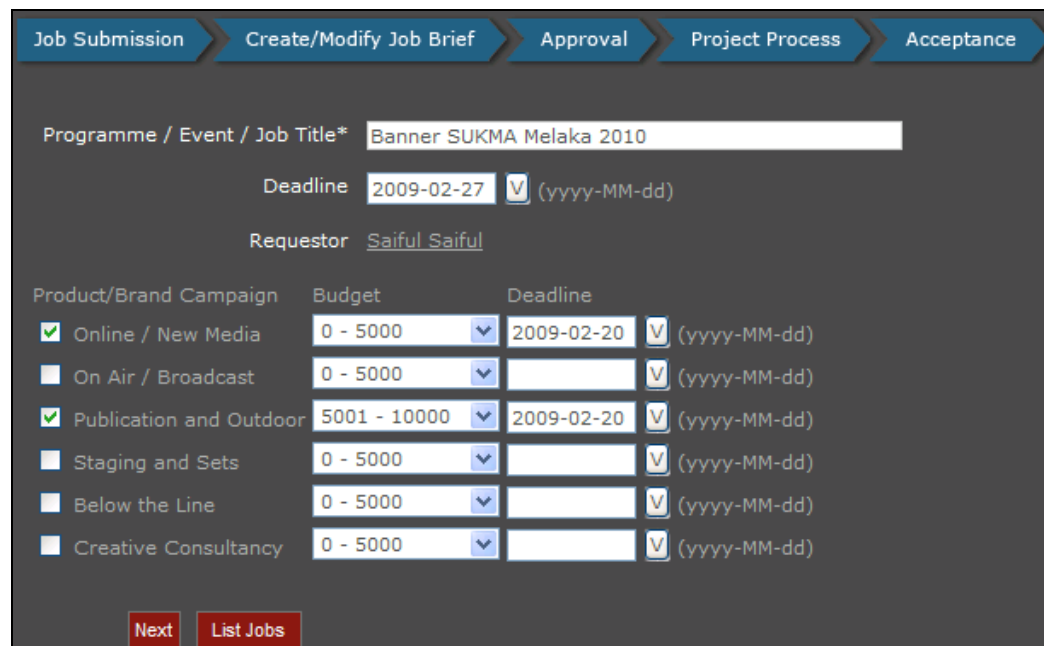


Figure 3.4 – myPage

- Click on **New Job Requisition** and **Figure 3.5** will be shown.



Product/Brand Campaign	Budget	Deadline
<input checked="" type="checkbox"/> Online / New Media	0 - 5000	2009-02-20
<input type="checkbox"/> On Air / Broadcast	0 - 5000	
<input checked="" type="checkbox"/> Publication and Outdoor	5001 - 10000	2009-02-20
<input type="checkbox"/> Staging and Sets	0 - 5000	
<input type="checkbox"/> Below the Line	0 - 5000	
<input type="checkbox"/> Creative Consultancy	0 - 5000	

Figure 3.5 – New Job Requisition (page 1)

4. Fill in the following fields.

Field	Description
Programme/Event/Job Title*	Job Event or Title
Deadline	Job Deadline for CSD to deliver material
Product/Brand Campaign	Product or brand Campaign selection with individual deadline. Select the budget if any.

Please note: * at the field name means that the field cannot be left blank.

5. Once the information is inserted, click the **Next** button to go to the next page of the requisition form (**Figure 3.6**). To cancel, click the **List Jobs** button to go back to the job requisition listing.

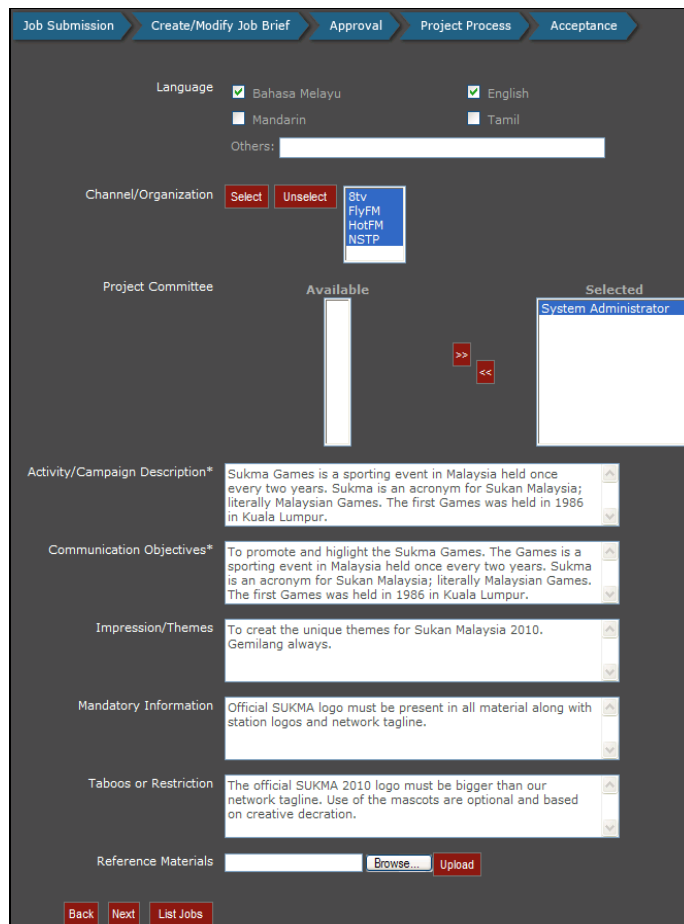


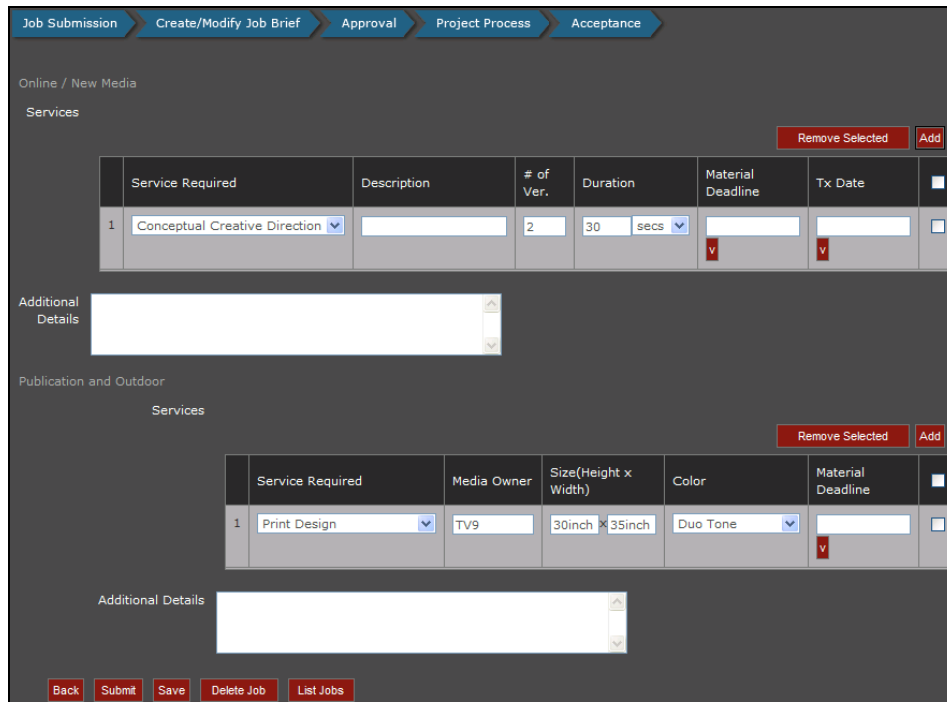
Figure 3.6 – New Job Requisition (page 2)



Field	Description
Language	Language Selection. Different language requirements for each product or brand campaign to be put under Additional Details in page 3.
Channel/Organization (For Internal Requestor only)	Channel/Organization which the internal requestor belongs to.
Project committee (For Internal Requestor only)	Persons who should be notified on status of job brief.
Activity/Campaign Description	Activity/Campaign requirements.
Communication Objectives	Target audience.
Impression/Themes	Look and feel.
Mandatory Information	Mandatory requirement.
Taboos or restriction	Taboos or restriction information.
Reference Materials	Browse files from PC and upload to the application as support documents/content.

Please note: * at the field name means that the field cannot be left blank.

6. Click **Next** button to go to next page of the requisition form (**Figure 3.7**). Click on **List Jobs** button will return to the Job Listing page.



Job Submission > Create/Modify Job Brief > Approval > Project Process > Acceptance

Online / New Media

Services

	Service Required	Description	# of Ver.	Duration	Material Deadline	Tx Date	
1	Conceptual Creative Direction		2	30 secs			<input type="checkbox"/>

Additional Details

Publication and Outdoor

Services

	Service Required	Media Owner	Size(Height x Width)	Color	Material Deadline	
1	Print Design	TV9	30inch x 35inch	Duo Tone		<input type="checkbox"/>

Additional Details

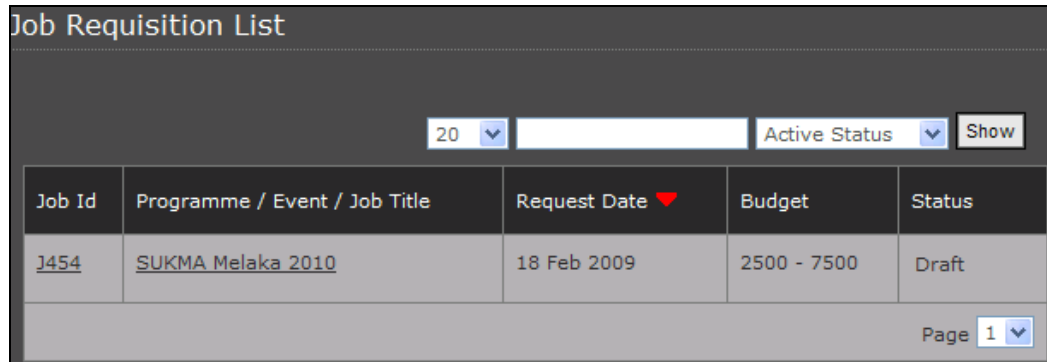
Back Submit Save Delete Job List Jobs

Figure 3.7 – New Job Requisition (page 3)

Field	Description
Services	Click on Add to add more services, else select the service and click on Remove Selected to remove the selected service.
Description	More description about the service acquired.
# of Ver.	Number of version needed. Details of version to be put under Additional Details.
Duration	Duration of the materials.
Material Deadline	Deadline of material. When 2 versions with different deadline then indicate version details under Additional Details.
Tx Date	Date of material to be on air/to publish.
Additional Details	Additional information input.

Please note: * at the field name means that the field cannot be left blank.

7. Click on the **Submit** button to submit the requisition form to CSD department for processing. Else, click the **Back** button will return the previous job requisition screen, the **Save** button will save the job requisition as draft and the **List Jobs** button will return to job listing page.



The screenshot shows a web interface titled "Job Requisition List". At the top, there is a search bar with a dropdown menu set to "20", a text input field, a dropdown menu for "Active Status", and a "Show" button. Below this is a table with the following data:

Job Id	Programme / Event / Job Title	Request Date ▼	Budget	Status
J454	SUKMA Melaka 2010	18 Feb 2009	2500 - 7500	Draft

At the bottom right of the table area, there is a "Page 1" dropdown menu.

Figure 3.8 – Draft Application

Noticed in **Figure 3.8**, the application is still in draft status. Requestor is still able to change the information until requestor click on **Submit**.

How requestor can monitor their job requisition

Upon the submission of the job brief, requestor can monitor their job requisition by log in to the system, open their job listing and click on job requisition that they want to monitor. The job progress indicator will inform requestor on which stage is the job requisition is current on. Please refer to **Figure 3.9**



Figure 3.9

Progress indicator legend;

- a. Orange : Completed Process
- b. Red : Ongoing Process
- c. Blue : Upcoming Process

During the job requisition process, statuses for the application are:

Status	Description
Draft	Draft application
Submitted	Application is already submitted to CSD for processing
Create/Modify	Application is approved.
Requestor Approval	Application is sent back to requestor by CSD for initial approval before actual work is done.
Project Process	Application is approved by requestor. Project is currently at work by CSD. During this Process, Traffic controller will be liaising with requestor via phone call to modify the job requisition submitted.
Cancelled	Application is cancelled by either CSD or Requestor.
Rejected	Application is rejected by CSD.
Closed	Application is closed. After requestor accepted the deliverables.



CHAPTER 4: HOW TO APPROVE A JOB REQUISITION

Permission: Requestor must be a registered requestor (internal or external) and logged in to ICE system to submit Job Requisition

Requestor will receive an email notification to inform the requestor to review and approved the job requisition. Go to <http://csd.mediaprima.com.my> website.

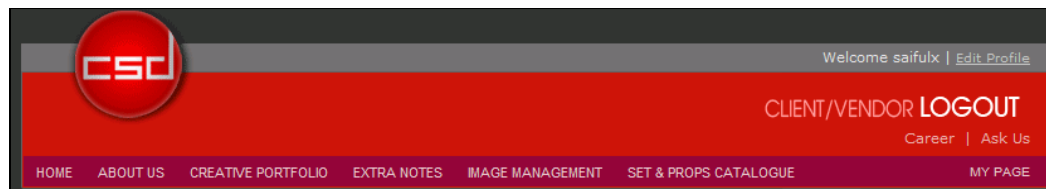


Figure 4.1 – CSD Website, After Login

1. Login to the system and click on **MY PAGE**.
2. Then, click on **Job Requisition List** link shown in **Figure 4.2**.

Job Id	Programme / Event / Job Title	Request Date	Budget	Status
1454	SUKMA Melaka 2010	18 Feb 2009	0 - 5000	Requestor Approval
1453	SUKMA 2010	17 Feb 2009	0 - 5000	Requestor Approval
1452	Banner SUKMA Melaka 2010	17 Feb 2009	2500 - 7500	Project Process
1455	Majalah 3		0 - 5000	Draft

Figure 4.2 – Job Requisition List

3. Click on Job Title with the status “**Requestor Approval**”. The job details page will appear, as shown in **Figure 4.3**.



Job Requisition Job Requisition List

- [Job Requisition List](#)
- [New Job Requisition](#)

20 [] Active Status [] Show

Change Request

- [Change Request List](#)

Asset & Space Request

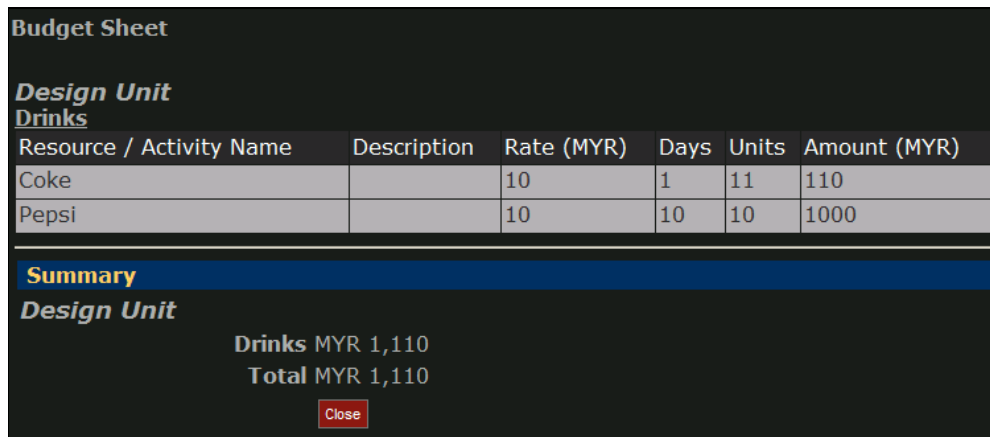
- [Asset Request List](#)
- [New Asset Request](#)
- [Space Request List](#)
- [New Space Request](#)

Job Id	Programme / Event / Job Title	Request Date	Budget	Status
1452	Banner SUKMA Melaka 2010	17 Feb 2009	2500 - 7500	Requestor Approval

Page 1 []

Figure 4.3 – Job Requisition Approval

- If there is a budget, the **View Budget** button will appear. Click on it to view the allocated budget for the project.



Budget Sheet

Design Unit
Drinks

Resource / Activity Name	Description	Rate (MYR)	Days	Units	Amount (MYR)
Coke		10	1	11	110
Pepsi		10	10	10	1000

Summary

Design Unit

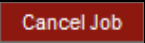
Drinks MYR 1,110
Total MYR 1,110

Close

Figure 4.4 – Budget Details

- Click on the **Approve** button to approve job.
- An email notification will be send to Traffic Controller upon approval
- If the requestor rejects the job requisition by clicking on **Reject** button, the requestor is required to key in a rejection reason. The system will send an email notification CSD. CSD will communicate with requestor to rework the job requisition.



8. If requestor cancel the job by clicking on  button, the requestor is required to key in a cancellation reason. The system will send an email notification to CSD.

CHAPTER 5: HOW TO APPROVE OR REJECT A CHANGE REQUEST

Change Request module will keep track of all the changes for the approved job details. Change Request will be created by CSD and requestor will receive an email notification on any new Change Request. System also allows requestor to review the Change Request details. Follow these steps:

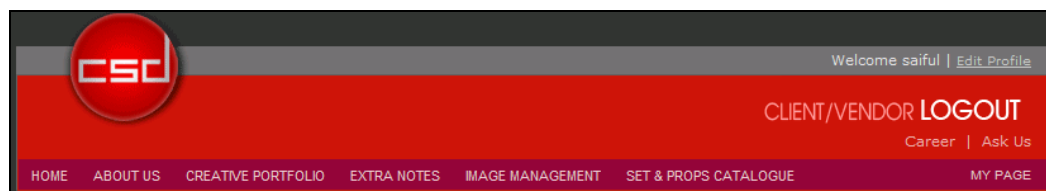


Figure 5.1 – CSD Website, After Login

1. Login as a requestor using your registered username and password.
2. Click on **MY PAGE** menu (Figure 5.1), from Figure 5.2.

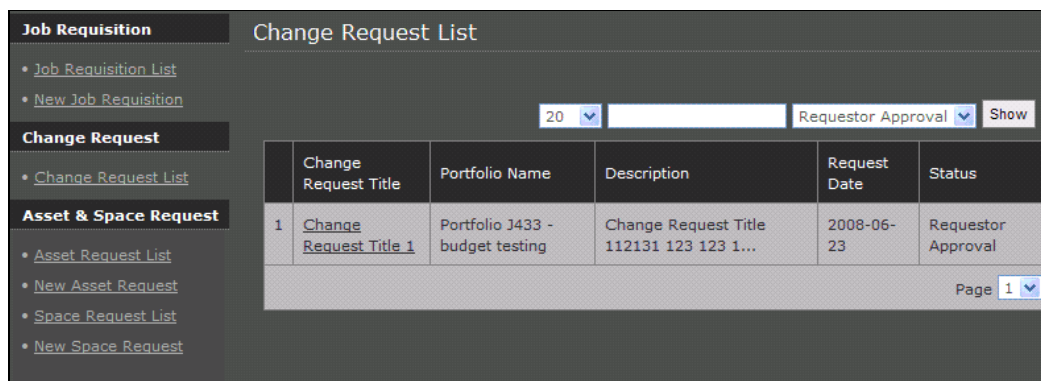


Figure 5.2 – myPage (Change Request List)

3. Click on **Change Request List** link to view all change requests.
4. Click on the *Change Request Title* to view change request details, in Figure 5.3.

Change Request Form

Portfolio Name	Portfolio J433 - budget testing
Title	Change Request Title 1
Description	Change Request Title
Requested By	victor Chong
Request Date	2008-06-23
Budget Allocation	150
Estimated Schedule Impact	120
Estimated Delivery Date	2009-02-20
Status	Requestor Approval

Figure 5.3 – Change Request Form

5. Click on the button to approve or button to reject the change request. The requestor must key in the reject reason if rejecting the change request. The Traffic Controller will receive a notification on the requestor's decision.

CHAPTER 6: HOW TO SIGN OFF A COMPLETED JOB

After the job is completed by CSD, requestor is required to accept the job deliverables, for e.g. video clips, banner images, audio clips, etc.

Follow these steps to view completed job details and deliverables:

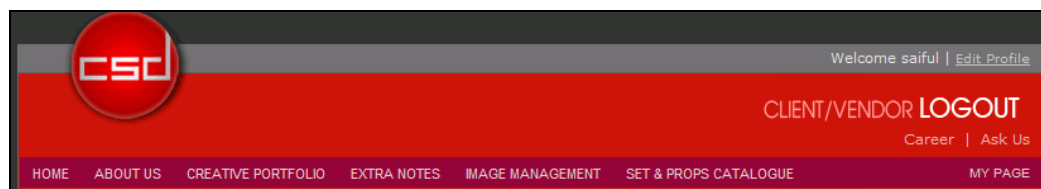


Figure 6.1 – CSD Website, After Login

1. Login as a requestor using you registered username and password.
2. Click on **MY PAGE** menu (Figure 6.1), from Figure 6.2.

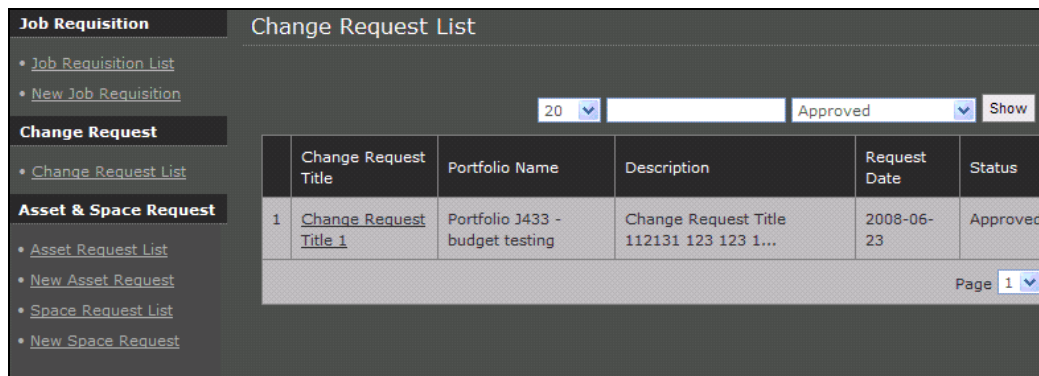


Figure 6.2 – myPage (Job Requisition List)

3. Click on **Job Requisition List** link to view all job requisition records.
4. Record with the status “Approved” indicates the job is completed by CSD and awaiting requestor’s approval. Click on the job requisition title to view details, as in Figure 6.3.

Job Submission > Create/Modify Job Brief > Approval > Project Process > Acceptance

General

Job Id :438

Programme / Event / Job Title Ads and Banner for Euro 2008

Requestor [victor Chong](#)

Assigned TC System Administrator

Deadline 22 May 2008

Language Bahasa Melayu,English,Mandarin

Channel/Organization

Project Committee

Activity/Campaign Description Description

Communication Objectives Objectives

Impression/Themes

Mandatory Information

Taboos or Restriction

Reference Materials

Remarks from TC Head [25 Jun 2008]

Requestor Approved Date 25 Jun 2008

Online / New Media

Budget 0 - 5000

Deadline

Services

	Service Required	Description	# of Ver.	Duration	Material Deadline	Tx Date
1	Graphic / Motion Design	design and ads	2	30		

Additional Details

[View Schedule](#) [View Budget](#) [View Deliverables](#) [Sign Off](#) [List Jobs](#)

Figure 6.3 – Job Requisition Details

5. Click on [View Schedule](#) to view the project schedule by CSD.
6. Click on [View Budget](#) to view the project budget.
7. Click on [View Deliverables](#) to view project deliverables/output, such as video ads, audio, banner images, etc. Refer to **Figure 6.4**.

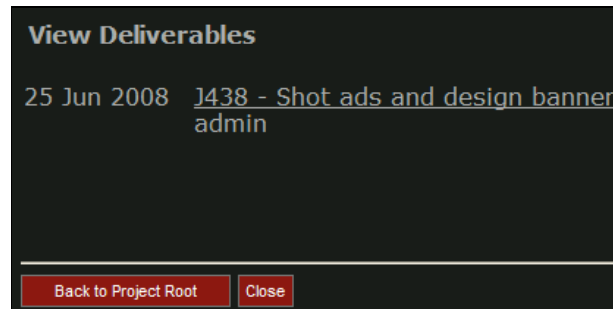


Figure 6.4 – Deliverables

8. From the deliverables popup window, click on the links to view file details, or download the file.
9. If budget, or deliverables are acceptable and contents are according to the requestor's requirements, please click on **Sign Off** to accept the completed job requisition as to close the request.
10. After that, the requestor needs to fill up the feedback form and click on **Submit** button when it is done. Refer to **Figure 6.5**.

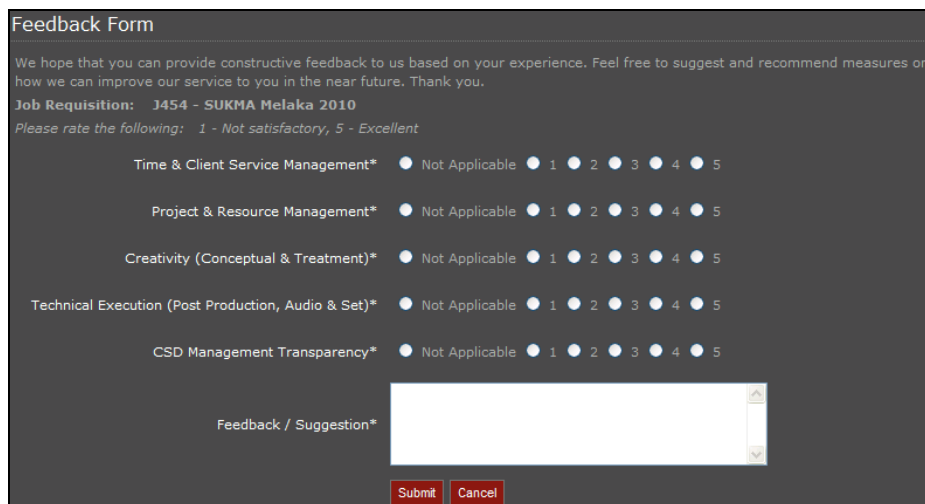


Figure 6.5 – Job Request Feedback Form

11. After the feedback form has been submitted, the status for the job request will change to "Closed". Refer to **Figure 6.6**.



Job Requisition List

20 [v] [] All Status [v] Show

Job Id	Programme / Event / Job Title	Request Date ▼	Budget	Status
1454	SUKMA Melaka 2010	18 Feb 2009	0 - 5000	Closed

Page 1 [v]

Figure 6.6 - Job Request List - status change to “Closed”



TOPIC 2 INVENTORY SYSTEM

CHAPTER 7: HOW TO REQUEST FOR ASSET (VIEW CATALOGUE)

Permission: Requestor must be a registered requestor (internal or external) and logged in to ICE system to submit Inventory Request.

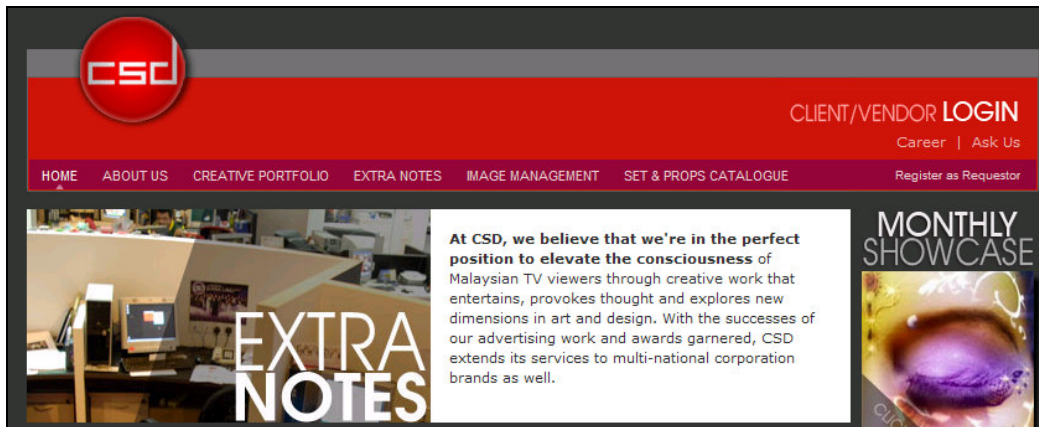


Figure 7.1 – CSD Main

Go to <http://csd.mediaprima.com.my> and click on the

CLIENT/VENDOR LOGIN

menu, as shown in **Figure 7.1**. Login page will appear as shown in **Figure 7.2**:

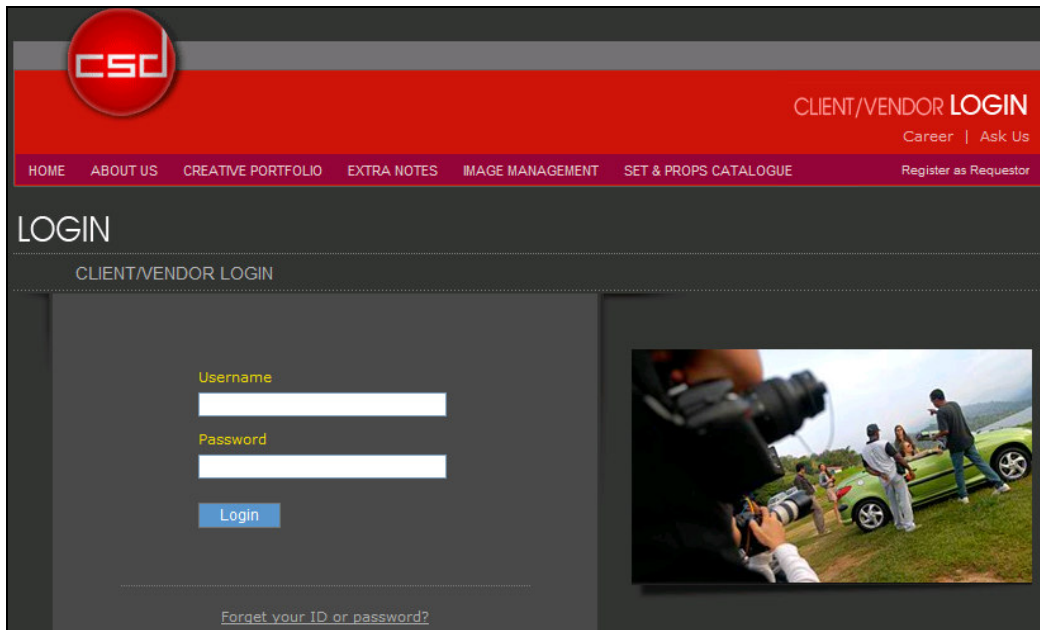


Figure 7.2 – Login Page

Key in your registered username and password and you will be navigated to the landing page shown in **Figure 7.3**.

(**Note:** Please contact CSD if user cannot login. This is because the login ID is not activated yet)

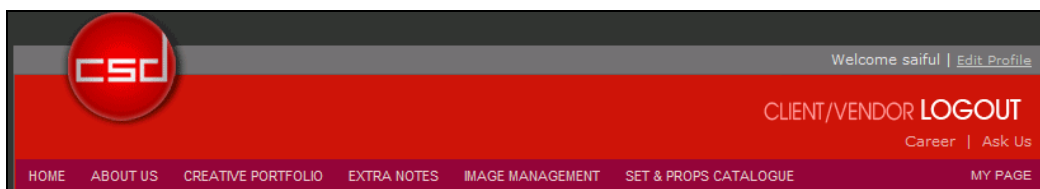


Figure 7.3 – CSD Landing Page

- Click on **MY PAGE** menu as shown in **Figure 7.3** and requestor's page (**Figure 7.4**) will be displayed:

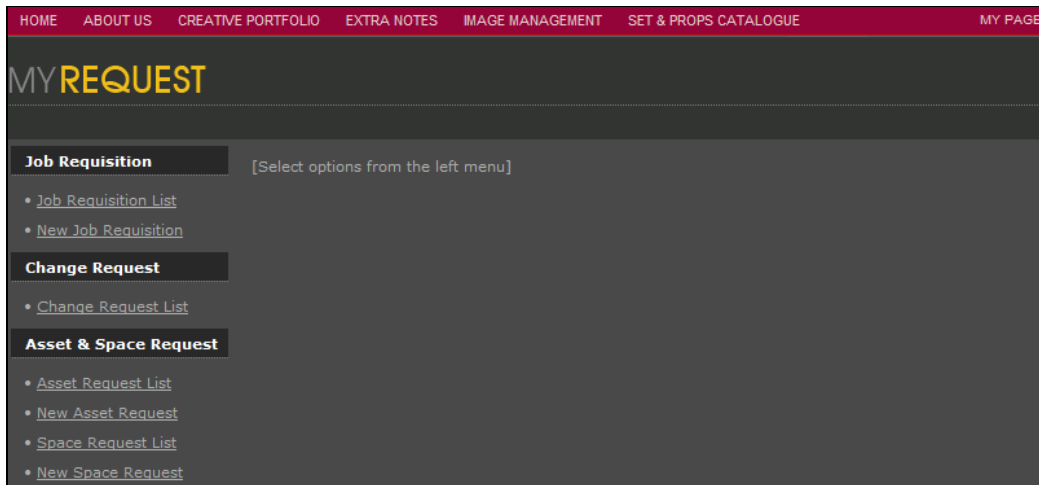


Figure 7.4 – myPage

- User can view the entire catalogue of the items for rent by clicking on tab menu **SET & PROPS CATALOGUE** and **Figure 7.5** will be shown. (The menu also can be seen before login.)

View Catalogue

20 Filter by Location Filter by Category Show



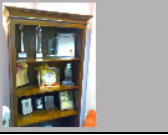
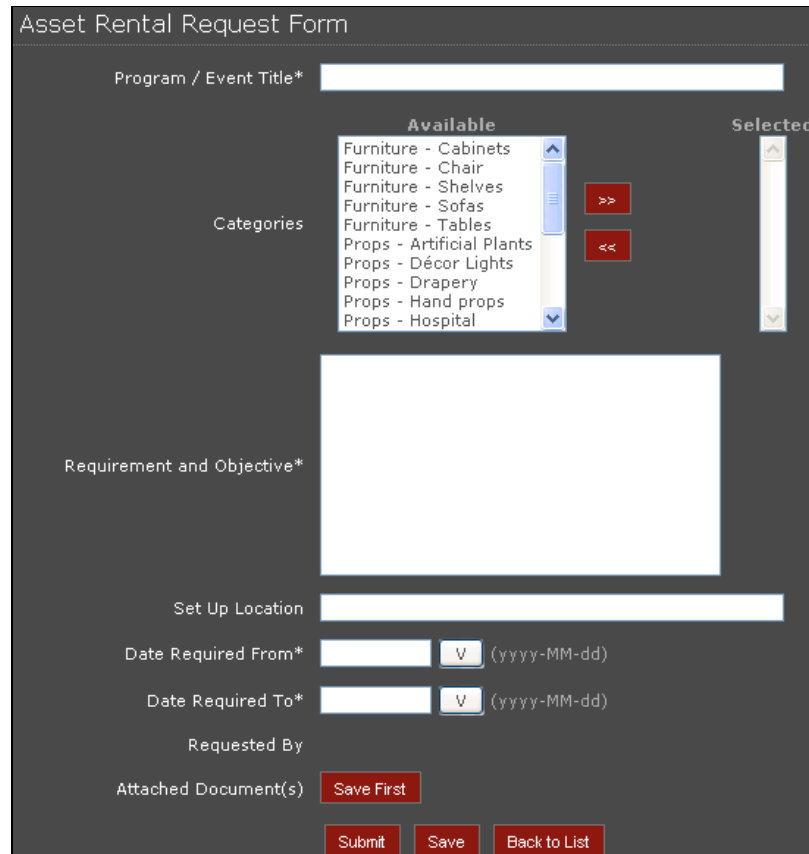
	Asset Name	Description	Asset Category	Asset Location	Photo
1	2' width x 3' long x 3' height	Grey-white colour, plastic-wooden	Furniture - Cabinets	NTV7 - Glenmarie	
2	Cabinet	Cubus-shaped, blue color, with lid	Furniture - Cabinets	Sri Pentas 2	
3	1' width x 3' long x 6' height	Brown, wooden, stand	Furniture - Cabinets	NTV7 - Glenmarie	

Figure 7.5 – View Catalogue

10. If requestor wants to rent the items. Click on the [New Asset Request](#) link (via **Figure 7.4**). Request form will then be displayed, as shown in **Figure 7.6**.



The screenshot shows the 'Asset Rental Request Form' with the following elements:

- Program / Event Title***: A text input field.
- Categories**: A list of categories with 'Available' and 'Selected' columns. The 'Available' list includes: Furniture - Cabinets, Furniture - Chair, Furniture - Shelves, Furniture - Sofas, Furniture - Tables, Props - Artificial Plants, Props - Décor Lights, Props - Drapery, Props - Hand props, and Props - Hospital. There are '>>' and '<<' buttons between the columns.
- Requirement and Objective***: A large text area for describing the requirement.
- Set Up Location**: A text input field.
- Date Required From***: A date picker with a dropdown arrow and '(yyyy-MM-dd)' format.
- Date Required To***: A date picker with a dropdown arrow and '(yyyy-MM-dd)' format.
- Requested By**: A text input field.
- Attached Document(s)**: A section with a 'Save First' button.
- At the bottom, there are 'Submit', 'Save', and 'Back to List' buttons.

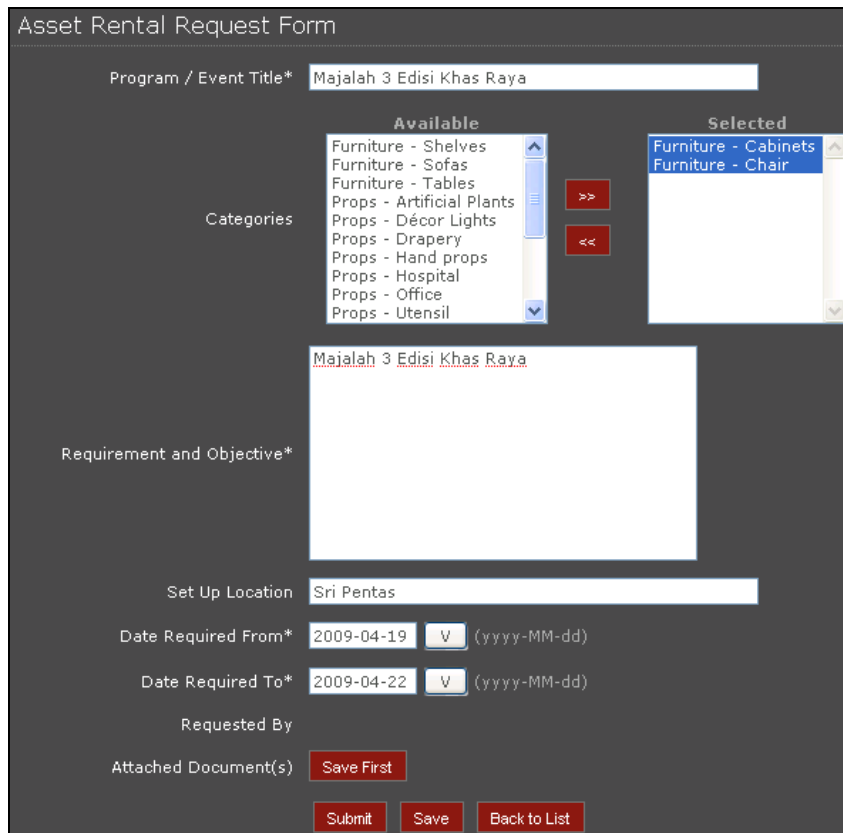
Figure 7.6 – Inventory Request Form

11. Fill in the following fields:

Field	Description
Program / Event Title*	Inventory used by which event.
Categories	Categories for the event
Requirement and Objective*	Requirement and objective of the event.
Set Up Location	Place where the item will be set up.
Date Required From*	When will the item be needed, start from...
Date Required To*	When will the item be needed, until ...
Attach Document(s)	Any documents

Please note: * at the field name means that the field cannot be left blank.

12. In order to attach documents, requestor must first **Save** the request. **Figure 7.7** showing the 'Attach Document(s)' button become active after requestor saved the request.

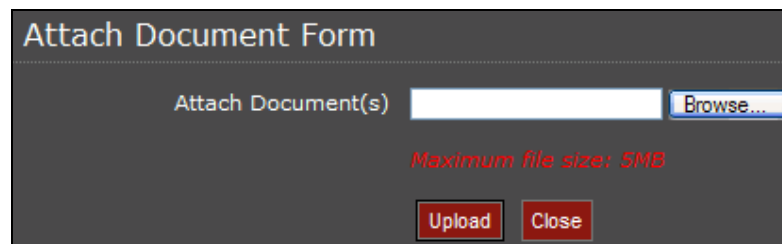


The screenshot shows the 'Asset Rental Request Form' with the following fields and controls:

- Program / Event Title*: Majalah 3 Edisi Khas Raya
- Categories: A list of available items including Furniture - Shelves, Sofas, Tables, Artificial Plants, Décor Lights, Drapery, Hand props, Hospital, Office, and Utensil. A 'Selected' list on the right contains Furniture - Cabinets and Furniture - Chair.
- Requirement and Objective*: A text area containing the text 'Majalah 3 Edisi Khas Raya'.
- Set Up Location: Sri Pentas
- Date Required From*: 2009-04-19 (calendar icon)
- Date Required To*: 2009-04-22 (calendar icon)
- Requested By: (empty field)
- Attached Document(s): A button labeled 'Save First' is active and highlighted in red.
- Bottom buttons: Submit, Save, and Back to List.

Figure 7.7 – Attach Document, Upon Saved

13. Click on the **Attach/Remove** button and the document upload screen will appear (**Figure 7.8**).



The screenshot shows the 'Attach Document Form' with the following fields and controls:

- Attach Document(s): A text input field with a 'Browse...' button next to it.
- Maximum file size: SMB (displayed in red text)
- Bottom buttons: Upload and Close.

Figure 7.8 - Attach Document

14. Click on the **Browse...** button to select a file from requestor's computer (**Figure 7.9**).

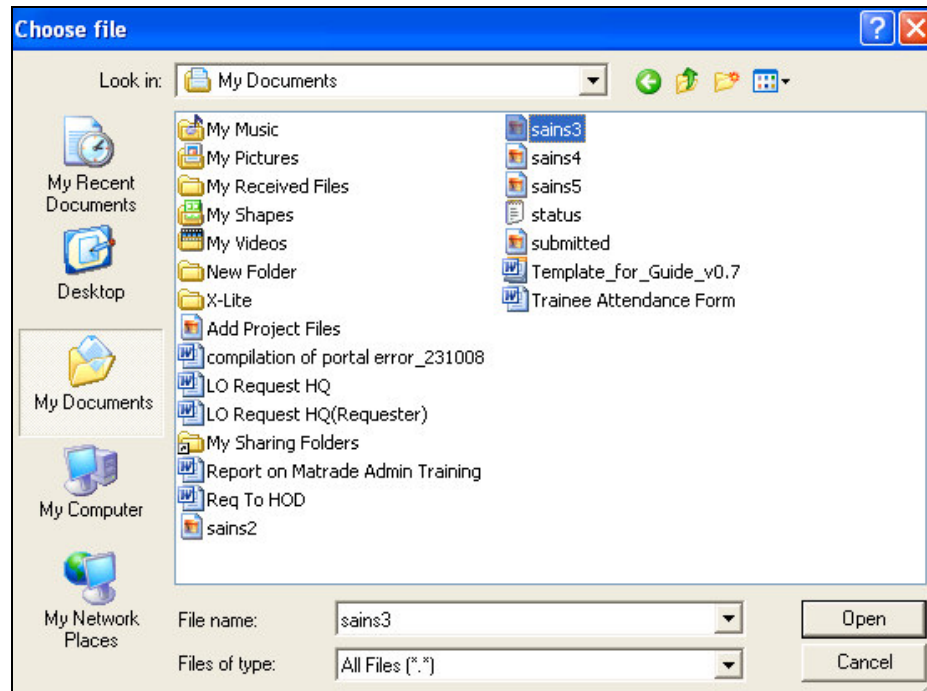


Figure 7.9 – Browsing File from Requestor’s Computer

15. Select the file and click  button. The file will appear in the text box.

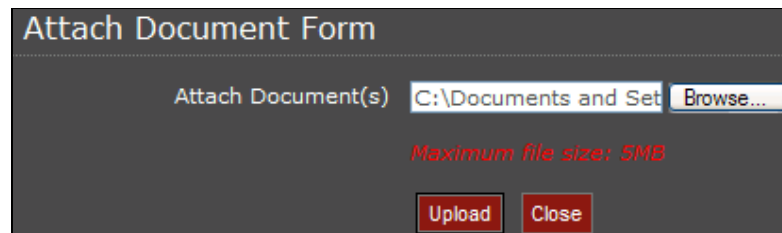

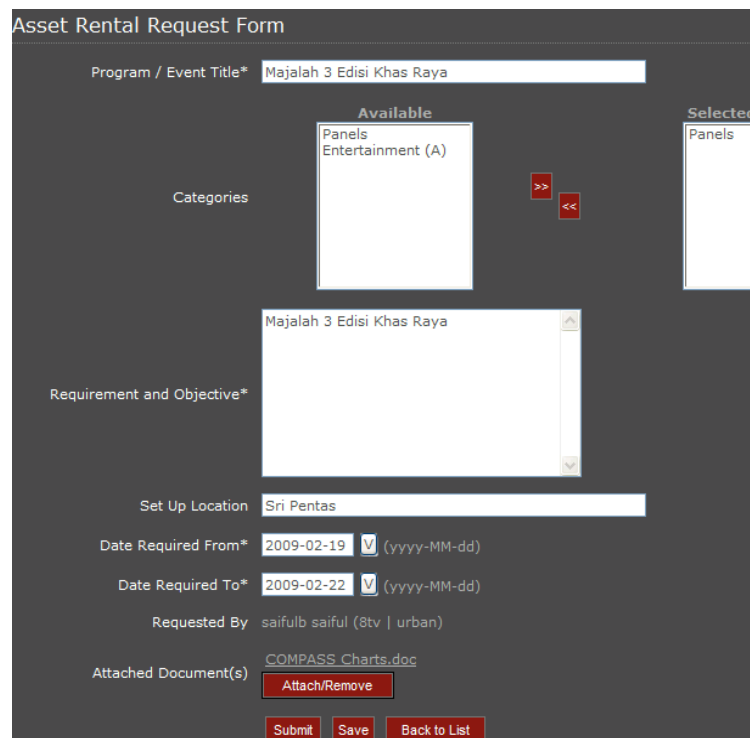


Figure 7.10 – Attach Document

16. When done, click on the  button.

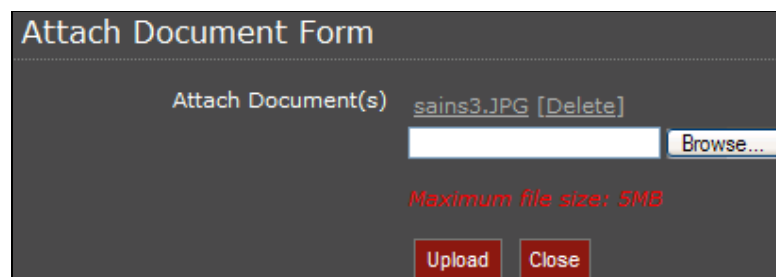


The screenshot shows the 'Asset Rental Request Form' with the following fields and elements:

- Program / Event Title***: Majalah 3 Edisi Khas Raya
- Categories**: A list of available categories including 'Panels Entertainment (A)' and a 'Selected' list.
- Requirement and Objective***: A text area containing 'Majalah 3 Edisi Khas Raya'.
- Set Up Location**: Sri Pentas
- Date Required From***: 2009-02-19 (format: yyyy-MM-dd)
- Date Required To***: 2009-02-22 (format: yyyy-MM-dd)
- Requested By**: saifulb saiful (8tv | urban)
- Attached Document(s)**: COMPASS_Charts.doc with an **Attach/Remove** button.
- Buttons**: Submit, Save, and Back to List.

Figure 7.11 – Completed Request Form

17. To attach another attachment or removing the previous attachment, click on **Attach/Remove** button. Click on the [Delete] button to remove or browse another file and upload for another attachment as depict in **Figure 7.12**

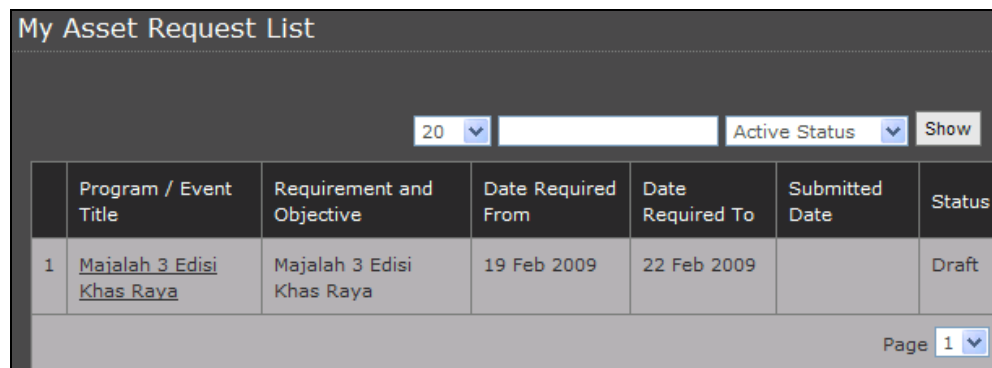


The screenshot shows the 'Attach Document Form' with the following elements:

- Attach Document(s)**: sains3.JPG [Delete]
- Browse...** button
- Maximum file size: 5MB** (indicated in red text)
- Upload** and **Close** buttons.

Figure 7.12 – Attach/Removing Attachments

18. When completed, click on the **Submit** button to submit the request to CSD department for processing. Else, click on the **Save** button to save the request as draft. Click on the **Back to List** button to return to the inventory request listing (**Figure 7.13**)



The screenshot shows a web interface titled "My Asset Request List". At the top, there are filters: a dropdown menu set to "20", a search input field, a dropdown for "Active Status", and a "Show" button. Below the filters is a table with the following columns: Program / Event Title, Requirement and Objective, Date Required From, Date Required To, Submitted Date, and Status. The table contains one row with the following data: 1, Majalah 3 Edisi Khas Raya, Majalah 3 Edisi Khas Raya, 19 Feb 2009, 22 Feb 2009, Submitted Date, and Draft. At the bottom right of the table area, there is a "Page 1" dropdown menu.

	Program / Event Title	Requirement and Objective	Date Required From	Date Required To	Submitted Date	Status
1	Majalah 3 Edisi Khas Raya	Majalah 3 Edisi Khas Raya	19 Feb 2009	22 Feb 2009		Draft

Figure 7.13 – Draft Application, in Asset Request List

Noticed, in **Figure 7.13**, the application is still in draft status. Requestor is still able to change the information until requestor click on the **Submit** button. Refer back to **Figure 7.11**.

CHAPTER 8: HOW TO REQUEST FOR SPACE

Permission: Requestor must be a registered requestor (internal or external) and logged in to ICE system to submit Space Request

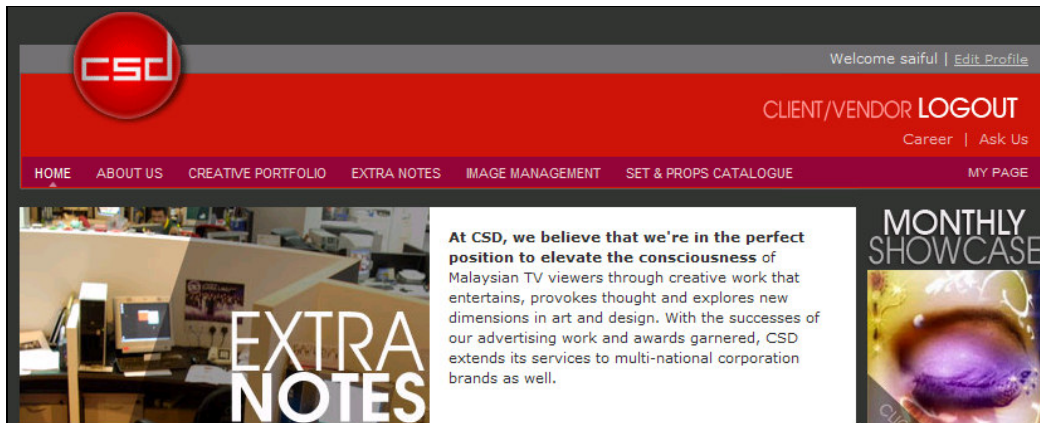


Figure 8.3 – CSD Landing Page

1. Upon login, click on **MY PAGE** menu as shown in **Figure 8.3** and requestor's page (**Figure 8.4**) will be displayed:

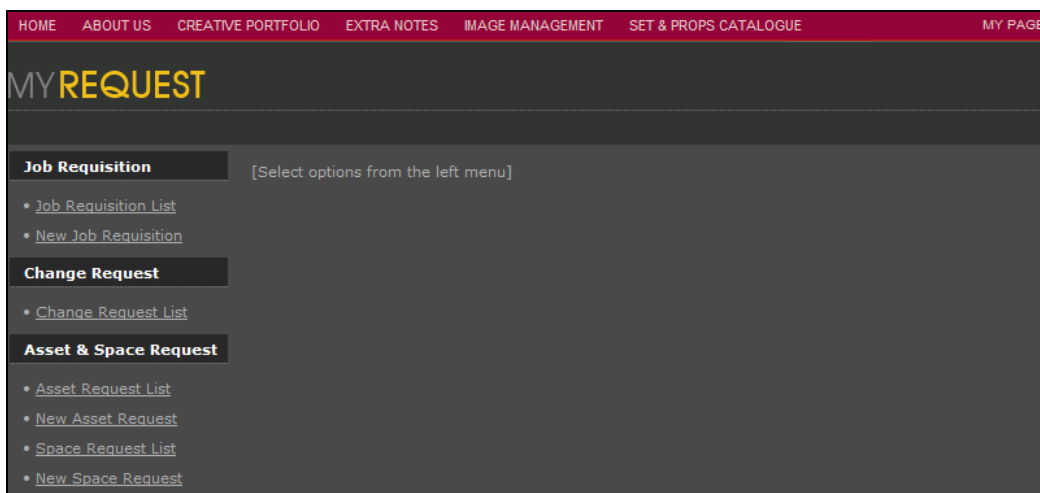


Figure 8.4 – myPage

- If requestor wants a space. Click on the [New Space Request](#) link (via **Figure 8.4**). Request form will then be displayed, as shown in **Figure 8.5**.

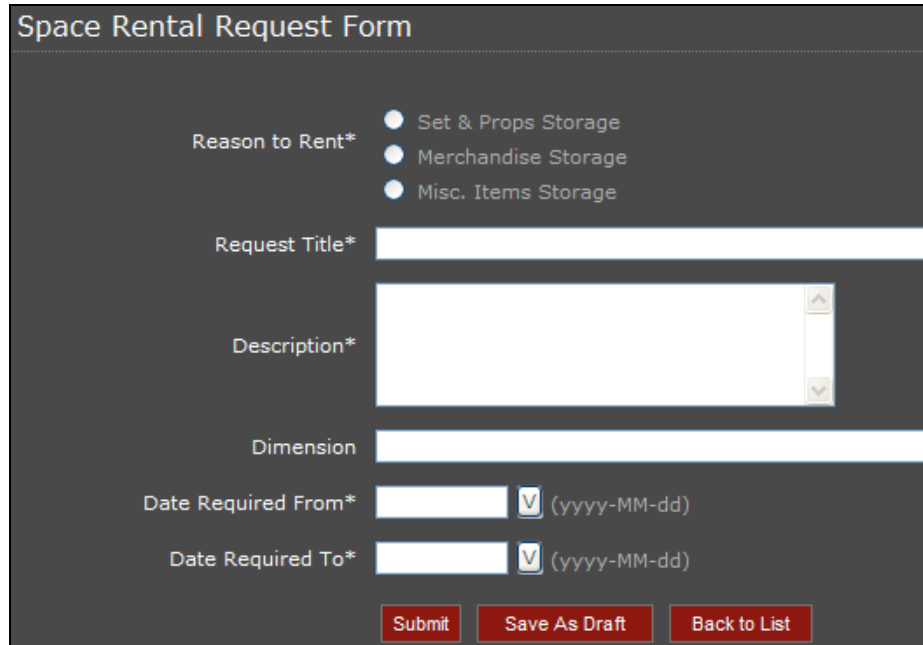


Figure 8.5 – Space Request Form

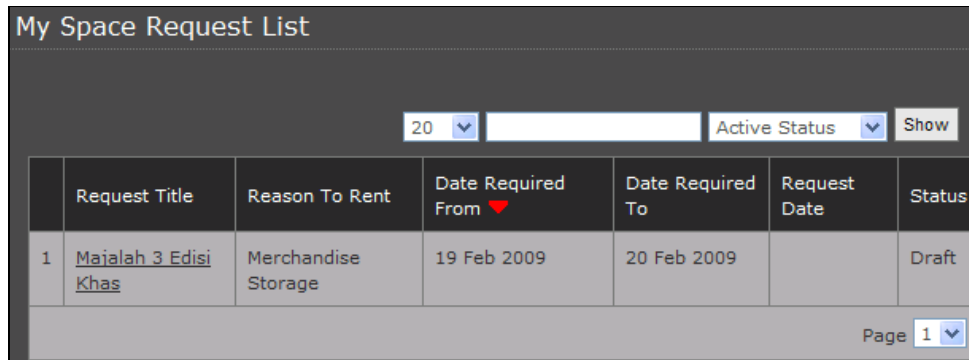
- Fill in the following fields:

Field	Description
Reason to Rent*	Selection of reason to rent
Request Title*	Title of the request
Description*	Description of the event.
Dimension	Size of the space requested, for e.g. 34m x 23m
Date Required From*	When will the space be needed, start from...
Date Required To*	When will the space be needed, until ...

Please note: * at the field name means that the field cannot be left blank.

- When completed, click on the [Submit](#) button to submit the request to CSD department for processing. Else, click on the [Save As Draft](#) button to save

the request as draft. Click on the **Back to List** button to return to the space request listing (**Figure 8.6**)



The screenshot shows a web interface titled "My Space Request List". At the top right, there are filters: a dropdown menu showing "20", a search input field, a dropdown for "Active Status", and a "Show" button. Below the filters is a table with the following columns: Request Title, Reason To Rent, Date Required From, Date Required To, Request Date, and Status. The table contains one row with the following data: Request Title: "Maialah 3 Edisi Khas", Reason To Rent: "Merchandise Storage", Date Required From: "19 Feb 2009", Date Required To: "20 Feb 2009", Request Date: (empty), Status: "Draft". At the bottom right of the table area, there is a "Page 1" dropdown menu.

	Request Title	Reason To Rent	Date Required From	Date Required To	Request Date	Status
1	Maialah 3 Edisi Khas	Merchandise Storage	19 Feb 2009	20 Feb 2009		Draft

Figure 8.6 – Draft Application, in Space Request List

Noticed, in **Figure 8.6**, the application is still in draft status. Requestor is still able to change the information until requestor click on the **Submit** button. Refer back to **Figure 8.5**.



CHAPTER 9: HOW TO VIEW AND PRINT THE QUOTATION (FROM ASSET RENTAL)

Permission: Requestor must be a registered requestor (internal or external) and logged in to ICE system to access Inventory System

Requestor will receive an email notification to inform the requestor to review and accept the quotation. Go to <http://csd.mediaprima.com.my> website.

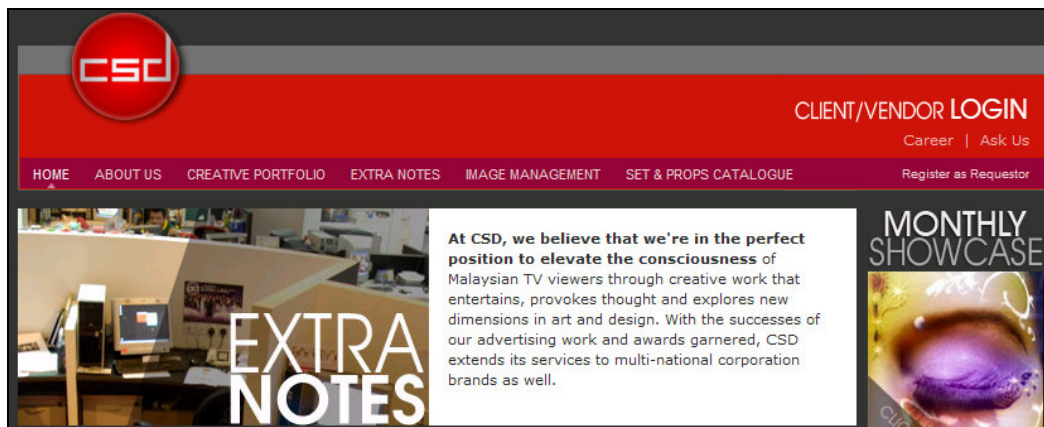


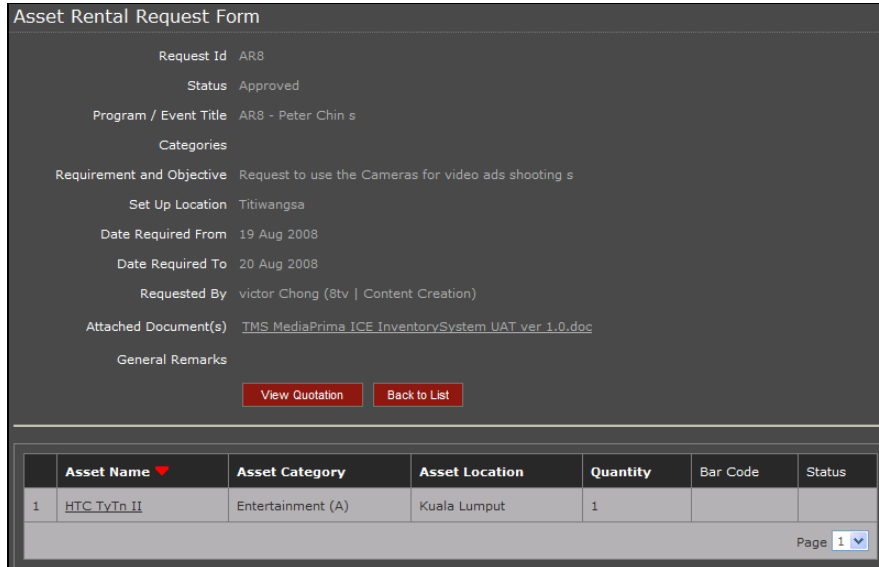
Figure 9.1 – CSD Website, After Login

1. Login to the system and click on **MY PAGE**.
2. Then, click on **Asset Request List** link shown in **Figure 9.2**.

Job Requisition		My Asset Request List						
<ul style="list-style-type: none"> • Job Requisition List • New Job Requisition 		20 <input type="text"/> Active Status <input type="button" value="Show"/>						
Change Request		Program / Event Title	Requirement and Objective	Date Required From	Date Required To	Submitted Date	Status	
<ul style="list-style-type: none"> • Change Request List 		1	Peter Chin s	Request to use the Cameras for video ads shooting s	19 Aug 2008	20 Aug 2008	06 Aug 2008	Approved
<ul style="list-style-type: none"> • Asset & Space Request • Asset Request List • New Asset Request • Space Request List • New Space Request 							Page 1 <input type="button" value="1"/>	

Figure 9.2 – Asset Request List

- Click on Event Title with the status “**Approved**”. The request details page will appear, as shown in **Figure 9.3**.



Asset Rental Request Form

Request Id: AR8
 Status: Approved
 Program / Event Title: AR8 - Peter Chin s
 Categories:
 Requirement and Objective: Request to use the Cameras for video ads shooting s
 Set Up Location: Titiwangsa
 Date Required From: 19 Aug 2008
 Date Required To: 20 Aug 2008
 Requested By: victor Chong (8tv | Content Creation)
 Attached Document(s): TMS MediaPrima ICE InventorySystem UAT ver 1.0.doc
 General Remarks:

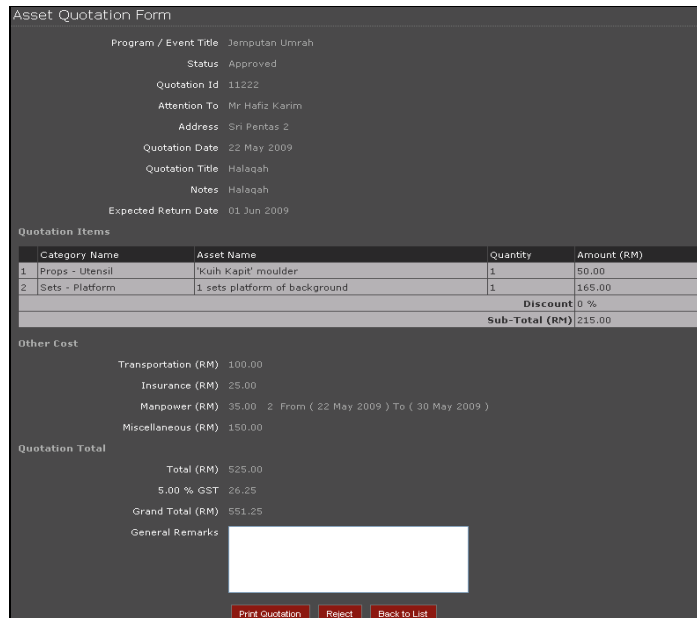
[View Quotation](#) [Back to List](#)

	Asset Name ▼	Asset Category	Asset Location	Quantity	Bar Code	Status
1	HTC TyTn II	Entertainment (A)	Kuala Lumpur	1		

Page 1

Figure 9.3 – Request Detail

- If there is a quotation, the [View Quotation](#) button will appear. Click on it to view the rental for the asset renting.



Asset Quotation Form

Program / Event Title: Jemputan Umrah
 Status: Approved
 Quotation Id: 11222
 Attention To: Mr Hafiz Karim
 Address: Sri Pentas 2
 Quotation Date: 22 May 2009
 Quotation Title: Halaqah
 Notes: Halaqah
 Expected Return Date: 01 Jun 2009

Quotation Items

Category Name	Asset Name	Quantity	Amount (RM)
1 Props - Utensil	'Kulih Kapil' moulder	1	50.00
2 Sets - Platform	1 sets platform of background	1	165.00
Discount			0 %
Sub-Total (RM)			215.00

Other Cost

Transportation (RM) 100.00
 Insurance (RM) 25.00
 Manpower (RM) 35.00 - 2 From (22 May 2009) To (30 May 2009)
 Miscellaneous (RM) 150.00

Quotation Total

Total (RM) 525.00
 5.00 % GST 26.25
 Grand Total (RM) 551.25

General Remarks:

[Print Quotation](#) [Reject](#) [Back to List](#)

Figure 9.4 – Quotation Details



5. In quotation details screen (**Figure 9.4**), click on **Print Quotation** button to print the quotation (**Refer to Figure 9.5**) or **Reject** button to reject the quotation. Rejecting a quotation will require a reason. Insert the reason into the General Remarks field and system will notify Store Administrator via email upon rejection.

Attention: Mr Hafiz Karim		Quotation No.: 11222				
Sri Pentas 2		Date: 22.05.2009				
Rental Order Request						
No.	Category Name	Description	Quantity	Unit Cost (RM)	Amount (RM)	
1	Props - Utensil	'Kuih Kapit' moulder	1	50	50.00	
2	Sets - Platform	1 sets platform of background	1	165	165.00	
					Discount	0%
					Sub Total	215.00
Other Costs						
No.	Description				Amount (RM)	
1	Transportation				100.00	
2	Insurance				25.00	
3	Manpower 2 persons From 02.06.2009 To 04.06.2009				35.00	
4	Miscellaneous				150.00	
Notes:-						
Halaqah						
					Total	525.00
					5.00% GST	26.25
					GRAND TOTAL	551.25
TERMS & CONDITIONS						
Validity:						
<ul style="list-style-type: none"> This quotation is valid for 30 days from the date stated above This applies to items listed above only. Any additional items to be kept or extra storage requirements will be charged accordingly 						
Payment terms:						
<ul style="list-style-type: none"> A non-refundable deposit of 50% must be made upon acceptance of the quotation. Balance to be paid in full prior items check-in or storage space utilization 						
Confirmation:						
<ul style="list-style-type: none"> Quotation must be signed and confirmed prior assigning item(s) to the order request 						
Late return charges fee:						
<ul style="list-style-type: none"> A penalty fee of RM 50.00 per item shall be included in the final invoice for every late return exceeding 7 days from the expected date of return 						
Damage or loss of item(s):						
<ul style="list-style-type: none"> Client to bear full cost of repair or to make good each rented item. Client to pay full cost amount or current market value whichever is higher to replace each loss item 						
Rental period / Expected Return Date:						
<ul style="list-style-type: none"> All items are on loan basis and shall be returned in good order upon completion of usage or within fourteen (14) days from date of check-out whichever is earlier 						
For and on behalf of Primeworks Studios Sdn. Bhd.			Confirmed by: (Signature & Company stamp)			
			Name: Date:			
<p style="text-align: center;"> <small>primeworks studios sdn. bhd. (253754-e) (formerly known as Grand Brilliance Sdn. Bhd.) Sri Pentas, No. 3, Persiaran Bandar Utama, Bandar Utama, 47800 Petaling Jaya, Selangor. Tel: +603 - 7726 6333 Fax: +603 - 7728 2371 / 7726 2015 http://www.primeworks.com.my CSD Warehouse: Lot 148, No. 2A Jalan Juru Ukur U1/119, Seks U1 Hicom Glenmarie Industrial Park, 40150 Shah Alam, Selangor Tel/Fax: +603 - 5569 3527 http://icad.mediaprima.com.my</small> </p>						

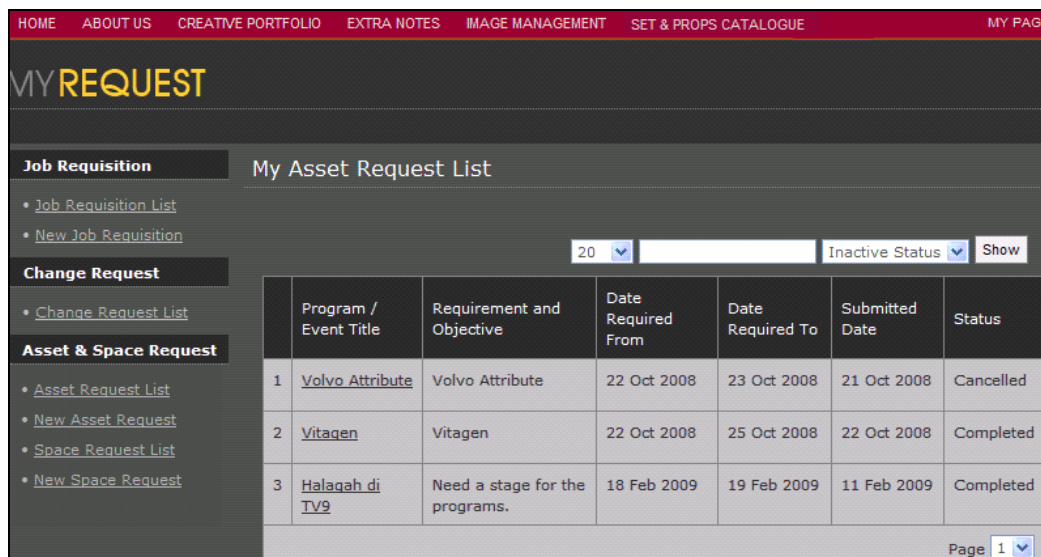
Figure 9.5 – Asset Quotation

CHAPTER 10: HOW TO SIGN OFF COMPLETED ASSET REQUEST

After the request is completed by Unit Head, requestor is required to sign off the asset request.

Follow these steps to view completed asset details:

1. Login as a requestor using your registered username and password.
2. Click on **MY PAGE** menu from **Figure 10.1**.



	Program / Event Title	Requirement and Objective	Date Required From	Date Required To	Submitted Date	Status
1	Volvo Attribute	Volvo Attribute	22 Oct 2008	23 Oct 2008	21 Oct 2008	Cancelled
2	Vitagen	Vitagen	22 Oct 2008	25 Oct 2008	22 Oct 2008	Completed
3	Halagah di TV9	Need a stage for the programs.	18 Feb 2009	19 Feb 2009	11 Feb 2009	Completed

Figure 10.1 – myPage (My Asset Request List)

3. Click on **Asset Request List** link to view all asset request records.
4. Record with the status “Completed” indicates the asset request is completed by Unit Head and awaiting requestor’s approval. Click on the program/event title to view details, as in **Figure 10.2**.

HOME ABOUT US CREATIVE PORTFOLIO EXTRA NOTES IMAGE MANAGEMENT SET & PROPS CATALOGUE MY PAGE

MYREQUEST

Asset Rental Request Form

Request Id AR58
 Status Completed
 Program / Event Title AR58 - Halaqah di TV9
 Categories Panels
 Requirement and Objective Need a stage for the programs.
 Set Up Location Sri Pentas
 Date Required From 18 Feb 2009
 Date Required To 19 Feb 2009
 Requested By saifulb saiful (8tv | urban)
 Attached Document(s)
 General Remarks UnitHead stt Completed [11 Feb 2009]
 Project for Halaqah has been completed.

[View Quotation](#)
[Sign Off](#)
[Back to List](#)

	Asset Name ▼	Asset Category	Asset Location	Quantity	Bar Code	Status
1	Square Table	Entertainment (A)	Petaling Jaya (B)	1	1122	Returned

Page 1

Figure 10.2 – Asset Rental Request Details

- If everything is acceptable according to the requestor’s requirements, please click on **Sign Off** to accept the completed asset request.
- After that, the requestor needs to fill up the feedback form and click on **Submit** button when it is done. Refer to **Figure 10.3**.

Feedback Form

Thank you for signing off the request done by us. As a measure of continuous improvements, we wish you can feedback to u on the work quality and feel free to suggest to us on how we can improve our service to you in the near future. Thank you.

Request Title: AR58 - Halaqah di TV9

Please rate the following: 1 - Not satisfactory, 5 - Excellent

Time & Client Service Management * Not Applicable 1 2 3 4 5

Project & Resource Management * Not Applicable 1 2 3 4 5

CSD Management Transparency * Not Applicable 1 2 3 4 5

Feedback / Suggestion *

Figure 10.3 – Asset Request Feedback Form

- After the feedback form has been submitted, the status for the asset request will change to “Closed”. Refer to **Figure 10.4**.

My Asset Request List

20 Inactive Status

	Program / Event Title	Requirement and Objective	Date Required From	Date Required To	Submitted Date	Status
1	Halaqah di TV9	Need a stage for the programs.	18 Feb 2009	19 Feb 2009	11 Feb 2009	Closed

Page 1

Figure 10.4 - Asset Request List - status change to “Closed”

CHAPTER 11: HOW TO PRINT THE QUOTATION (FROM SPACE RENTAL)

Permission: Requestor must be a registered requestor (internal or external) and logged in to ICE system to access Inventory System

Requestor will receive an email notification to inform the requestor to review the quotation. Go to <http://csd.mediaprima.com.my> website.

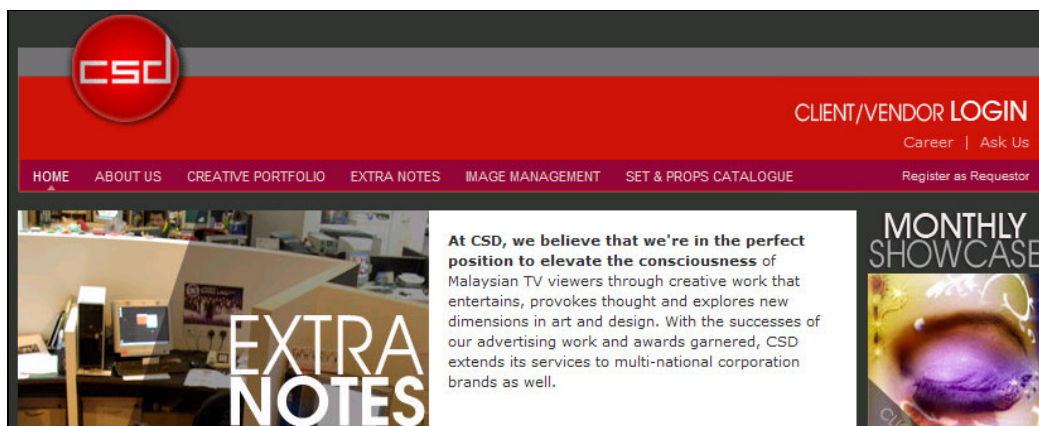
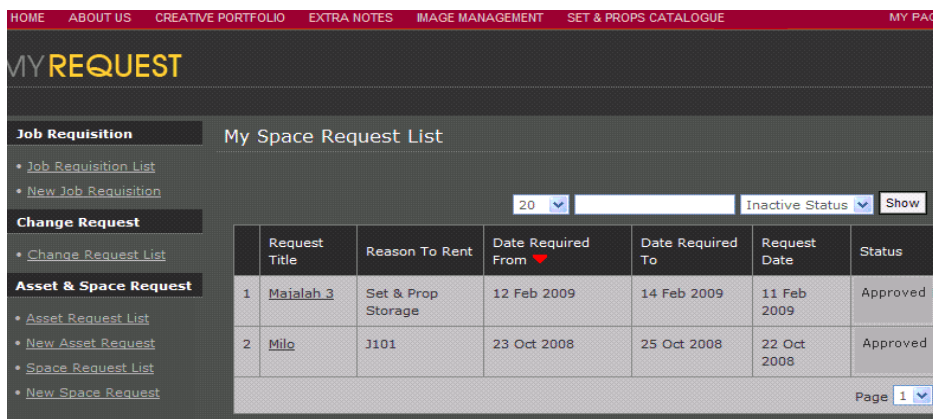


Figure 11.1 – CSD Website, After Login

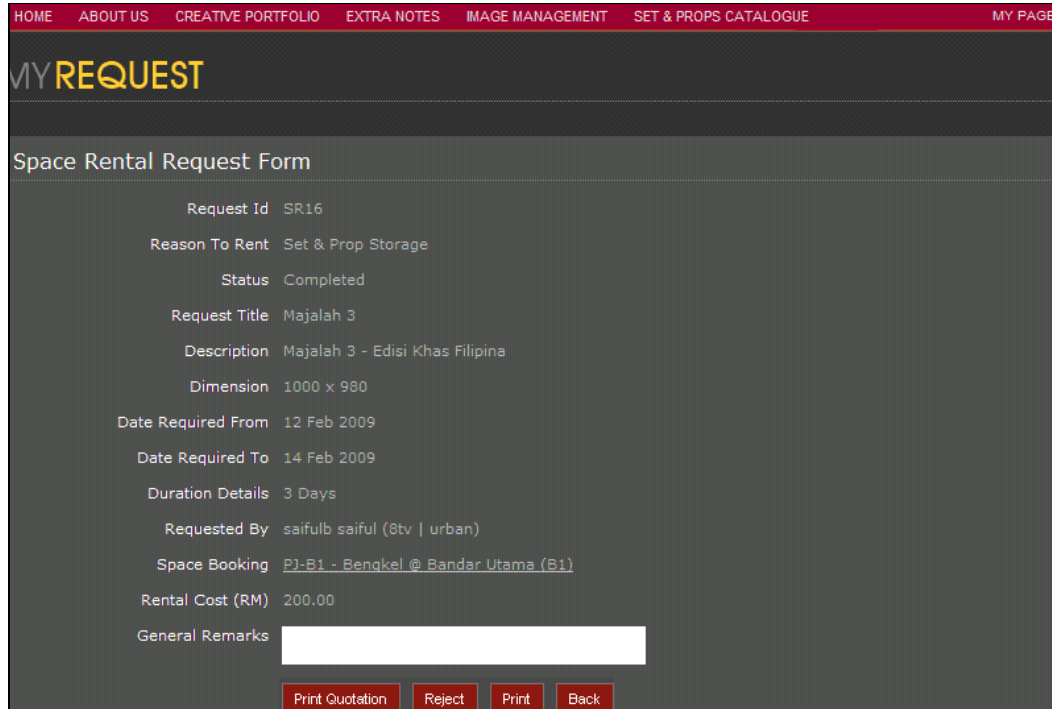
1. Login to the system and click on **MY PAGE**.
2. Then, click on **Space Request List** link shown in **Figure 11.2**.



Request Title	Reason To Rent	Date Required From	Date Required To	Request Date	Status
1. Maialah 3	Set & Prop Storage	12 Feb 2009	14 Feb 2009	11 Feb 2009	Approved
2. Milo	J101	23 Oct 2008	25 Oct 2008	22 Oct 2008	Approved

Figure 11.2 – Space Request List

3. Click on Request Title with the status “**Approved**”. The request details page will appear, as shown in **Figure 11.3**.



Request Id	SR16
Reason To Rent	Set & Prop Storage
Status	Completed
Request Title	Majalah 3
Description	Majalah 3 - Edisi Khas Filipina
Dimension	1000 x 980
Date Required From	12 Feb 2009
Date Required To	14 Feb 2009
Duration Details	3 Days
Requested By	saifulb saiful (Stv urban)
Space Booking	PJ-B1 - Bengkel @ Bandar Utama (B1)
Rental Cost (RM)	200.00
General Remarks	<input type="text"/>

[Print Quotation](#) [Reject](#) [Print](#) [Back](#)

Figure 11.3 – Request Detail

4. In request details screen (**Figure 11.3**), click on [Print Quotation](#) button to print the quotation (**Refer to Figure 11.4**) or [Reject](#) button to reject the quotation. Rejecting a quotation will require a reason. Insert the reason into the General Remarks field and system will notify Store Administrator via email upon rejection.



QUOTATION			
Attention: Hayati Sulaiman Primeworks Studios Creative Services Department PWS creative services		Quotation No.: SR5 Date: 02.06.2009	
Request Title: test test 1234			
Storage Order Request			
Space Name	Dimension	Period	Amount (RM)
RACK B8 - RACK B8	x x	260509 - 270509	1.00
Notes:-			
			Total 1.00
			5.00% GST 0.05
			GRAND TOTAL 1.05
TERMS & CONDITIONS			
Validity:			
<ul style="list-style-type: none"> • This quotation is valid for 30 days from the date stated above • This applies to items listed herein only. Any additional requirements will be charged accordingly 			
Payment terms:			
<ul style="list-style-type: none"> • A non-refundable deposit of 50% must be made upon acceptance of the quotation. • Balance to be paid in full prior issuance of the requested item(s) 			
Confirmation:			
<ul style="list-style-type: none"> • Quotation must be signed and confirmed prior allocation of space storage 			
Item to be kept / limited storage purpose:			
<ul style="list-style-type: none"> • Limited to production set & props items allowed. Primeworks Studios have full rights to cancel or reject requests 			
Damage or loss of item(s):			
<ul style="list-style-type: none"> • Primeworks Studios Sdn. Bhd. & CSD warehouse shall not be liable for any theft or loss of undeclared items. Client is required to take own insurance coverage. Any claims made shall not be entertained 			
Rental period / Expected Collection Date:			
<ul style="list-style-type: none"> • All kept items are on short term basis and shall be checked-out on or before the expiry date. Standard rate card charges shall be applied for every extended period 			
For and on behalf of Primeworks Studios Sdn. Bhd.		Confirmed by: (Signature & Company stamp)	
		Name:	
		Date:	
<small>primeworks studios sdn. bhd. (253754-w) (formerly known as Grand Brilliance Sdn. Bhd.) Sri Pentas, No. 3 Persiaran Bandar Utama, Bandar Utama, 47500 Petaling Jaya, Selangor. Tel: +603 - 7726 6333 Fax: +603 - 7728 2371 / 7728 2015 http://www.primeworks.com.my CSD Warehouse: Lot 148, No. 2A, Jalan Juru Ukur U1/19, Sek U1 Hicom Glenmarie Industrial Park, 40150 Shah Alam, Selangor</small>			

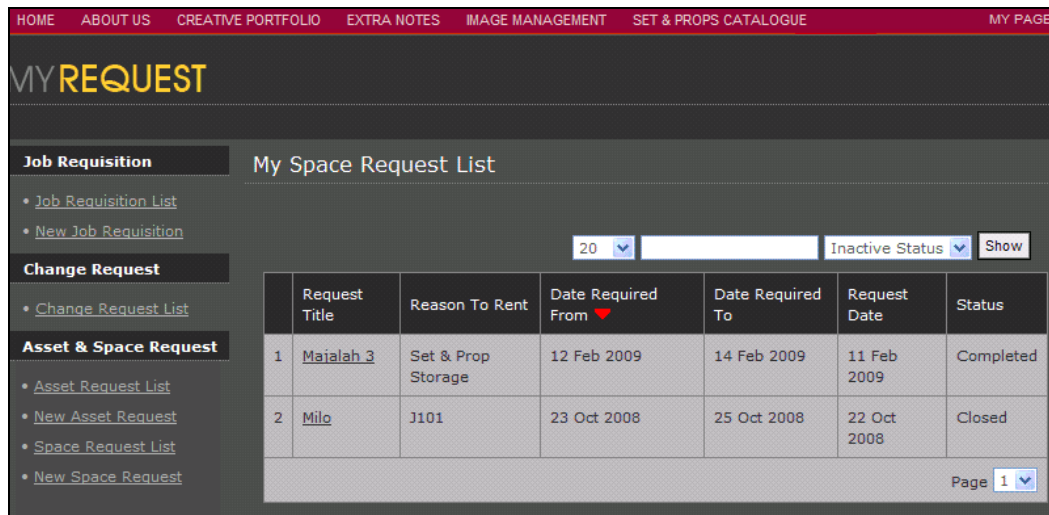
Figure 11.4 – Space Quotation

CHAPTER 12: HOW TO SIGN OFF A COMPLETED SPACE REQUEST

After the request is completed by Unit Head, requestor is required to sign off the space request.

Follow these steps to view completed space details:

1. Login as a requestor using your registered username and password.
2. Click on **MY PAGE** menu from **Figure 12.1**.

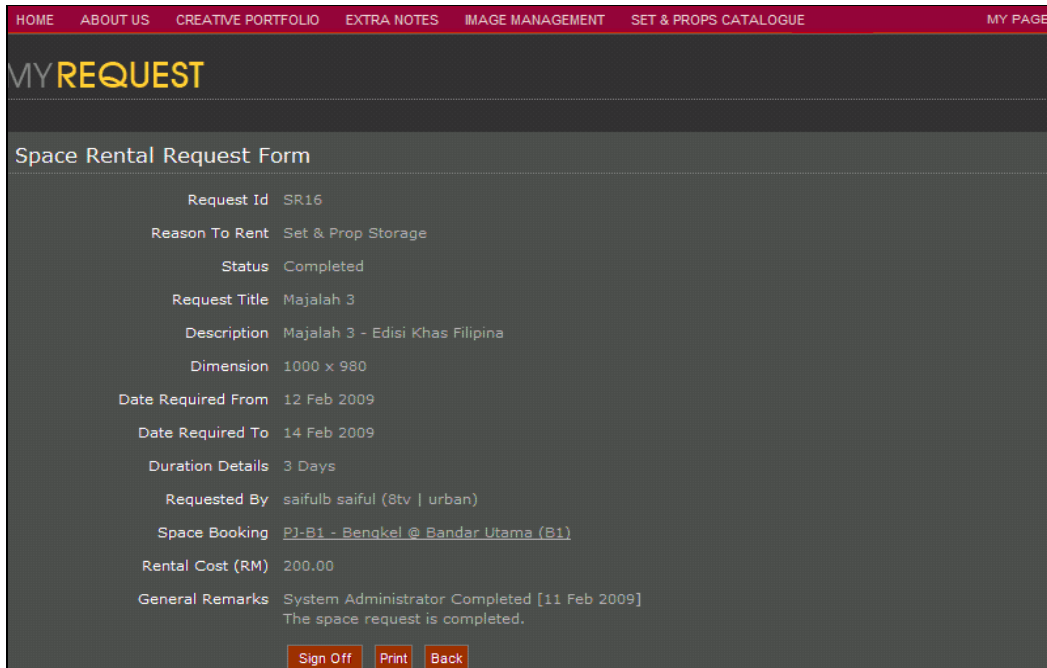


The screenshot shows the 'MYREQUEST' web application interface. At the top, there is a navigation bar with links: HOME, ABOUT US, CREATIVE PORTFOLIO, EXTRA NOTES, IMAGE MANAGEMENT, SET & PROPS CATALOGUE, and MY PAGE. Below this is the 'MYREQUEST' logo. The main content area is titled 'My Space Request List'. On the left, there is a sidebar menu with sections: 'Job Requisition' (with links for Job Requisition List and New Job Requisition), 'Change Request' (with link for Change Request List), and 'Asset & Space Request' (with links for Asset Request List, New Asset Request, Space Request List, and New Space Request). The main area contains a table with columns: Request Title, Reason To Rent, Date Required From, Date Required To, Request Date, and Status. There are also search filters for '20' and 'Inactive Status' with a 'Show' button. The table lists two requests: 'Majalah 3' (Set & Prop Storage, 12 Feb 2009 to 14 Feb 2009, Request Date 11 Feb 2009, Status Completed) and 'Milo' (J101, 23 Oct 2008 to 25 Oct 2008, Request Date 22 Oct 2008, Status Closed). A 'Page 1' dropdown is visible at the bottom right of the table.

	Request Title	Reason To Rent	Date Required From	Date Required To	Request Date	Status
1	Majalah 3	Set & Prop Storage	12 Feb 2009	14 Feb 2009	11 Feb 2009	Completed
2	Milo	J101	23 Oct 2008	25 Oct 2008	22 Oct 2008	Closed

Figure 12.1 – myPage (My Space Request List)

3. Click on **Space Request List** link to view all space request records.
4. Record with the status “Completed” indicates the space request is completed by Unit Head and awaiting requestor’s approval. Click on the Request Title to view details, as in **Figure 12.2**.

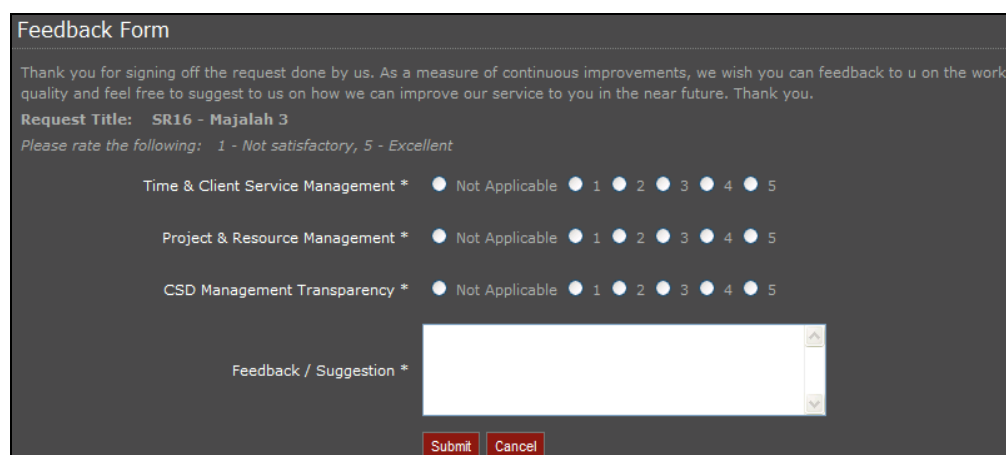


Request Id	SR16
Reason To Rent	Set & Prop Storage
Status	Completed
Request Title	Majalah 3
Description	Majalah 3 - Edisi Khas Filipina
Dimension	1000 x 980
Date Required From	12 Feb 2009
Date Required To	14 Feb 2009
Duration Details	3 Days
Requested By	saifulb saiful (8tv urban)
Space Booking	P1-B1 - Bengkel @ Bandar Utama (B1)
Rental Cost (RM)	200.00
General Remarks	System Administrator Completed [11 Feb 2009] The space request is completed.

[Sign Off](#) [Print](#) [Back](#)

Figure 12.2 – Space Rental Request Details

5. To print the request form, click on [Print](#) button.
6. Click on [Sign Off](#) to accept the completed asset request as to close the request.
7. After that, the requestor needs to fill up the feedback form and click on [Submit](#) button when it is done. Refer to **Figure 12.3**.



Feedback Form

Thank you for signing off the request done by us. As a measure of continuous improvements, we wish you can feedback to u on the work quality and feel free to suggest to us on how we can improve our service to you in the near future. Thank you.

Request Title: SR16 - Majalah 3

Please rate the following: 1 - Not satisfactory, 5 - Excellent

Time & Client Service Management * Not Applicable 1 2 3 4 5

Project & Resource Management * Not Applicable 1 2 3 4 5

CSD Management Transparency * Not Applicable 1 2 3 4 5

Feedback / Suggestion *

[Submit](#) [Cancel](#)

Figure 12.3 – Space Request Feedback Form



8. After the feedback form has been submitted, the status for the space request will change to “Closed”. Refer to **Figure 12.4**.

The screenshot shows a web interface titled "My Space Request List". At the top right, there are filters: a dropdown menu showing "20", a search input field, a dropdown menu for "Inactive Status", and a "Show" button. Below the filters is a table with the following data:

	Request Title	Reason To Rent	Date Required From	Date Required To	Request Date	Status
1	Majalah 3	Set & Prop Storage	12 Feb 2009	14 Feb 2009	11 Feb 2009	Closed
2	Milo	J101	23 Oct 2008	25 Oct 2008	22 Oct 2008	Closed

At the bottom right of the table area, there is a "Page 1" dropdown menu.

Figure 12.4 - Space Request List - status change to “Closed”