



MITI- Ministry of International Trade and Industry

MITI AP (Approved Module)

ePermit MITI AP User Guide for
Trader User Module

Prepared by Dagang Net Technologies
Version 1.0

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Section 1. Introduction

MITI is the main Government Agency in leading National EDI implementation and the lead agency for ASEAN / National Single Window. It is also the main driving force for e-Commerce implementation in Malaysia.

1.1. Approved Permit (AP)

CUSTOMS ACT 1967 under CUSTOMS (PROHIBITED OF IMPORTS & EXPORT) ORDER 1998, the importation/ exportation of goods specified in column (2) and (3) of the Second Schedule of Customs Act is prohibited, EXCEPT import and export license had been granted and subject to condition specified in the license.

1.2. What is ePermit-MITI (AP)?

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

By using the application, the I/E will be able to supply and manage permit via online and next to track the application progress subsequently.

MITI will be able to view and process the application submitted by I/E either by approving or rejecting it in ePermit system. All approved applications will then be sent via DNT XIB system to KDRM for their processing, where the application status will be updated in ePermit.

1.3. How Does ePermit Benefit Me?

- Reduces Turnaround time – faster processing of permit by OGA
- 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. For example Tariff Codes, Location Codes.

1.4. Who Should Read This Publication?

ePermit is designed to accommodate the specific requirements of each OGA, for example consignment details, quota details, grading

summary and product database. There are three modules assigned to different groups of users such as Importers / Exporters, Forwarding Agents and Other Government Agencies.

This publication (or topic collection) is intended for MITI (Ministry of International Trade and Industry)

1. Trader User (Importer / Exporter) Module

Enabling the Trader User to apply for permits and apply permit cancellation. It also able to execute other related actions to permit application, for example print permit etc.

2. Trader Admin Module

Enabling the maintenance of all Trader User Accounts and other needs by Trader User while applying the permits. It also holds additional responsible on other needs for example generating reports etc.

3. MITI Verifier

Enabling permit application verification and approval of permit cancellation application.

4. MITI Approver

Enabling permit application approval.

5. MITI Registration

Enabling to process/ approve registration application, where username and password will be issued to user. It also enable user to add in new AP Types in Additional Registration.

6. MITI Admin

Enabling maintrnance of all OGA User Accounts (Regiistration Approval and Permit Approval) and other needs OGA User while processing the permits. It also holds additional responsible on authority needs for example generating reports etc.

1.5. Requirements to Use ePermit

ePermit is a web based application. Therefore, there is no installation required. All is needed are:

- User is registered with Dagang Net ePermit services
- Personal Computer / Laptop / Notebook installed with web browsers as follows:
 - Mozilla Firefox
 - Chrome version 10 and above
- Internet Connection

1.6. About This Publication

This publication documents is to provide overview on how User can apply for permits or permit cancellation and deeper understand on ePermit (AP) System with step by step help.

1.7. ePermit Publications

Get the right publications based on your ePermit- MITI (AP) subscription by referring to the table 1.

Publication Title	Document ID
ePermit – MITI (AP) User Manual for Trader User	
ePermit – MITI (AP) User Manual for Trader Admin	
ePermit – MITI (AP) User Manual for PIA (Verifier)	
ePermit – MITI (AP) User Manual for PIA (Approver)	
ePermit – MITI (AP) User Manual for PIA (Registration)	
ePermit – MITI (AP) User Manual for PIA (Admin)	

1.8. Support Information

Should there are any issues arise from using ePermit, please contact Dagang Net's Careline;

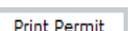
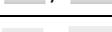


Call Us **1300 133 133**



Email Us **careline@dagangnet.com**

1.9. Convention

Icon / Button	Description	Function (s)
	Sign In	To sign in to the Permit application
	Sign out	To log out of the Permit application
	Edit Profile	To edit profile
	Help	To view quick guide
	Search Text Box	To search for a particular application or item in a list
	Search	To search for a particular list
	Show	To show filtered search result
	Apply	To apply import/export permit
	Submit	To submit permit application
	Verify	To verify the transaction
	Reject	To reject the transaction
	Print Permit	To print the permit
	Print	To print generated report
	Reset	To undo changes
	Cancel	To exit / return
	Close	To close pop-up window
	Save	To save changes made
	Back to Main	To return to Main page
	Checkbox	To tick ✓ for selection and untick to deselect
	Previous	To go to previous/first page of a list
	Next	To go to next/last page of a list
	Calendar	To view calendar
	Dropdown list box	To select a particular page, number of rows, an item, or task from a list
	Month dropdown list box	To navigate and select a particular month
	Year dropdown list box	To navigate and select a particular year
	View	To view details of a particular item
	Radio Button	To select item
	Ascending / Increasing	To view transactions in ascending/increasing order (smallest to largest/earliest to latest) for columns in View Transactions screen

	Descending / Decreasing	To view transactions in descending/decreasing order (largest to smallest/latest to earliest) for columns in View Transactions screen
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1.10. References

None

Section 2. Getting started with ePermit

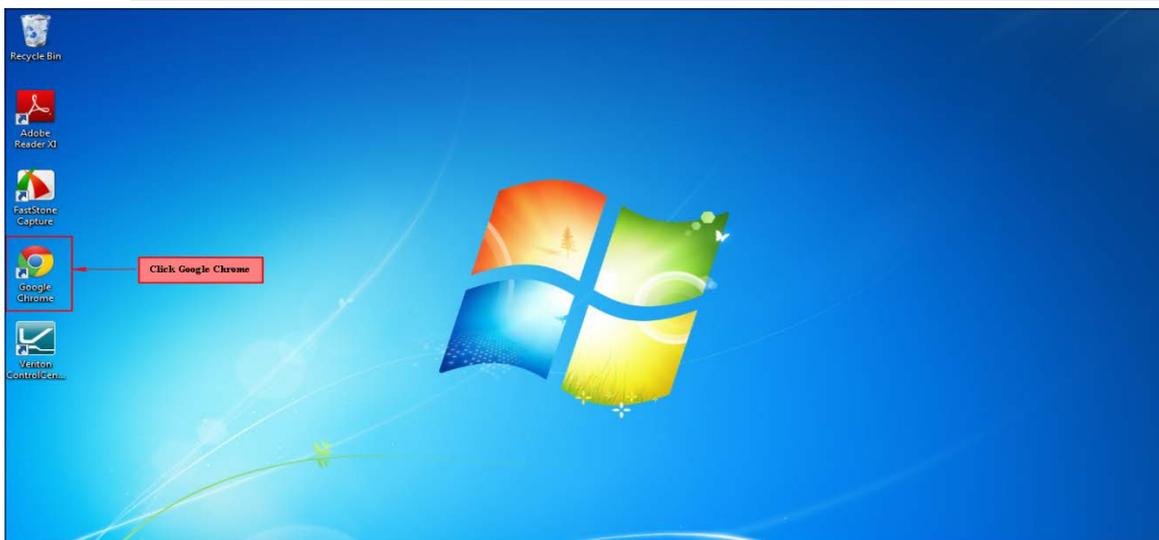
2.1. Log in

Before logging in, you must ensure that you have the correct username and password.

- You may login via newepermit.dagangnet.com.my/epermit/login/login.html
- ePermit is supported by Google Chrome and Mozilla Firefox.

To login, please follow the steps below:

2.1.1. Launch Google Chrome Browser



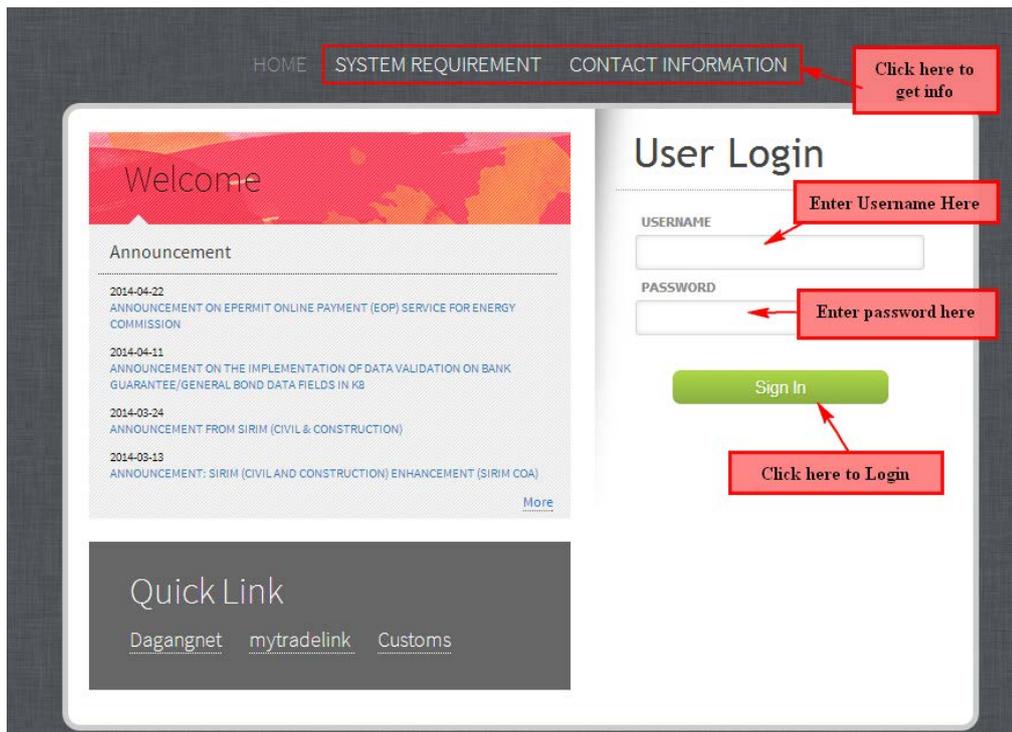
- In your PC desktop, double click the Google Chrome to launch it.

2.1.2. Enter URL (Uniform Resource Locator) At Address Bar



- In Chrome, go to address bar.
- Enter: newepermit.dagangnet.com.my/epermit//login/login.html

2.1.3. Enter Username and Password



- i. Enter **Username** and **Password**.
- ii. Click on the  button to access the system.
- iii. The main screen of system will be display as below.



e-Permit Applications

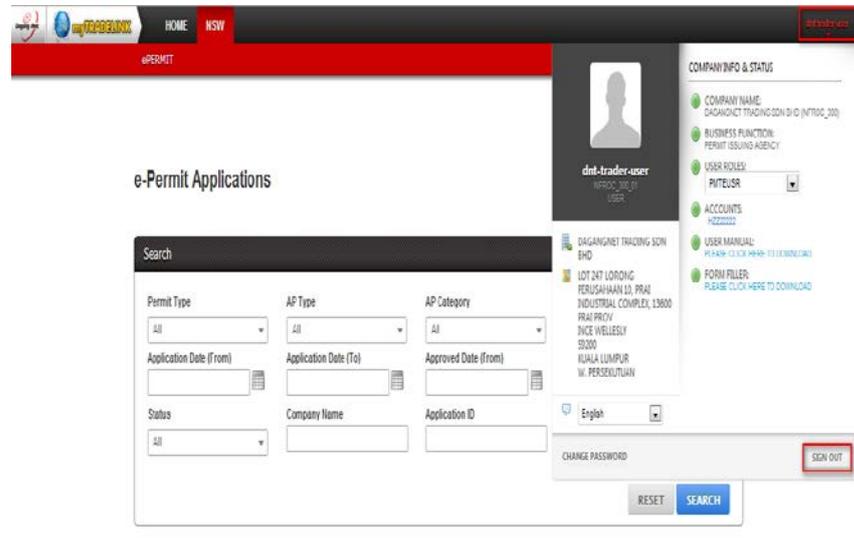
The screenshot shows the 'e-Permit Applications' search form. It includes a search bar and several filters: Permit Type, AP Type, AP Category, AP Sub-category, Application Date (From), Application Date (To), Approved Date (From), Approved Date (To), Status, Company Name, and Application ID. There are 'RESET' and 'SEARCH' buttons at the bottom right of the form.

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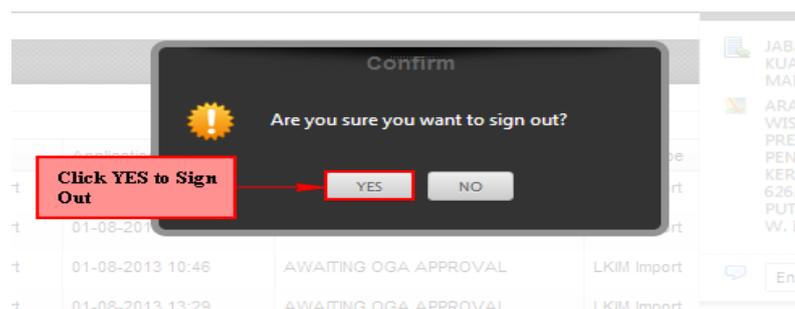
2.2. Sign Out

Once done with the application tasks, you are advised to sign out from ePermit.

To sign out, please follow the steps below:



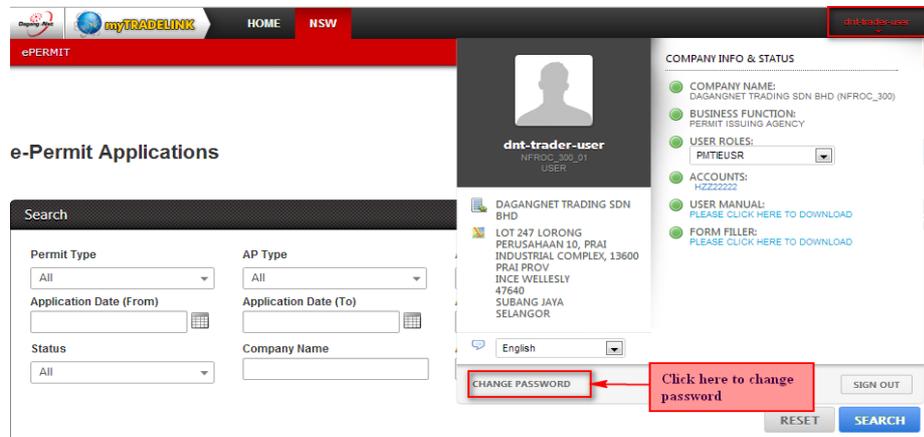
- i. Click the  button to view the **Sign Out** button.
- ii. **User Info and Status** will be display.
- iii. Click the  button to signout.
- iv. A **Sign Out Notification** will be display as below.
- v. Click  to Sign out.



2.3. Manage Password

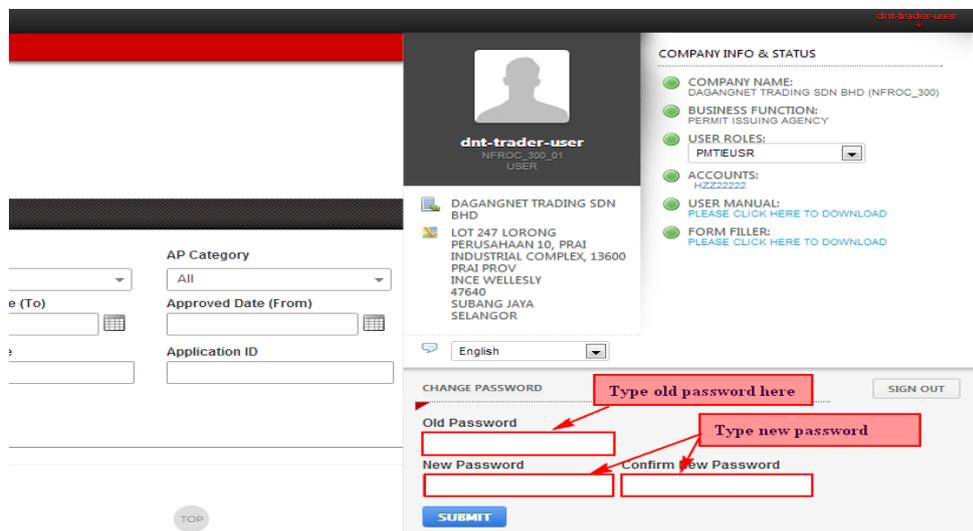
You can manage or change your password, if required.

To manage password, please follow below steps.



The screenshot shows the user profile page for 'dnt-trader-user'. The 'COMPANY INFO & STATUS' section is visible on the right, listing company details and user roles. A red box highlights the 'CHANGE PASSWORD' button, with an arrow pointing to it from a red callout box that says 'Click here to change password'.

- i. Click the **manage password** button to view the **Manage Password** button.
- ii. User **Info and Status** will be display as above.
- iii. Click the **MANAGE PASSWORD** button to change the password.
- iv. Password details will be display as below.



The screenshot shows the 'CHANGE PASSWORD' form. It includes three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Red callout boxes with arrows point to each field, containing the text 'Type old password here', 'Type new password', and 'Confirm New Password' respectively. A 'SUBMIT' button is located at the bottom of the form.

- v. Type old password.
- vi. Type new password.
- vii. Type new password again to confirm.
- viii. Click **Submit** button to change password.

Section 3. Permit Application

3.1. Apply Permit

To apply export permit, please follow the steps below:

3.1.1. View Create Permit Application Screen

The screenshot shows the top navigation bar with 'LINK', 'HOME', and 'NSW' tabs. The 'NSW' tab is selected and has a '1' next to it. Below the navigation bar is the 'ePERMIT' menu with options: 'Create Permit Application' (marked with a '2'), 'Search Applications', and 'eDeclare Update'. A red callout box points to 'Create Permit Application' with the text 'Click here to apply permit'. Below the menu is a search filter panel with the following fields:

Permit Type	AP Type	AP Category	AP Sub-category
All	All	All	All
Application Date (From)	Application Date (To)	Approved Date (From)	Approved Date (To)
Status	Company Name	Application ID	
All			

Buttons: RESET, SEARCH

- i. After login, system will show above screen. Click on the **NSW** tab.
- ii. Click on **ePermit** tab.
- iii. Click on **Create Permit Application**
- iv. Below screen will appear

The screenshot shows the 'Create Permit Application' form. The navigation bar is the same as in the previous screenshot. The form title is 'Create Permit Application'. The form fields are:

Permit Type *	AP Type *	Category Name *	Sub Category Name *
Please select	Please select	Please select	Please select
No. of Forms *	Branch *	Organization Type	
1	Please select	B	

Button: CREATE

3.1.2. Insert Details for Permit Application

The screenshot shows the 'Create Permit Application' form with the following fields and values:

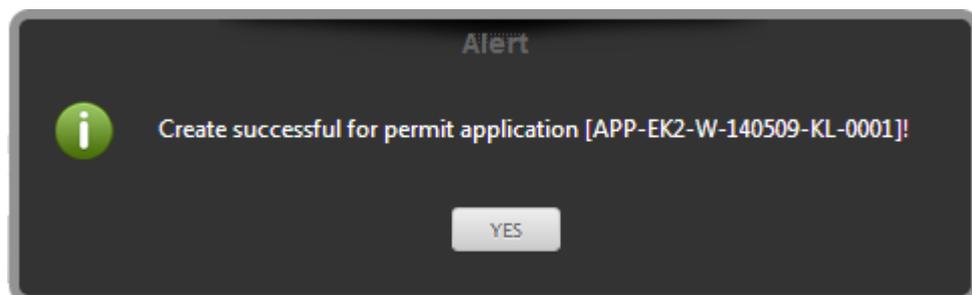
- Permit Type: MITI Export
- AP Type: CEMENT
- Category Name: PORTLAND CEMENT
- Sub Category Name: PORTLAND CEMENT
- No. of Forms: 1
- Branch: MITI KL - EPERMIT
- Organization Type: B

Red callout boxes and arrows indicate the following steps:

- Click here to choose your permit details (pointing to the dropdown menus)
- Click here to create permit (pointing to the 'CREATE' button)

Click on the drop down buttons to choose:

1. **Permit Type.**
2. **AP Type**
3. **Category Name**
4. **Sub Category Name**
5. **MITI Branch.**
6. Click the **CREATE** button to create permit
7. A successful notification will appear as below.
8. Click **YES**



3.1.3. Permit Details

After permit is created, screen for Permit details will appear as below. Company information will auto upload based on company registration's information.

Permit 1 of 1: MIT052014000034

[BACK TO APPLICATION](#)

Application

Permit Issuing Agency (PIA) PIA Branch

Application ID Permit No. Permit Type AP Type

AP Category AP Subcategory Application Date Export Date *

Consignor Details

ROC / ROB *

Name *

Address *

Consignee Details

ROC / ROB

Name *

Address *

Agent Details

Agent Code

Name

Address

Applicant Details

Name *

IC No. / Passport No. * Designation * Phone No. * Fax No. *

Email

Application Details

Mode Of Transport * Transport / Voyage / Flight / Conveyance No. * Purpose * Trader Reference No.

Country Of Origin * Customs Station Code * Final Destination Country Of Final Destination *

Application Remarks

Port / Place Of Export *

Port Of Discharge *

Other Details

Amount Received / To Be Received Currency Code Exchange Rate Equivalent (MYR) = (Exchange Rate x Amount Received)

Gross Weight (KG) Unit FOB (MYR) Freight (MYR) Insurance (MYR)

Flight Date / Time Measurements (Cubic Meter) Number Of Packages * Package Type *

Special Treatment ETA ETD

Via (Transshipment Cargo Only) Payment Of Goods Received / To Be Received From

Marks And Nos. / Container Nos.

Package Description

Description Of Goods *

Items

Tariff Code *

Unit Of Measurement Quantity * (e.g. 1234567.1234)

Tariff Description *

Price Per Unit * (e.g. 123456789.12) Ozetted Price Total Price * (e.g. 123456789123456.12)

[RESET](#) [CONTINUE](#)

- i. Fill up all the required details. The red box/info is mandatory.
- ii. Type in the details or click on the button to view list of registered info as below (if any). Choose the preferred info by click on the button and details will auto upload.

Address *
 LOT 247 LORONG... REAL COMPLEX, 13600 PR... PROV INCE WELLESLY 47640 SUBJ... JAYA SELANGOR

Details will auto reload

Consignee Details

ROC / PAB
 12345

Click here to view details

Details

Select	ROC	Name	Address 1	Address 2	Address 3
<input type="button" value="SELECT"/>	12345	the-company	the-company1 the-company2	the-company 123456 my my AMERICAN	TROPICS
<input type="button" value="SELECT"/>		ACE PRIVATE LIMITED	123 CECIL STREET JURONG HIGHWAY	SINGAPORE	
<input type="button" value="SELECT"/>		FHARID IMPORTER LIMITED	1234567890123456789012345	ABCDEFGHIJKLMNQRSTU VWXYZABC	12345678901234567890
<input type="button" value="SELECT"/>		COCO LIMITED	Street of Chaina Street of Chaina	2 Street of Chaina 3 Jurong	SINGAPORE
<input type="button" value="SELECT"/>	test_123	test consignee name	no 123, jalan bangia taman jasa	lorong seputeh 1 batu caves 898689	selayang selangor MALU
<input type="button" value="SELECT"/>		IMPORTER EKIN 1	IMPORTER ADDRESS 1 IMPORTER	ADDRESS 2 IMPORTER ADDRESS 3	

Name *
 the-company

Address *
 the-company1 the-company2 the-company 123456 my my AME TROPICS

Agent Details

- iii. Once completed, click on the **CONTINUE** button at the bottom of the page as below figure. (This button will only available once all the mandatory details were completed.)

Tariff Code *
 021020900

Unit Of Measurement
 KGM

Quantity * (e.g. 1234567.1234)
 4000

Tariff Description *
 --Other

Price Per Unit * (e.g. 123456789.12) 2000

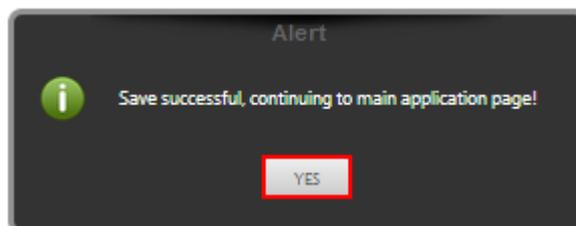
Gazetted Price

Total Price * (e.g. 1234567890123456.12) 8000000.00

Click here once completed

RESET **CONTINUE**

- iv. A successful notification will appear as below. Click the **YES** button.



3.1.4. Supporting Document

After completed above steps, below screen will appear.

Permit Application: APP-EK2-W-140519-PG-0001

[BACK TO MAIN](#)

Application Status
Application Status: DRAFT Application Date: 19-05-2014 16:14:08 Permit Type: MITI Export AP Type: CEMENT
Product Category: PORTLAND CEMENT Product Sub Category: PORTLAND CEMENT Company Name: DAGANGNET TRADING SDN BHD
Number of Permits: 1

Permit Details
[Click here to go to permit details screen](#)

Edit	Permit ID	Tariff Code	Description	Quantity	Status	Complete?
EDIT	MIT052014000046	021000900	--Other	4000	Draft	Y

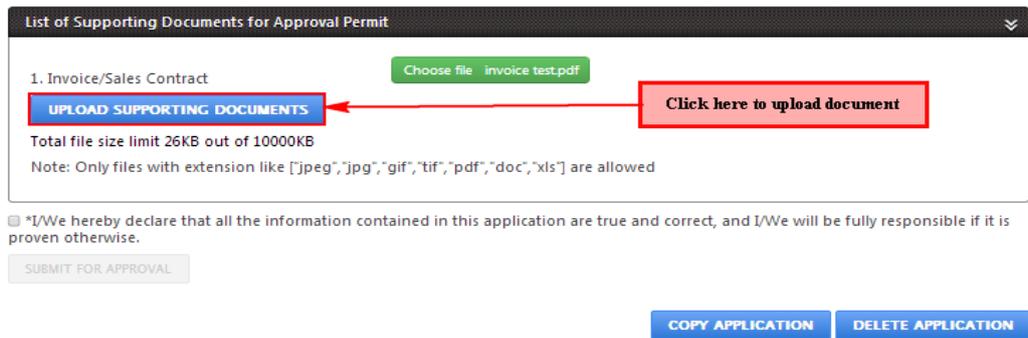
10 Page 1 of 1 Displaying 1 to 10 of 1 items

List of Supporting Documents for Approval Permit
1. Invoice/Sales Contract [Choose file](#)
[UPLOAD SUPPORTING DOCUMENTS](#)
Total file size limit 0KB out of 10000KB
Note: Only files with extension like [".jpeg", ".jpg", ".gif", ".tif", ".pdf", ".doc", ".xls"] are allowed
 I/We hereby declare that all the information contained in this application are true and correct, and I/We will be fully responsible if it is proven otherwise.
[SUBMIT FOR APPROVAL](#)

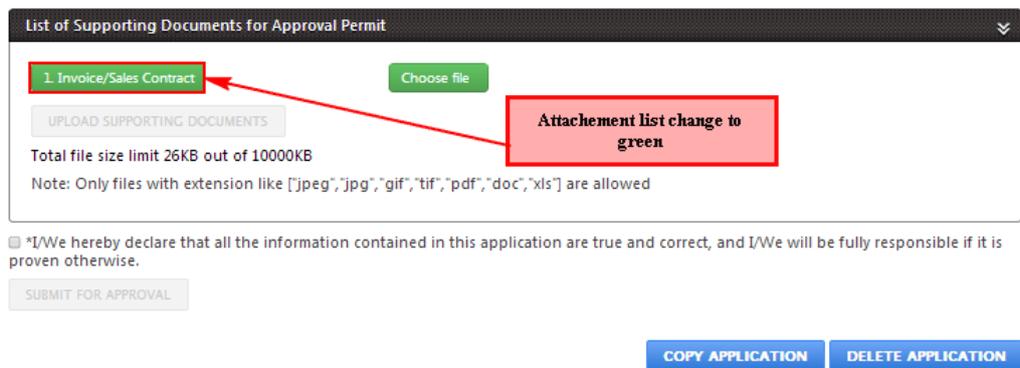
[COPY APPLICATION](#) [DELETE APPLICATION](#)

TOP

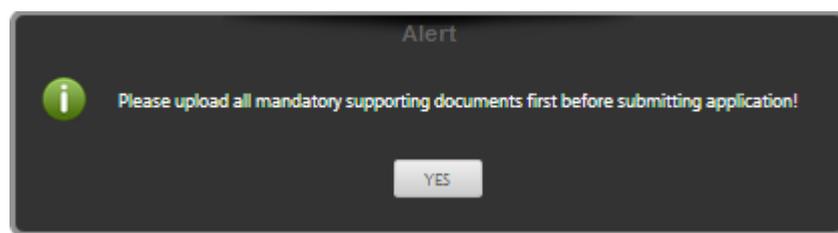
- i. Application Code status will be displayed as above.
- ii. To check or edit permit details again, click on the [EDIT](#) button as figure above and you will be directed back to the previous screen (permit details).
- iii. If there's any amendment required, please follow step 3 above.
- iv. In order to submit for approval, attachment of supporting documents (invoice/ sales contract, etc) are required. Only files with extension like "jpeg" , "jpg" , "gif" , "tif" , "gif" , "pdf" , "doc" , "xls" are allowed.
- v. Click on the [Choose file](#) button to choose your supporting document.
- vi. Choose your document. Document size is limited to 10000kb.
- vii. Click on the [UPLOAD SUPPORTING DOCUMENTS](#) button as below.



- viii. Once upload is completed, the document list will change to green as below.



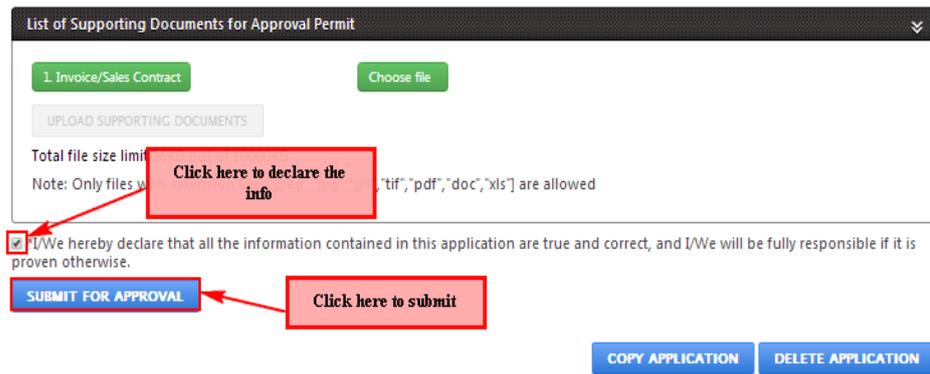
- ix. To add other supporting document, please repeat step v to vii above.
- x. To check or download the attached supporting document, click on the green attachment list.
- xi. If there is no mandatory supporting documents were attached, a reminder will be shown as below. Click to upload the documents as above.



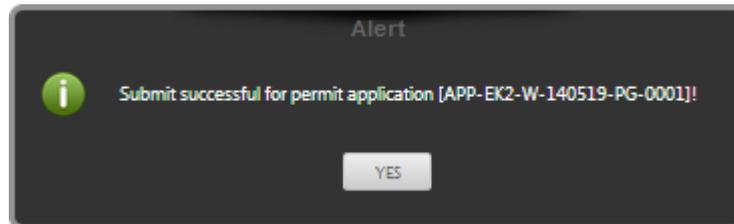
3.1.5. Declaration

Before any submission, a declaration on information given is required.

- i. Click on the button and the submit button will be available.
- ii. Click on the button to request for approval as below.



iii. A successful notification will appear as below. Click button

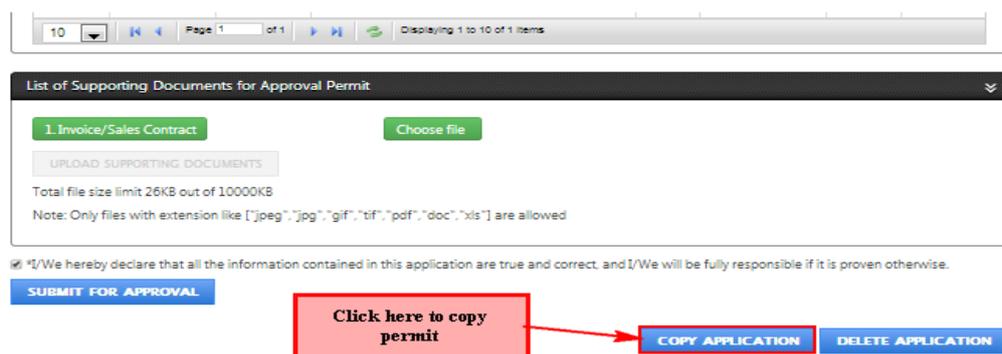


iv. After submission was successful, application status will change to Awaiting OGA Approval.

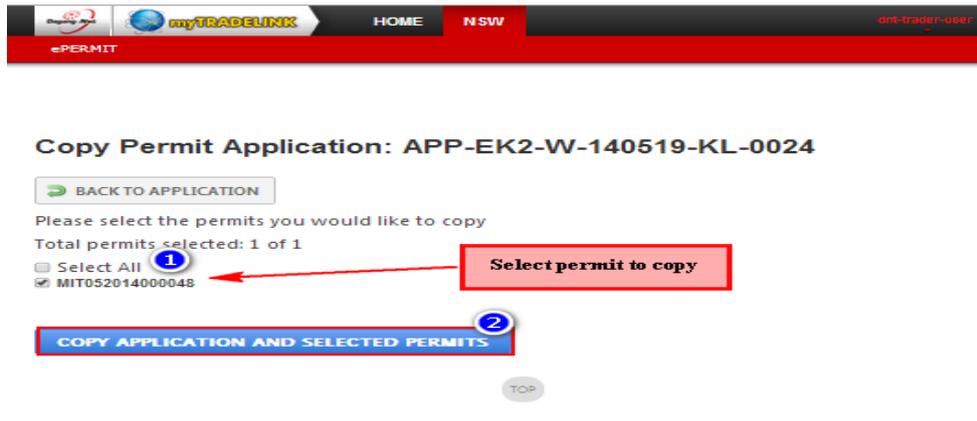
3.1.6. Copy application (if any)

This system allowed copying information from existing permit so that users do not have to retype all the required details again. However, you are encouraged to check the validity of the info and change it if necessary.

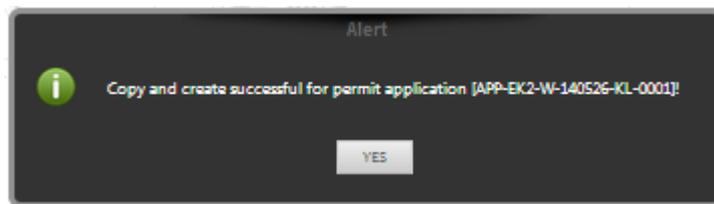
Steps to copy application as below:



i. Click on the button and below screen will be shown

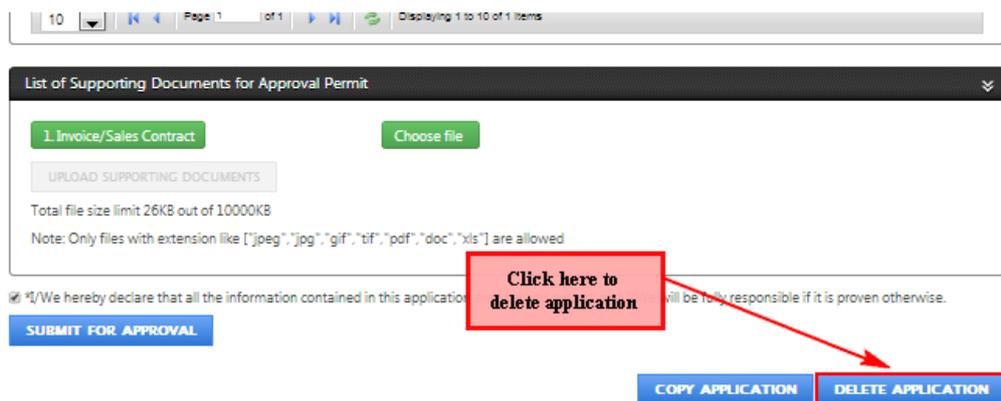


- ii. Select the preferred permit to copy
- iii. Click the **COPY APPLICATION AND SELECTED PERMITS** and a notification as below will shown

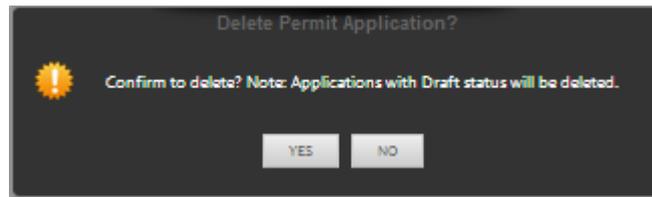


- iv. Click Yes.
- v. A Permit details screen will be shown as the selected copies permit, except for Export Date and Items details which need to fill up again.

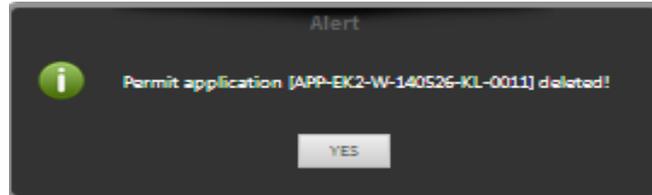
3.1.7. Delete Application



- i. Click the **DELETE APPLICATION** button.
- ii. A notification to confirm deletion will appear as below.
- iii. Click **YES** button. If click **NO**, the system will be directed back to permit previous screen.



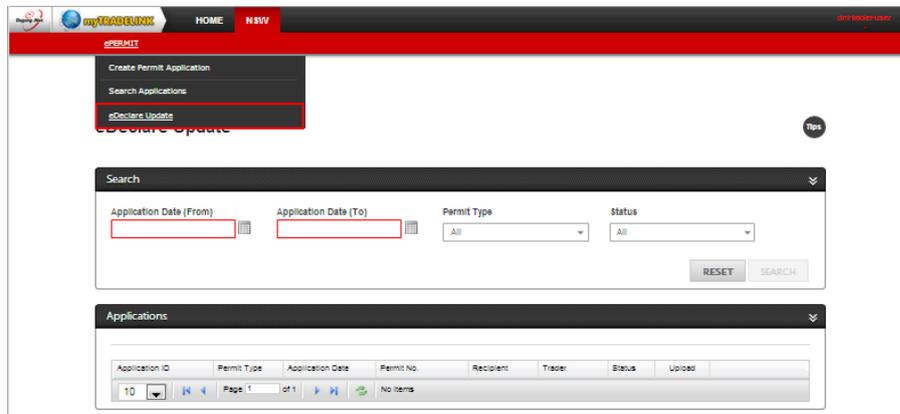
- iv. A notification on deleted permit will be shown as below.
- v. Click and screen will be directed back to Home screen.



Section 4. eDeclare Update

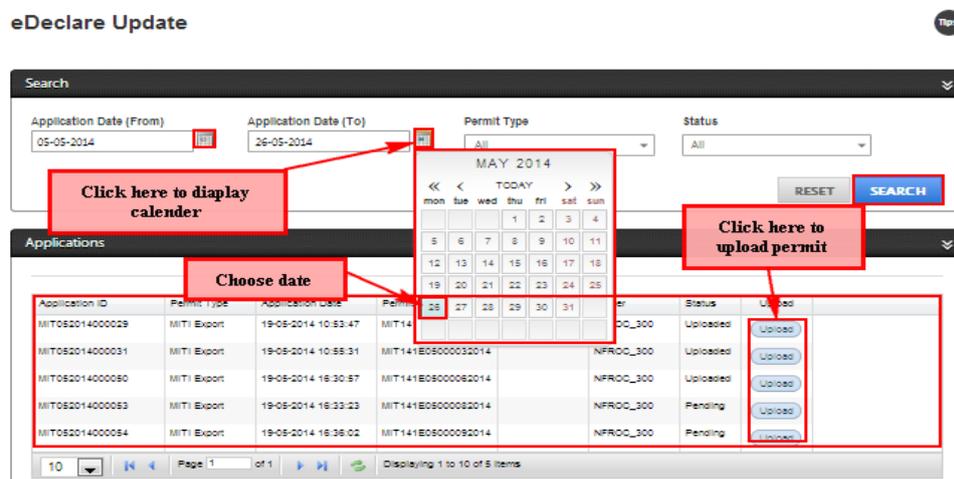
To update eDeclare, please follow below steps;

4.1. View the eDeclare Update Screen



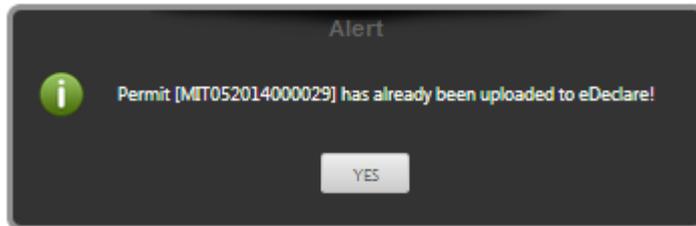
- i. After login, system will show above screen. Click on the **NSW** tab.
- ii. Click on **ePermit** tab.
- iii. Click on **eDeclare Update**

4.2. eDeclare Update



- i. Click  to view the calendar
- ii. Pick any **“Application Date (From)”** e.g: **5/05/2014** and any **“Application Date (To)”** e.g. **26/05/2014**
- iii. Click **SEARCH** to view search result.
- iv. The result will shown as above
- v. Click **Upload** to upload the permit

- vi. Click  to reset the search
- vii. A notification of permit uploaded will appear as below
- viii. Click  to go back to previous screen



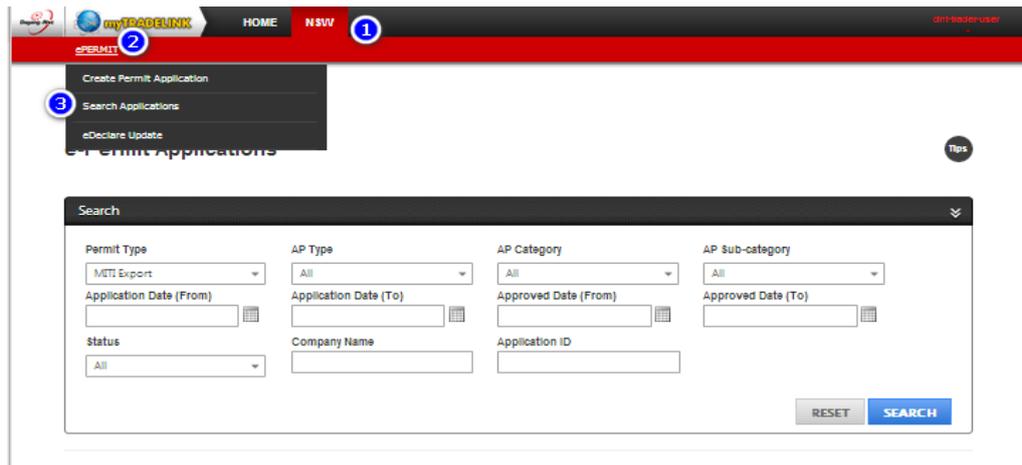
* Please applied same steps to upload by **Permit Type** or **Status**

Section 5. Advance Search and Navigation

5.1. Advance Search

Permit can be search by Permit Type, AP Type, Application Date, Approve Date, Status, Company Name, Application ID or any combination of this. For example, by Permit Type and Status

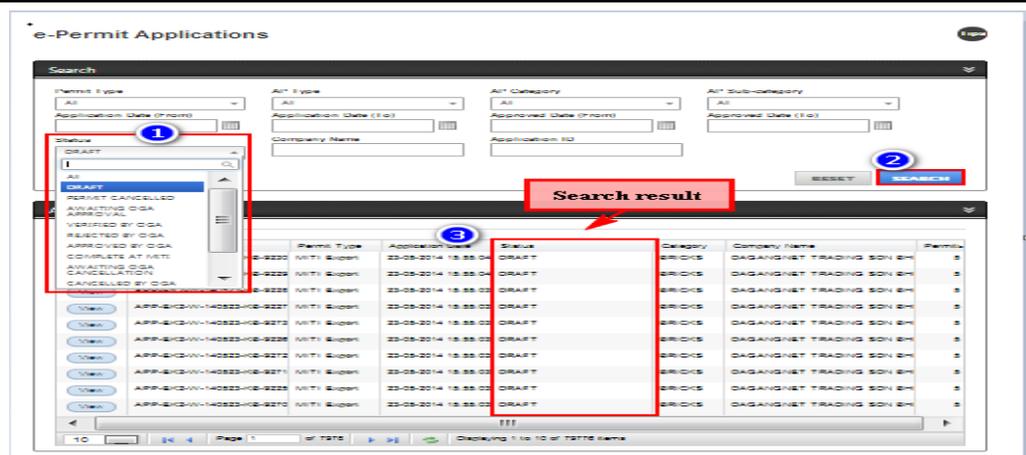
To view permits, please follow the steps below:



- i. Go to NSW menu bar
- ii. Go to ePermit
- iii. Click on the Search Application

You may search for a permit application by one of the following methods;

5.1.1. Filter by Status



- i. Click on at **Status** to view list of status. Select a status; e.g: **Draft**.
- ii. Click to view search result.
- iii. The result will shown as above;

- iv. Click **RESET** to reset the search.

5.1.2. Filter by Application Date or Approved Date

e-Permit Applications Tip

Search

Permit Type: All | AP Type: All | AP Sub-category: All

Application Date (From): 01-05-2014 | Application Date (To): 24-05-2014 | Approved Date (From): | Approved Date (To):

Status: All | Company Name: | **RESET** **SEARCH**

Click here to view the calendar

MAY 2014

<<	<	TODAY	>	>>		
mon	tue	wed	thu	fri	sat	sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 24, 2014

Pick date

Search result

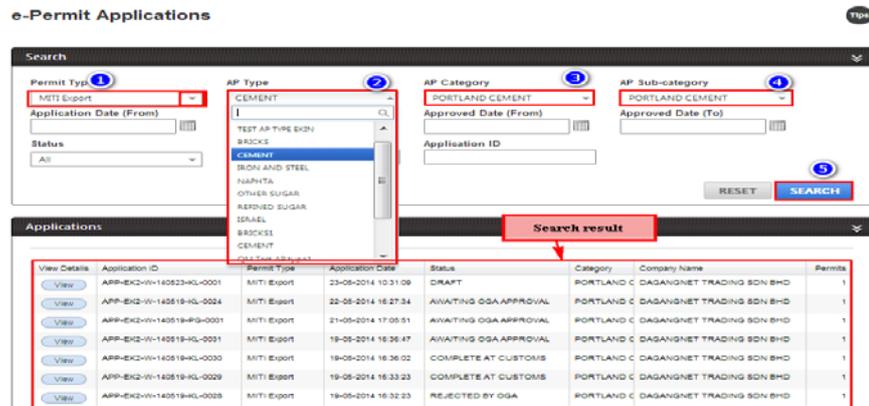
View Details	Application ID	Permit Type	Application Date	Status	Category	Company Name	Permits
View	APP-EK2-W-140516-KL-0001	MITI Export	19-05-2014 10:30:32	VERIFIED BY OGA	PORTLAND C	DAGANGNET TRADING SDN BHD	1
View	APP-EK2-W-140516-KL-0005	MITI Export	16-05-2014 17:01:47	DRAFT	HS 7902-ZINC	DAGANGNET TRADING SDN BHD	1
View	APP-EK2-W-140516-KL-0004	MITI Export	16-05-2014 15:15:43	COMPLETE AT MITI	PORTLAND C	DAGANGNET TRADING SDN BHD	3
View	APP-EK2-W-140516-KL-0002	MITI Export	16-05-2014 15:12:13	WAITING OGA APPROVAL	BRICKS	DAGANGNET TRADING SDN BHD	1
View	APP-EK2-W-140516-KL-0003	MITI Export	16-05-2014 15:08:01	COMPLETE AT CUSTOMS	BRICKS	DAGANGNET TRADING SDN BHD	6
View	APP-EK2-W-140516-KL-0001	MITI Export	16-05-2014 12:33:15	WAITING OGA APPROVAL	BRICKS	DAGANGNET TRADING SDN BHD	1

- iv. Click  to view the calendar
- v. Pick any “**Application Date (From)**” e.g: **1/05/2014** and any “**Application Date (To)**” e.g. **24/05/2014**
- vi. Click **SEARCH** to view search result.
- vii. The result will shown as above
- viii. Click **RESET** to reset the search

* Please applied same steps to search for Approved Date

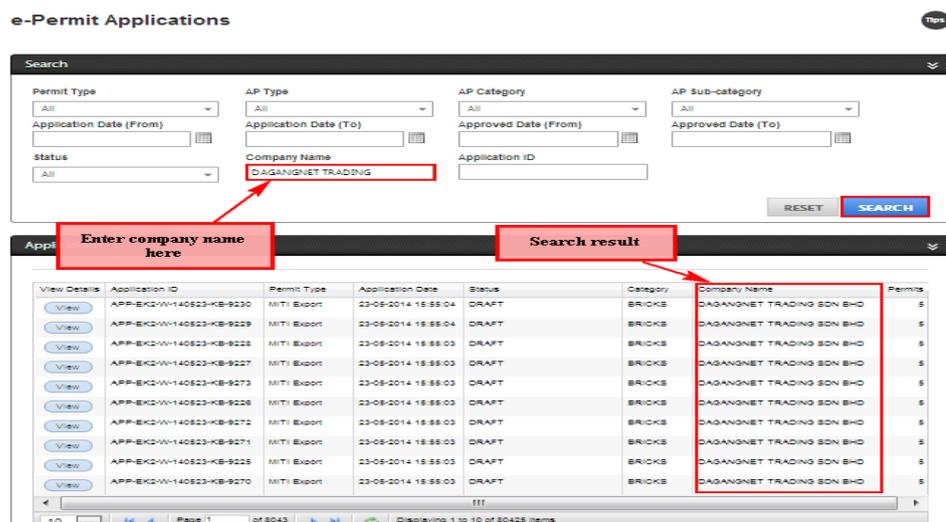
5.1.3. Filter by Permit Type

To search by Permit Type, please follow the steps below to view the drop down list/choice.



- i. Click to select **Permit Type**; e.g: MITI Eksport
- ii. Click to select **AP Type**; e.g: Cement
- iii. Click to select **AP Category**; e.g: Portland Cement
- iv. Click to select **AP Sub-Category**; e.g: Portland Cement
- v. Click button to view search result.
- vi. Click to reset the search

5.1.4. Filter by Company Name



- vii. Enter **Company Name** in the column.
- viii. Click button to view search result.
- ix. Click to reset the search

5.1.5. Filter by Application ID

e-Permit Applications Tips

Search

Permit Type <input type="text" value="All"/>	AP Type <input type="text" value="All"/>	AP Category <input type="text" value="All"/>	AP Sub-category <input type="text" value="All"/>
Application Date (From) <input type="text"/>	Application Date (To) <input type="text"/>	Approved Date (From) <input type="text"/>	Approved Date (To) <input type="text"/>
Status <input type="text" value="All"/>	Company Name <input type="text"/>	Application ID <input type="text" value="APP-EX-2-W-140523-KB-9230"/>	

Applications

Search Result **Enter application ID here**

View Details	Application ID	Permit Type	Application Date	Status	Category	Company Name	Permits
<input type="button" value="View"/>	APP-EX-2-W-140523-KB-9230	MITI Export	23-05-2014 15:55:04	DRAFT	BRICKS	DAGANGNET TRADING SON BHD	5

Page 1 of 1 Displaying 1 to 10 of 1 items

- i. Enter **Application ID**.
- ii. Click button to view search result.
- x. Click to reset the search

5.2. Additional Features

There are a few additional features in Permit screen:

5.2.1. Number of Transaction Display

10 transaction displayed

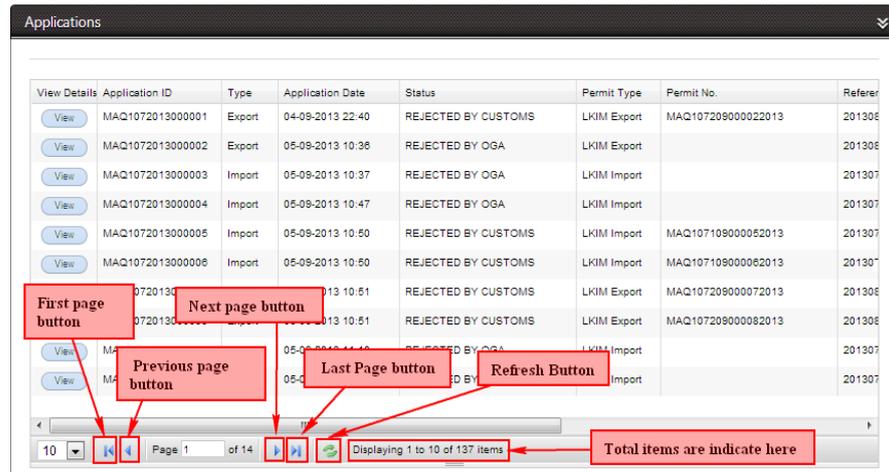
View Details	Application ID	Type	Application Date	Status	Permit Type	Reference No.	Category
<input type="button" value="View"/>	MAQ107201300003	Import	06-09-2013 12:20	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	IT
<input type="button" value="View"/>	MAQ107201300003	Import	09-09-2013 12:04	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	IT
<input type="button" value="View"/>	MAQ107201300005	Import	10-09-2013 11:40	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD
<input type="button" value="View"/>	MAQ107201300007	Import	10-09-2013 17:19	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD
<input type="button" value="View"/>	MAQ107201300007	Import	10-09-2013 17:19	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD
<input type="button" value="View"/>	MAQ107201300007	Import	10-09-2013 17:19	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD
<input type="button" value="View"/>	MAQ107201300007	Import	10-09-2013 17:20	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD
<input type="button" value="View"/>	MAQ107201300005	Import	12-09-2013 16:44	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD
<input type="button" value="View"/>	MAQ107201300005	Import	12-09-2013 16:44	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD
<input type="button" value="View"/>	MAQ107201300005	Import	12-09-2013 16:44	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD

Page 1 of 2 Displaying 1 to 10 of 12 items

Choose no. of transactions display per page

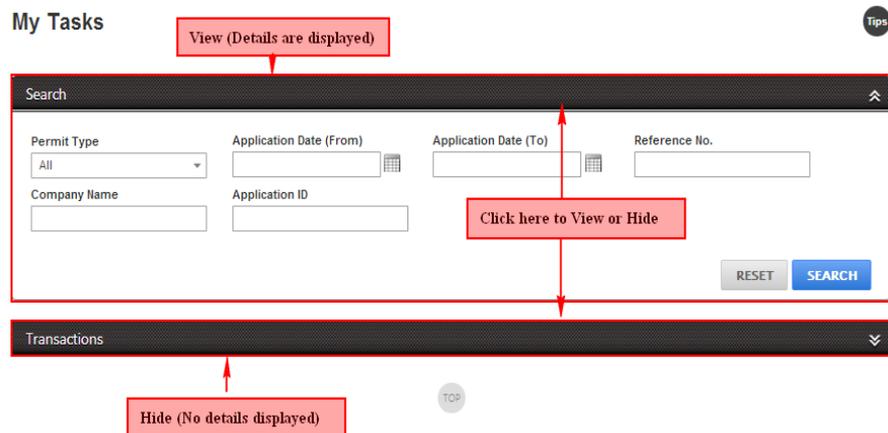
- i. Select a number from the drop down list box. The above transactions are searched to select number of transaction display.

5.2.2. Page number Layout



- i. Click  to navigate to the previous number of page.
- iv. Click  to navigate to the next number of page.
- v. Click  to navigate to the first page.
- vi. Click  to navigate to the last page.
- vii. Click  to refresh the page.
- viii. The summary of diplayed items are dispalyed next to the refresh button as above.

5.2.3. View and Hide Function



1. Click on the **title bar** to view details.
2. Click on the **same title bar** again to hide the details.