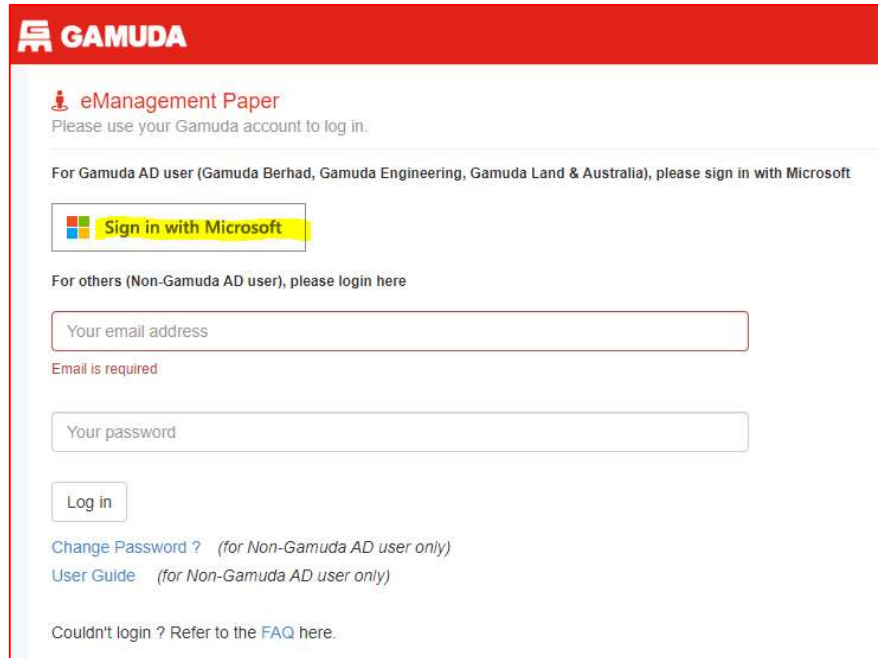# FAQ for e-Management Paper (eMP)

1. **How do I access to e-Management Paper (eMP) for Gamuda AD user (Gamuda Berhad, Gamuda Engineering, Gamuda Land & Australia)?**
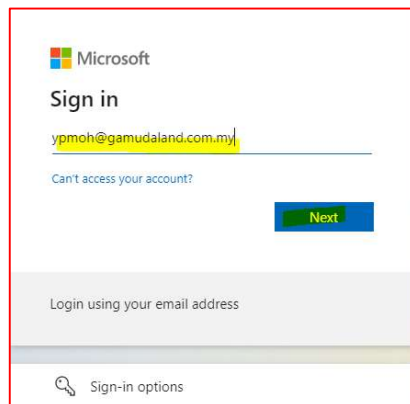
    To access to eMP, you have to key-in the URL **emp.gamuda.com.my** to the web browser.
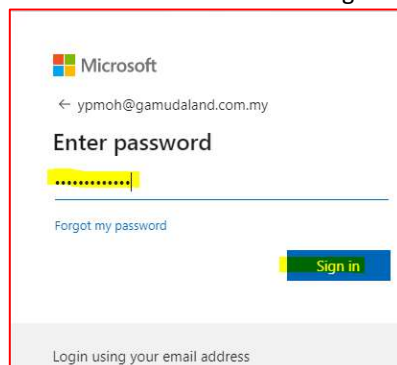
    a. Click on Sign in with Microsoft

    b. Enter in email address then click next

    c. Enter Password then click on Sign in button.

2. **Why does the screen pop up keep asking for Pick an account (Which account do you want to sign out of)?**
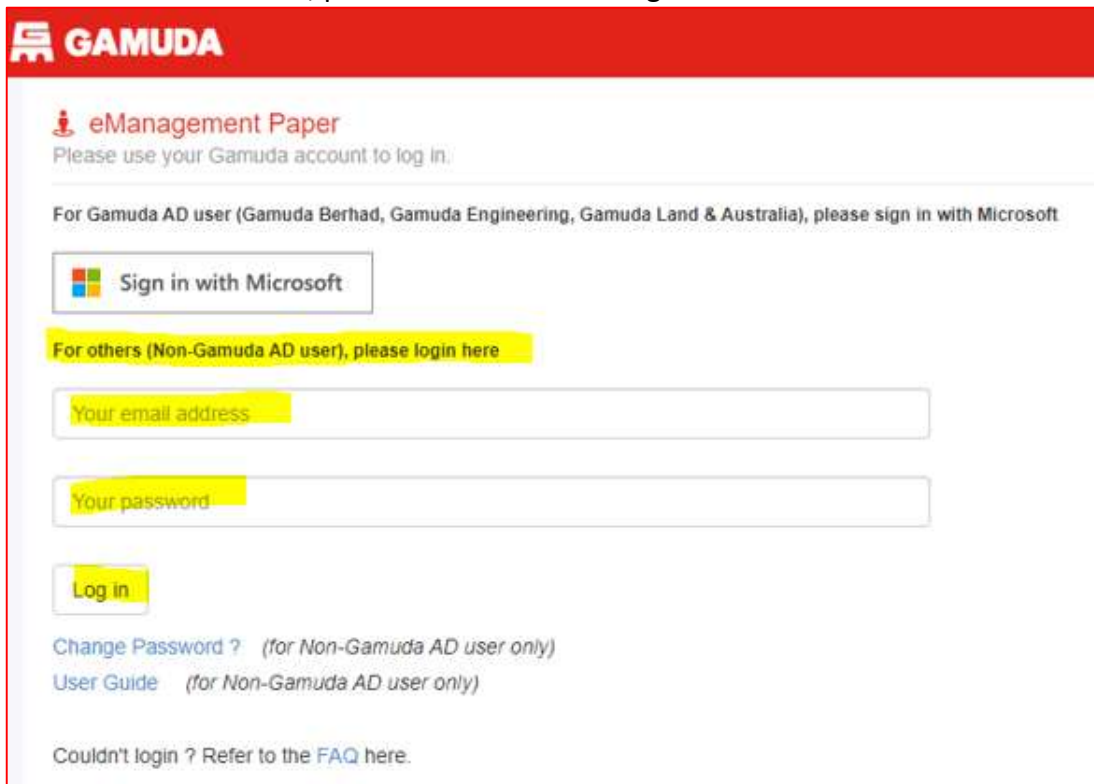
This is because you do not have eMP access.
To request support/access please log ticket via service desk.
https://servicedesk.gamuda.com.my/

3. **How do I access to eMP for Others (Non-Gamuda AD User)?**
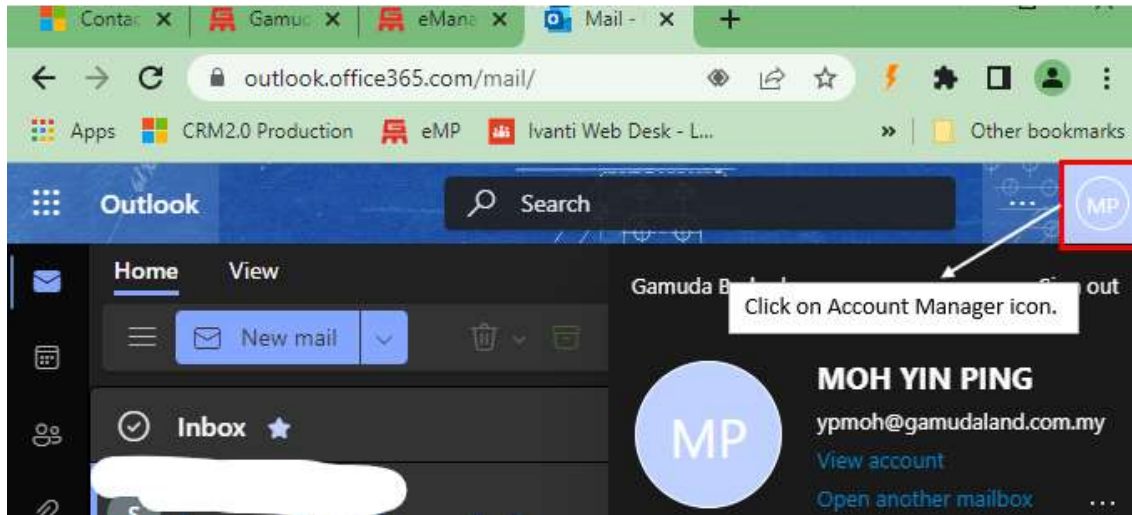   Enter email address, password and click on Log in button.

4. **Where do I find my email address?**
   a. Login to Company Microsoft Outlook Web email.
   URL : https://outlook.office.com/mail/

5. Who is authorized to access to eMP?
   a) All Gamuda staff who need to submit or review the proposal paper is authorized to access to eMP.
   b) If you cannot access to eMP, just request for access at https://servicedesk.gamuda.com.my and you will be granted the access after that.
   c) For other Domain users (outsiders), project director should be the one to approve. As for the "Concurred By", it should be someone of a director level at Gamuda who is involved in the project.

user access form
v1.1.xlsx

6. **Gamuda AD user** *(** for user who email address ends with one of the following domains)*

| |
|---|
| *@gamuda.com.my* |
| *@gamudaland.com.my* |
| *@gamuda.com.au* |
| *@gamudaland.com.au* |
| *@masterpave.com.my* |
| *@ngjv.com.my* |
| *@gamuda.com.sg* |
| *@gamuda-ibs.com.my* |
| *@gwater.com.my* |
| *@glcwtp.com.au* |
| *@gamudaclinics.com.my* |
| *@gamudahealthcare.com.my* |
| *@gamudalaboratories.com.my* |
| *@horizonhills.com.my* |
| *@megahsewa.com.my* |

7.   Can I access eMP via mobile

a)   Yes, eMP can be accessed via mobile web browser ie. Chrome or Safari

8.   What is the purpose of "Shared With"?

Shared With   [Type a member's name   ]

a)   Shared with, allows Creator to share the eMP with
- his/her **team members** for their input; and/or
- the **Recommender** for him/her to submit the eMP as the paper-owner; and/or
- the **secretary** of the Verifier or Approver for their assistance to expedite the approval process.

9.   Why is there a lock button?
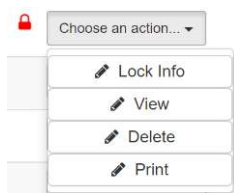
a)   The lock button exists because user did not exit from the template properly. User has

to click on either before exiting template

10.   How do I unlock the template?

a)   Only the user who locked the template, can unlock the template.
- User need to click "Unlock"

- Then click "Unlock" again

FAQ for e-Management Paper (eMP)

11. What happened when the Verifier / Approver commented the eMP, without approval?
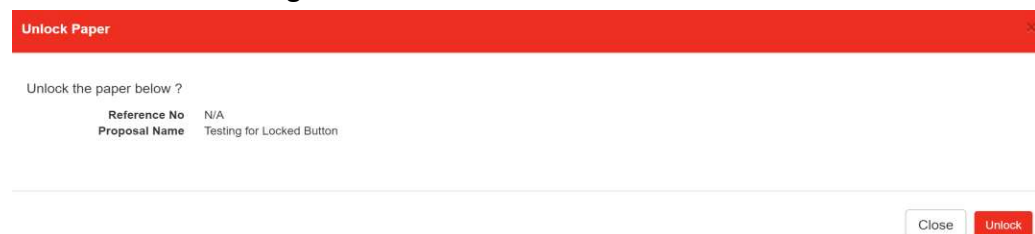
a) Creator / Recommender can reply to the comment by Verifier/Approver or **Revise*** the paper.

Revise* = The paper will be duplicated and created with the same ReferenceNo and a new RevisionNo. Example: MP-2019-000001 becomes MP-2019-000001v1.

12. What happened when the eMP lapsed, without approval?

a) If the eMP has lapsed, the Recommender can Revise and resubmit the eMP to re- start the approval process. (Note: Ref No of such eMP, will be the same with "Rev 1" and so on)

Note:

- Timeline for Verifier = T+3; Once lapsed, the Recommender needs to resubmit the eMP all over again. (Note: Recommender can change Verifier or extend due date before it lapses)
- Timeline for Approver = T+6, Once lapsed, the Recommender needs to resubmit the eMP all over again. (Note: Recommender can Approver or extend due date before it lapses)

13. What happened when the eMP was rejected? Do I need to retype the eMP all over again?

a) Recommender can **Duplicate** the rejected eMP, amend and resubmit the eMP to re-start the approval process. (Note: A new Ref No will be assigned to such eMP).

14. How do I share the approved Management Paper with others?

a) Retrieve the approved e-Management Paper
b) Choose an action, click on "**Print**"
c) Choose "**Print**" at the bottom right of the page *OR* right click on "Print"
d) Change Destination to **CutePDF Writer,** click on **Print**
e) **Save In** [select destination], **File name** [give your file a name], click on **Save**
f) Email to attach the said file to the person whom you would like to share the approved Management Paper.