



MANUAL GUIDELINE

FOR CORRIDORS/STATE IPAs/UPEN/BPEN

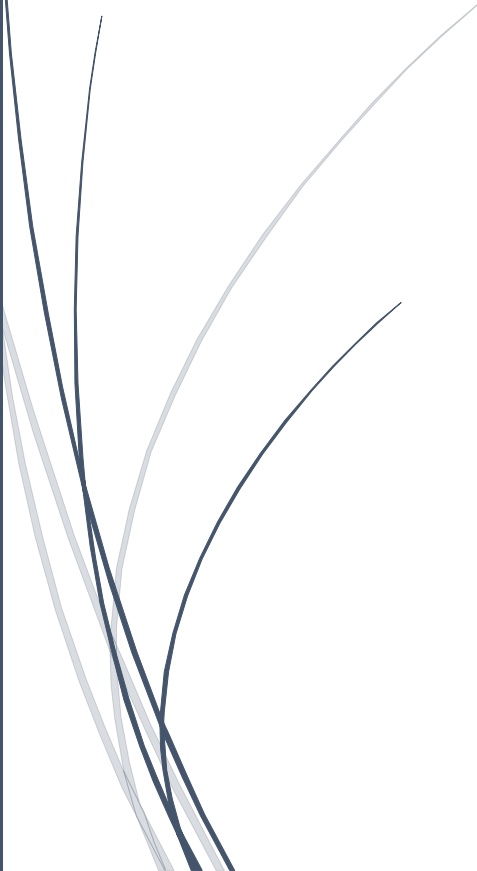


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1. Introduction

Project Implementation and Facilitation Office (TRACK) is a Federal Government initiative under 'Pelan Jana Semula Ekonomi (PENJANA)' to facilitate the approval process and speed up the implementation of approved projects.

2. About ON-TRACK System

TRACK provides facilitation to projects approved by National Committee on Investment (NCI) and ensures acceleration from approvals of the projects to implementation. Adoption of digitalize system will provide a holistic approach.

ON-TRACK functions:

- To track projects approved and/or implemented
- To identify issues, challenges in implementing projects
- To generate regular reports

3. General

a. URL

<https://ontrack.mida.gov.my>

b. Email and Password

Email: xxxxx@corridor.gov.my/xxxxx@[state].gov.my

Password: as provided

4. Getting Started

- Go to URL <https://ontrack.mida.gov.my>. You will be directed to below page.



ON-TRACK
Pejabat Pelaksanaan Projek dan Fasilitasi
(Project Implementation and Facilitation Office)

Project implementation, Tracking & Monitoring System for TRACK to monitor the progress of Projects

LOGIN

COMPANY: MIDA

Email:

Project Serial No:


Password:

Show Password

Project Implementation and Facilitation Office (TRACK) is Federal Government initiative under 'Pelan Jana Semula Ekonomi (PENJANA)' to facilitate the approval process and speed up the implementation of approved projects.

Enquiries: Tel: 03-2267 3473 | Email: track@mida.gov.my
Working Hours: Monday to Friday (9:00am to 5:00pm)

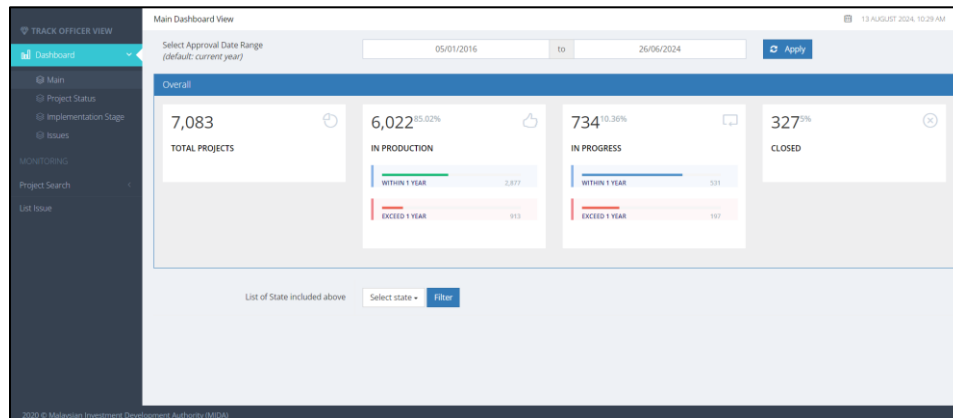
- Please click at MIDA tab. Screen login will be display as below.


- Enter **Email** and **Password** then click  button to sign in.

5. ON-TRACK View

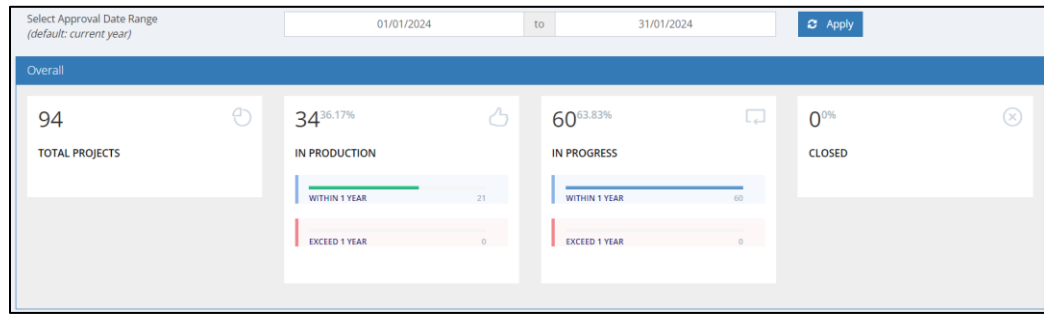
a. Main Dashboard View

- Once you have successfully login, you will be directed to Main Dashboard View.



- In this page, you can view overall project status by:
 - Total Projects
 - In Production
 - In Progress
 - Closed
- By default, overall project will be display based on current year approval date range
- If you want to view other date range, you can key-in date range at the **Select Approval Date Range** then click  button

- Overall projects based on selection date range will be display as below.

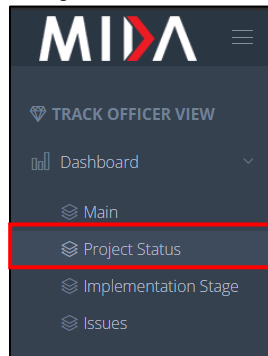


- If you want to select by state*, click at the **State Selection** dropdown list and select state

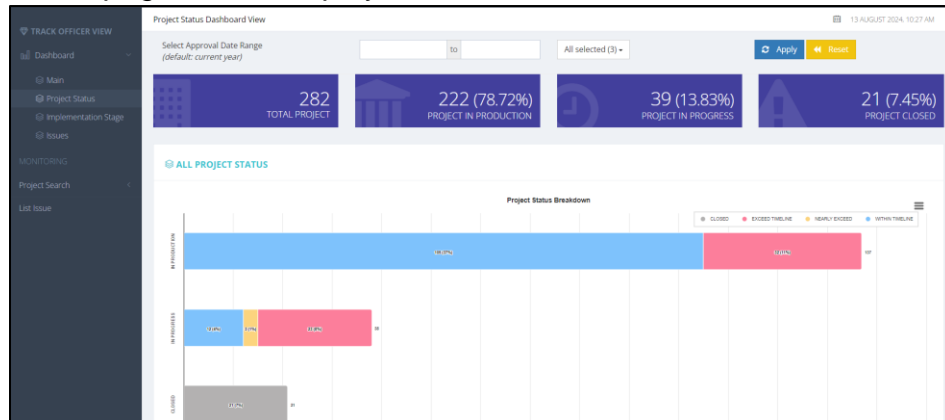
List of State included above Select state ▾ Filter

b. Project Status Dashboard View

- If you want to view Project Status dashboard, go to **Dashboard** then click **Project Status**.

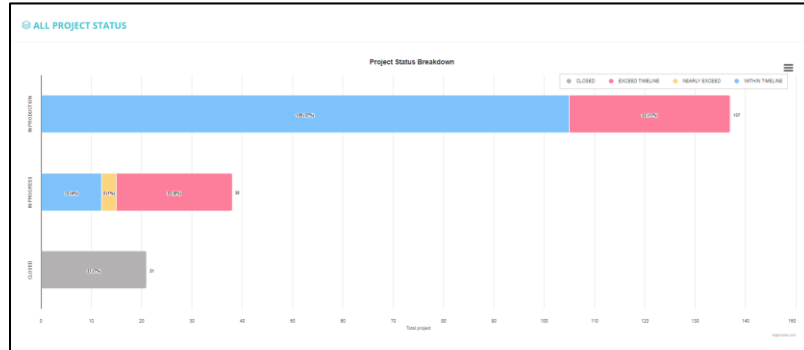


- Below page will be displayed.



* Access is provided by area of coverage of the user.

- In this page, you can view:
 - All Project Status (Bar Chart)
 - Listing of Company
- By default, data will be display based in current year approval date range and all state*.
- To view **All Project Status**, scroll down at the middle of the page. Total project is based in current year and all state.



- To view listing of the company, go to the bottom of the page.

No.	State	Project Serial No.	Company Name	Approval Date	Implementation Stage	Implementation Status
1	Pahang	20160002	Eco Palm Paper Sdn. Bhd.	05/01/2016	Commercial Production / In Operation	Completed
2	Pahang	20160027	Singa Trading (Malaysia) Sdn. Bhd.	13/01/2016	Commercial Production / In Operation	Completed
3	Terengganu	20160154	Inspire Creation Sdn. Bhd.	24/02/2016	Commercial Production / In Operation	Completed
4	Pahang	20160171	Johnson Controls Auto-Seatings (M) Sdn. Bhd.	18/02/2016	Withdrawn	Completed
5	Terengganu	20160180	Risda Estates Sdn Bhd	23/02/2016	Project Temporary Shelved	Completed
6	Pahang	20160198	Songsang Plywood (M) Sdn. Bhd.	02/03/2016	Commercial Production / In Operation	Completed
7	Kelantan	20160237	Rohm-Wako Electronics (Malaysia) Sdn. Bhd.	16/03/2016	Commercial Production / In Operation	Completed
8	Pahang	20160292	PETRONAS Chemicals MTBE Sdn. Bhd.	08/04/2016	Commercial Production / In Operation	Completed
9	Kelantan	20160294	Ain Medicare Sdn. Bhd.	08/04/2016	Commercial Production / In Operation	Completed
10	Pahang	20160384	SPCI HELM MALAYSIA SDN. BHD.	05/05/2016	Commercial Production / In Operation	Completed


- The listing is based on project status selection at the bar chart.
- You can search by State*, Project Serial No, Company Name, Approval Date or Implementation Stage by key-in at the search field.

Search:

- If you want to view other date range and state, you can key-in date range at the **Select Approval Date Range** and select state at **State Selection** dropdown list then click **Apply** button.

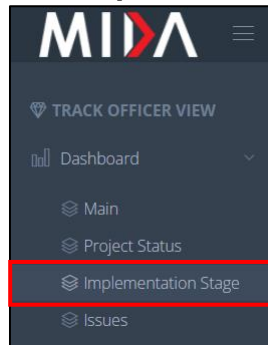
Select Approval Date Range (default: current year) to All selected (3)

* Access is provided by area of coverage of the user.

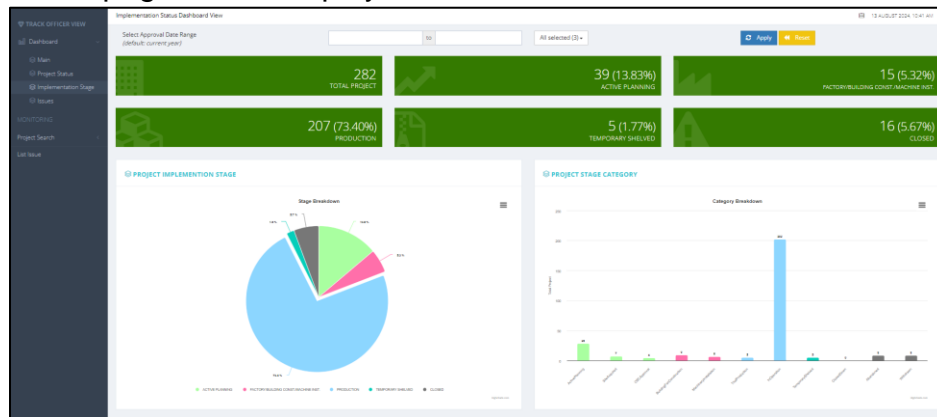
- Click  button to clear input selection.
*Access is provided by area of coverage of the user.

c. Implementation Stage Dashboard View

- If you want to view Implementation Stage dashboard, go to **Dashboard** then click **Implementation Stage**



- Below page will be display.



- In this page, you can view:
 - Project Implementation Stage (Pie Chart)
 - Project Stage Category (Bar Chart)
 - Listing of Company
- By default, data will be display based on current year approval date range and all state*.
- To view listing of the company, go to the bottom of the page.

* Access is provided by area of coverage of the user.

No.	State	Project Serial No.	Company Name	Approval Date	Implementation Stage	Implementation Status
1	Pahang	20160002	Eco Palm Paper Sdn. Bhd.	05/01/2016	Commercial Production / In Operation	Completed
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10	Pahang	20160384	SPCI HELM MALAYSIA SDN. BHD.	05/05/2016	Commercial Production / In Operation	Completed

Showing 1 to 10 of 282 entries

- The listing is based on selection at the pie chart (Project Implementation Stage) or bar chart (Project Stage Category).
- You can search by State*, Project Serial No, Company Name, Approval Date or Implementation Stage by key-in at the search field.

Search:

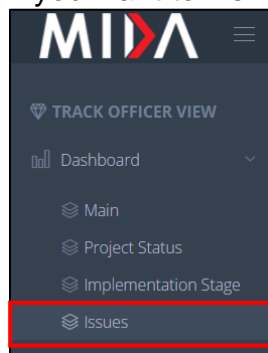
- If you want to view other date range and state*, you can key-in date range at the **Select Approval Date Range** and select state at **State Selection** dropdown list then click button.

Select Approval Date Range (default: current year) to All selected (3)

- Click button to clear input selection.

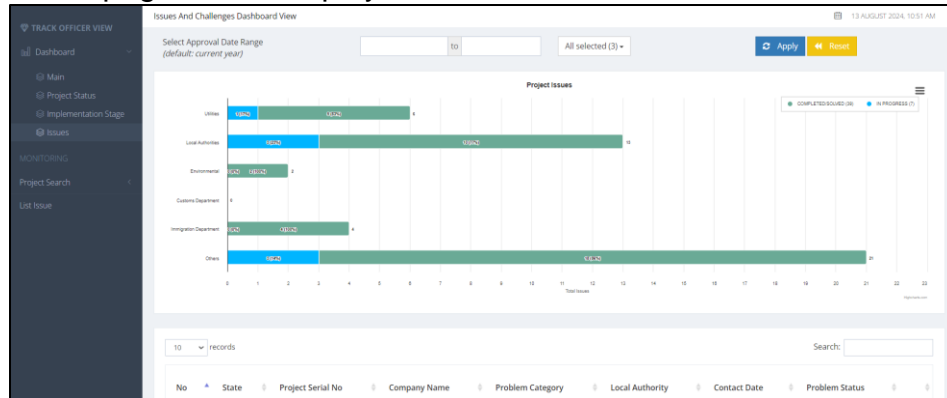
d. Issues Dashboard View

- If you want to view **issues** dashboard, go to **Dashboard** then click **Issues**.



* Access is provided by area of coverage of the user.

- Below page will be display.



- In this page, you can view:
 - Project Issues
 - Listing of Company

- By default, data will be display based on current year approval date range and all state*.
- To view list of the company based on issues, click at the Bar Chart. The listing display will be shown as below.

No	State	Project Serial No	Company Name	Problem Category	Local Authority	Contact Date	Problem Status
1	Kelantan	20181061	BE Green Energy Sdn. Bhd.	Utilities	Tenaga Nasional Berhad (TNB)	18/01/2018	Completed/Solved
2	Terengganu	20230558	TRG Silica (Marang) Sdn. Bhd.	Utilities	Jabatan Bekalan Air Negeri	09/02/2021	Completed/Solved
3	Terengganu	20231237	TERENGGANU SILICA CONSORTIUM SDN. BHD.	Utilities	Trikom Malaysia Berhad	01/01/2020	Completed/Solved
4	Terengganu	20201034	Ace Gases Sdn. Bhd.	Utilities	Celcom Axiata Berhad (Celcom)	28/02/2024	Completed/Solved
5	Terengganu	20201034	Ace Gases Sdn. Bhd.	Utilities	Maxis Berhad (Maxis)	28/02/2024	Completed/Solved

- You can search by State*, Project Serial No, Company Name, Approval Date or Implementation Stage by key-in at the search field.

Search:

- If you want to view other date range and state*, you can key-in date range at the **Select Approval Date Range** and select state at **State Selection** dropdown list then click **Apply** button.

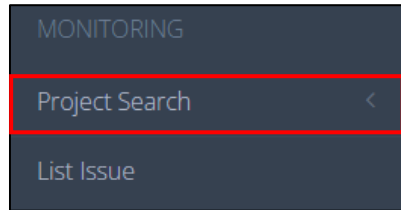
Select Approval Date Range (default: current year) to All selected (3) **Apply** **Reset**

- Click **Reset** button to clear input selection.

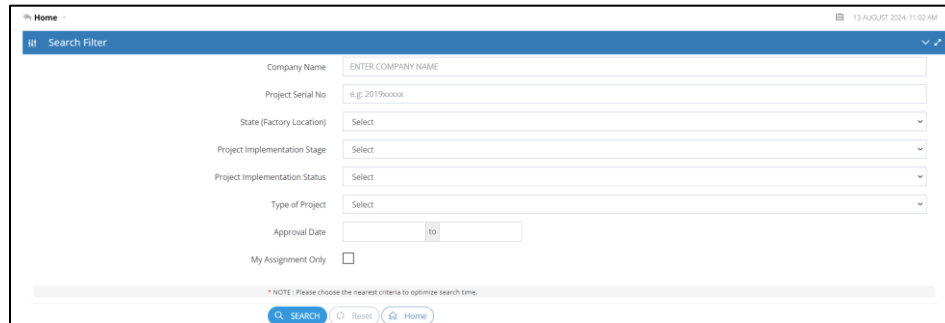
* Access is provided by area of coverage of the user.




6. Monitoring – Project Search

- Go to **Monitoring** then click **Project Search**




- Below page will be display.

A screenshot of a web application interface for project search. The page has a blue header with 'Home' and a date '13 August 2024 11:02 AM'. Below the header is a 'Search Filter' section with several input fields: 'Company Name' (with placeholder 'ENTER COMPANY NAME'), 'Project Serial No' (with placeholder 'e.g. 2019xxxx'), 'State (Factory Location)' (a dropdown menu), 'Project Implementation Stage' (a dropdown menu), 'Project Implementation Status' (a dropdown menu), and 'Type of Project' (a dropdown menu). There is also an 'Approval Date' field with 'to' and a 'My Assignment Only' checkbox. At the bottom, there is a 'SEARCH' button, a 'Reset' button, and a 'Home' button. A note at the bottom reads: '*NOTE : Please choose the nearest criteria to optimize search time.'.

- To search project, please fill-in all searching criteria required, then click  button.
- Click  button to clear all input and searching data.
- Click  button to go back to the Main Dashboard View
- You can also filter by Company Name, Project Serial No, Factory State, Approval Date, Current Stage, Project Implementation Status or Timeline (%) by key-in at the search field.

A simple search input field with the label 'Search:' to its left and a rectangular text box to its right.

- To view project detail, click in the Project Serial No.
- Below page will be displayed.


A screenshot of a web application interface showing project details. The page has a light blue header with tabs: 'Approval Information', 'Contact person', 'Implementation Stage', 'Issue', and 'Project Closure & Remarks'. The main content is divided into two sections: 'COMPANY INFORMATION' and 'PROJECT INFORMATION'.
COMPANY INFORMATION:
Company Name: RB Energy Sdn. Bhd.
Registration of Company: ROC B51834-X
Registration of Company: 200901008841
(SSM Old No) (SSM New No)
Mailing Address: Lot 196,Kampung Labohan,Mukim Kerteh,, Jalan Kuantan-Kuala Terengganu,Kerteh,, 24300, Kemaman, Terengganu
PROJECT INFORMATION:
Project Serial Number: 20211246
Approval Date: 01/09/2021
MIDA Reference No: A0
MIDA Received Date: 26/08/2021
MIDA e-ML Reference No: ML/2021/00308/1
Ownership: Wholly Malaysian
Project Type Status: New
Sector: Manufacturing
Factory Location: Lot 196,Kampung Labohan,Mukim Kerteh,, Jalan Kuantan-Kuala Terengganu,Kerteh,, 24300, Kemaman, Terengganu
Industry: Chemical & Chemical Products
Products: Plastic compounding
MSIC: 20119 - Manufacture of other basic chemicals n.e.c
Incentive Type

- In this page, you can view tab:
 - Approval Information
 - Contact Person
 - Implementation Stage
 - Issue
 - Project Closure & Remark
- If there are any changes requested by company and has been approved, the **Approval Information** tab will change to **Previous Approval Information** and **Updated Information** tab will appear to view latest information of the company.

a. Contact Person Tab

NAME	DESIGNATION	EMAIL	TEL NO / FAX NO	STATUS / ACTION
<input type="checkbox"/> Hairul Muna Binti Mawardi		zahra@b-energy.my	09-8265995	Approved
<input type="checkbox"/> NORIMANI BINTI HASSAN	HR	norimani@b-energy.my	09-8265995 / 019-9214107 09-8261839	Approved

- In this tab, you can:
 - Add contact person.
 - Approve contact person
 - Set contact person as inactive.

- To **Add Contact Person**, click  button. Below page will be displayed.

Add Contact Person Information

* Appointed Consultant? Yes No

* Name

* Designation


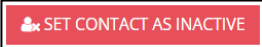
* Email

* Telephone








Fax

* - Required Field

Save Close





- If the person that you add is the consultant, choose **Yes** at **Appointed Consultant** then enter **Name, Designation, Email, Telephone** and **Fax**. Click  button to save all the information.
- To **Set contact person as inactive**, click  button. The status will be changed to inactive.

b. Implementation Stage

IMPLEMENTATION STAGE	STAGE CONFIRMATION	STAGE DATE	ACTION / TRAIL
A. ACTIVE PLANNING			
→ Site Acquired	<input type="radio"/> YES	Select Stage Date	 TO SAVE
→ OSC Approval	<input type="radio"/> YES	Select Stage Date	 TO SAVE
→ Active Planning—in Progress	<input type="radio"/> YES	Select Stage Date	 TO SAVE
B. FACTORY / BUILDING CONSTRUCTION / MACHINERY INSTALLATION			
→ Factory or Building Construction	<input checked="" type="radio"/> YES	28/10/2021	Updated by: Nur Qistina binti Abd Manan on 23/05/2022 Verified by: Nur Qistina binti Abd Manan on 23/05/2022
→ Machinery Installation	<input checked="" type="radio"/> YES	31/03/2023	Updated by: Wan Nurul Hudaib Wan Husain on 31/05/2023 Verified by: Nur Qistina binti Abd Manan on 31/05/2023
C. PRODUCTION			
→ Trial Production	<input checked="" type="radio"/> YES	18/10/2023	Verified by: Nur Qistina binti Abd Manan on 01/03/2024
→ Commercial Production	<input checked="" type="radio"/> YES	22/11/2023	Verified by: Nur Qistina binti Abd Manan on 01/03/2024
D. PROJECT TEMPORARILY SHELVED			
→ Project Temporary Shelved	<input type="radio"/> YES	Select Decision Date	 TO SAVE
E. CLOSED			
→ Closed Down	<input type="radio"/> YES	Select Decision Date	 TO SAVE
→ Withdrawn	<input type="radio"/> YES	Select Decision Date	 TO SAVE
→ Project Abandoned	<input type="radio"/> YES	Select Decision Date	 TO SAVE

- In this tab, you will view implementation stages that have been updated by company based on current progress status. Action need to be done:
 - Approve Implementation Stage
 - Update Implementation Stage

c. Issue

NO	STATUS & ACTION	MAIN CATEGORY	SUBCATEGORY	ISSUE TITLE	REPORTED BY	REPORTED DATE	RESPONSE BY	RESPONSE DATE	SOLVED BY	SOLVED DATE
1.	 SOLVED	Others		Others PROCESS TECHNOLOGY	NORIMANI BINTI HASSAN	14/03/2022	Noreman Ariff bin Rasmani	14/03/2022	Noreman Ariff bin Rasmani	14/03/2022
2.	 SOLVED	Others		Others COMPOUNDING PROCESS	NORIMANI BINTI HASSAN	14/02/2023	Nur Qistina binti Abd Manan	22/05/2023	Nur Qistina binti Abd Manan	22/05/2023
3.	 SOLVED	Others		Others THE CHALLENGE OF FINDING CUSTOMERS	NORIMANI BINTI HASSAN	10/05/2023	Nur Qistina binti Abd Manan	22/05/2023	Nur Qistina binti Abd Manan	22/05/2023
4.	 SOLVED	Others		Others OPERATION	NORIMANI BINTI HASSAN	29/10/2023	Nur Qistina binti Abd Manan	11/06/2024	Nur Qistina binti Abd Manan	11/06/2024

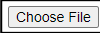



- In this tab, you will view all the issues that have been log by company. Action need to be done:
 - Manage Ticket
 - Solve Ticket

d. Project Closure & Remark

The screenshot shows a web application interface for 'Project Closure & Remarks'. The top navigation bar includes 'Approval Information', 'Contact person', 'Implementation Stage', 'Issue', and 'Project Closure & Remarks'. The main form area contains the following fields:

- Current Project Stage:** OSC APPROVAL
- Current Project Implementation Status:** In progress exceed range (1.0 year) (highlighted in red)
- Current Project Progress Timeline Status (%):** 100.00%
- Project Closure:** Select (dropdown menu)
- Reason for Closure:** maximum 1000 characters (text area)
- Attachment:** Choose File | No file chosen

Below the form are two buttons: 'SAVE' and 'RESET'. At the bottom, there is a table with columns: NO, PROGRESS TIMELINE STATUS (%), AS AT, STATUS IMPLEMENTATION, REMARKS (IF ANY), ATTACHMENT (IF ANY), and TRAIL. The table is currently empty, displaying 'No data available in table'. A search bar and a record count of '10 records' are also visible.

- In this tab, you can update Project Closure & Remark by fill-in all required field.
- Click  button to attach the file, then click  button.
- Click  button to clear all key-in input.
- Click  button to close the page.