

Property Information System Malaysia (PRISM)

e-Data User Guide

15 SEPTEMBER 2022

[*Version No: 3.4*]



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Revision History

Version	Status	Date	Action/Changes/References	Written By
V 1.0	Complete	20/10/2010	N/A	TechnoDex
V 2.0	Complete	23/06/2016	Major Changes on the Enhancement	TechnoDex
V 3.0	Complete	17/09/2019	Customization Changes on ECMS	Telekom Malaysia
V 3.1	Complete	15/09/2020	Rename ECMS to e-Data	BTM, JPPH
V 3.2	Complete	2/03/2021	Changes on Valuation Date to	BTM, JPPH
			Reporting Date Searching	
V 3.3	Complete	06/10/2021	 Add Note - Format on How to Fill In: Valuer/Estate Agent Registration Number Organisation Registration Number Add New Section – How to Change Password and Email Address Delete Publication Purchase and Collection Status Flow 	BTM, JPPH
V 3.4	Complete	19/9/2022	 Product Confirmation Page – Update Screen shot (Quantity Ordered column currently not editable) Product Selection Page - Add Note & Update Screenshot: "Property transactions data for the previous month will be available for purchase from 15th onwards of the following month" at Single Property Transaction & Bulk Property Transaction. VIS Report Screen - Update Screen shot at Single Property Transaction & Bulk Property Transaction & Bulk Property Transaction. Single Property Transaction Data in Excel & Bulk Property Transaction Data in Excel – Update screen shot of new reporting format. 	Naditek



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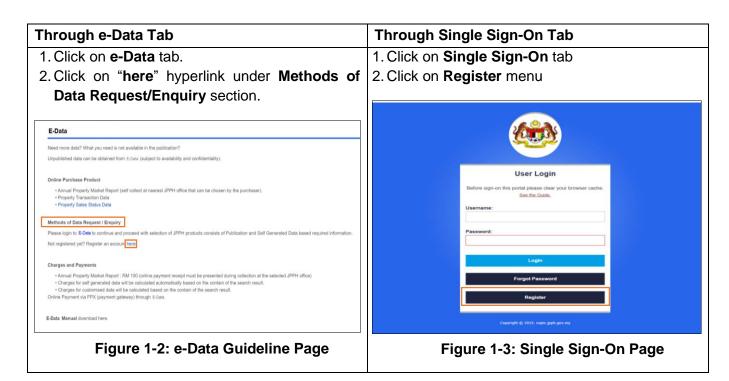
1. FIRST TIME REGISTRATION

To use e-Data, users are required to register first using online registration form through Enterprise Portal System (EPS) portal (a.k.a NAPIC portal).

Below are the steps for first time registration. It can be done either through **e-Data** or **Single Sign-On** tab at the menu bar of NAPIC Portal.



Figure 1-1: NAPIC Portal





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3. Fill in all required entry fields such **Username**, **Email**, **Full Name**, **Nationality**, **IC No.**, **Group**, **Password**, **Confirm Password and Captcha**. Depending on the type of Group selected, an additional information is needed to be submitted/filled in like

a. Valuer and Estate Agent : **Organisation Name, Organisation No. and Valuer/Estate Agent Registration No.**

Note:

Company Registration No. is referred to number registered with The Board of Valuers, Appraisers, Estate Agents and Property Managers (LPPEH).

Format: V/E/VE/VEPM/VPM/EPM(x)xxxx Example: VE(1)12345 or VEPM(1)0011/2

Registration No. of Valuers or Estate Agents is referred to number registered with LPPEH.

- 1) Valuers > Format: Vxxxx (eg: V1234)
- 2) Estate Agents > Format: Exxxx (eg: E1234)
- b. Government Agency: Government Department and upload an attachment of official letter
- 4. Click on Submit button. An acknowledgement message will be displayed such
 - a. Your registration has been submitted successfully.
 - b. A notification will be sent to your email address and you are required to validate the email address before NAPIC can proceed with processing.
 - c. Please note that your application will be processed within **3 working days** after NAPIC has received the supporting document.
 - d. Kindly contact NAPIC at 03-888869000 if there is any inquiry".



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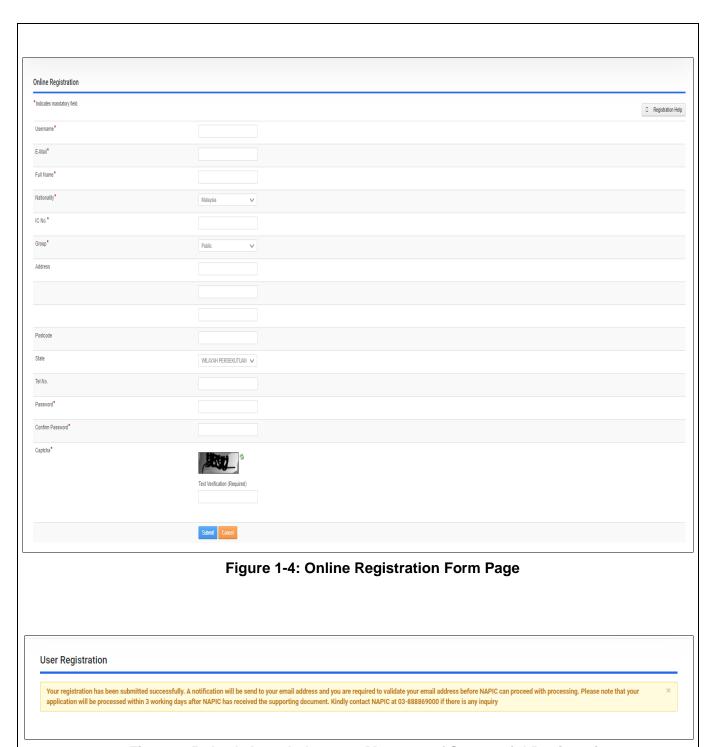
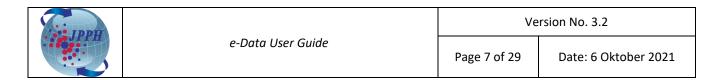


Figure 1-5: An Acknowledgement Message of Successful Registration



2. HOW TO LOGIN INTO e-DATA

All users will be accessing e-Data through Enterprise Portal System (EPS) portal (a.k.a NAPIC portal).

Below are the steps on how to log on to E-Data application:

1. Click on Single Sign-On tab at the top right of menu bar.



Figure 2-1: NAPIC Portal

- 2. Enter Username and Password.
- 3. Click on Login button.

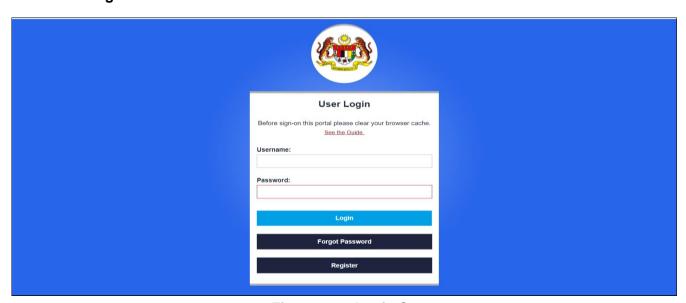


Figure 2-2: Login Screen



- 4. NAPIC portal with **Modules** menu will be shown once logged on.
- 5. Mouse over to **Modules** menu and click on **e-Data**.

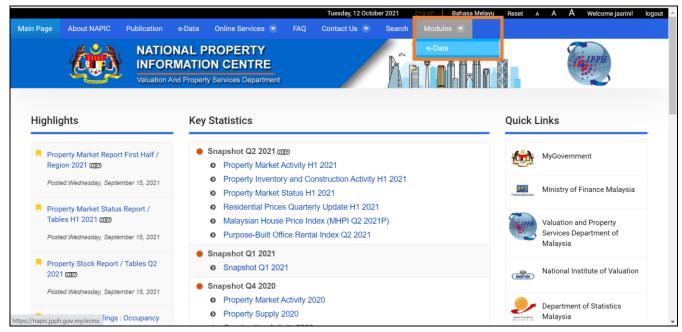


Figure 2-3: NAPIC Portal - e-Data Module

User will redirect to e-Data Module.

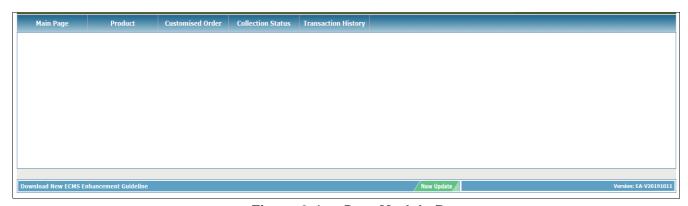


Figure 2-4: e-Data Module Page

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3. HOW TO CHANGE THE PASSWORD AND EMAIL ADDRESS

Users can change their password and email address without having to seek an assistance from helpdesk.

- 1. Login into e-Data through NAPIC portal.
- 2. Mouse over to **Online Services** menu and click on **User Portlet** tab. The main page of user portlet will be displayed as in **Figure 3-2**.



Figure 3-1: NAPIC Portal - User Portlet Module



Figure 3-2: Main Page of User Portlet

3. Click on **Edit Profile** tab and user profile details screen will be displayed as in **Figure 3-3**.



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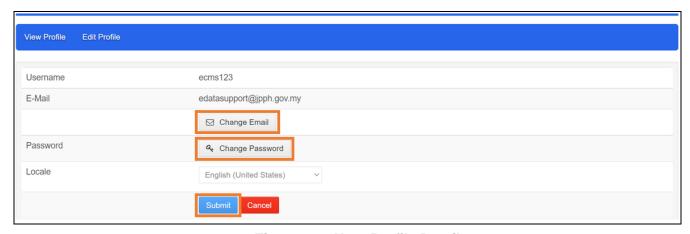


Figure 3-3: User Profile Details

4. To change the password:

- a. Click on **Change Password** icon and the screen for changing password will be displayed as in **Figure 3-4**.
- b. Enter the **current password**, **new password** and **confirm password** (repeat the new password) and then click on **Submit** button.
- c. If your password has been successfully changed, the acknowledgement message as in **Figure 3-5** will be displayed.

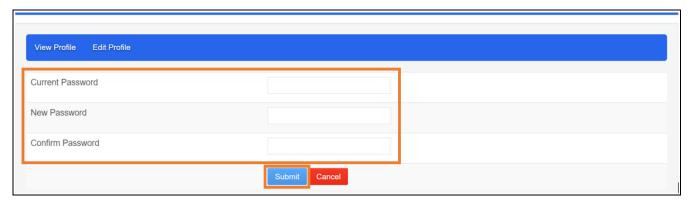


Figure 3-4: Change Password Screen

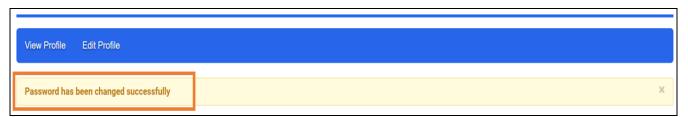


Figure 3-5: An Acknowledgement Message of Successful Change Password



- 5. To change an email address:
 - a. Click on **Change Email** icon and the screen for changing email address will be displayed as in **Figure 3-6**.
 - b. Enter the new preferred email address and click on Submit button.
 - c. If your email address has been successfully changed, the acknowledgement message as in **Figure 3-7** will be displayed.

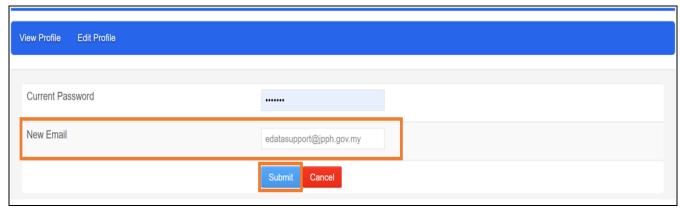
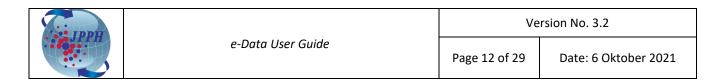


Figure 3-6: Change Email Address Screen



Figure 3-7: An Acknowledgement Message of Successful Change Email Address



4. PURCHASE PRODUCT

There are 2 types of data available to purchase:

Data Type	Definition		
Self-Generated	Generated report based on the requirement chose by user. This report		
Data	available for:		
	Property Sales Status Data		
	Property Transaction Data		
Customised Data	Special request on Stock Report, Transaction data or VIS data.		

4.1 SELF-GENERATED DATA

The self-generated data is selling JPPH data such Property Sales Status Data and Property Transaction Data in softcopy format. This softcopy file needs to be downloaded within 7 days after successful payment.

4.1.1 PROPERTY SALES STATUS DATA

The Property Sales Status Data is sold at the price of RM 15.00 per record.

Below are the steps on how to purchase Property Sales Status Data:

- 1. Login into e-Data through NAPIC portal.
- 2. Click on **Product** tab. The Product Selection Page will be displayed.



Figure 4-1: Property Sales Status Data - Product Page

3. Select **Data Type** as **Self-Generated Data** from the drop-down list. The Product Type details will be displayed on screen.



Figure 4-2: Property Sales Status Data - Data Type



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4. Select Product Type as Property Sales Status Data. The filters criteria will be displayed below.

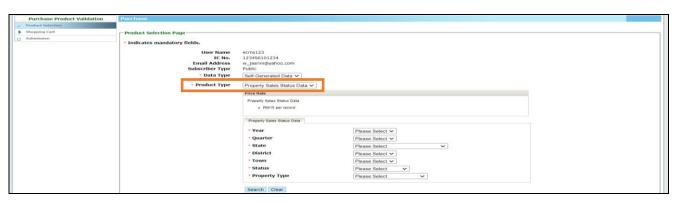


Figure 4-3: Property Sales Status Data - Product Type

5. Select the preferred **Year**, **Quarter**, **State**, **District**, **Town**, **Status** and **Property Type** from the drop-down list and click on **Search** button. The total record and total price charge will be displayed based on the selected filter criteria.

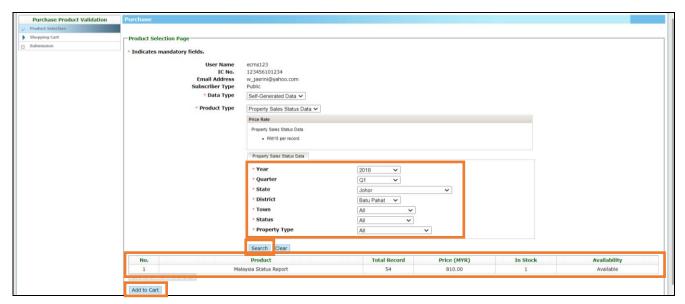


Figure 4-4: Property Sales Status Data - Filter Criteria

- 6. Click on Add to Cart button and it will redirect to Product Confirmation Page screen.
- 7. At Product Confirmation Page screen, the user can choose to perform any of those action:
 - a. Continue to add other product on shopping cart by clicking on **<<Pre>revious Section hyperlink at the bottom of page and repeat the Step 1 to 6.**
 - b. Remove the product from shopping cart by clicking on **Remove Item** hyperlink at **Action** table field.



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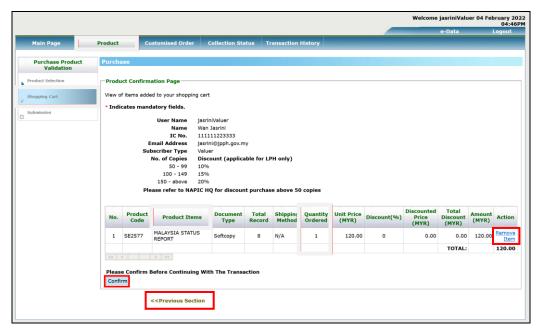


Figure 4-5: Property Sales Status Data - Product Confirmation Page

- 8. Click Confirm button and it will redirect to Product Payment Page.
- 9. Reconfirm/enter Email Address and Mobile Number.
- 10. Select **Payment Mode** as **FPX**.
- 11. Select the preferred **Account Type** and **Bank List** from the drop-down list. Then, the Proceed button will be displayed on the screen.
- 12. Click on **Proceed** button to proceed on payment process.

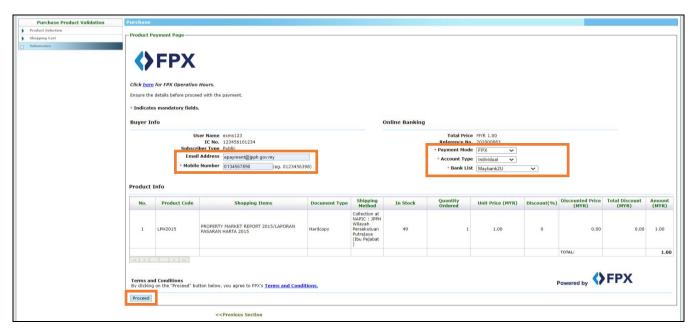
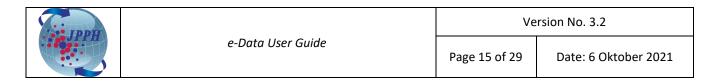


Figure 4-6: Property Sales Status Data - Product Payment Page

Note: Account Type **Individual** is for individual user.



Note: Account Type Company is for retailer user.

Note: Bank list shows all the FPX available banks that is active and inactive. Inactive bank will be marked as "(Offline)".

Note: User can raise to JPPH Support for any Bank that is not in the list.

- 13. The screen will prompt a reminder that there is no refund for any successful payments.
- 14. Click **OK** on the reminder pop-up and it will redirect to the selected internet banking page.



Figure 4-7: Property Sales Status Data – Reminder Pop-up

15. Enter **Username** and **Password** to login to continue with the payment.



Figure 4-8: Property Sales Status Data - Internet Banking Page

- 16. Once the transaction is completed, it will redirect to **Payment Result Page** and an acknowledgement message will appear at the top of the page. Successful payment will receive "Payment Successful" message.
- 17. Click on **Transaction History** button and it will redirect to Transaction History screen.



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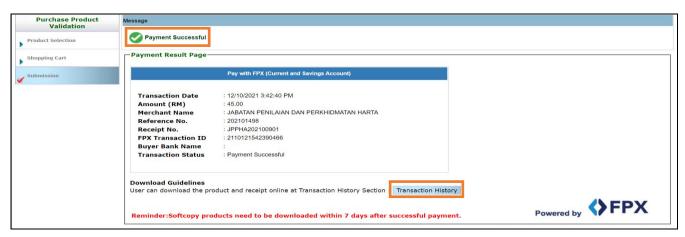


Figure 4-9: Property Sales Status Data - Payment Result Page

- 18. Click on the **Receipt No.** hyperlink to download and view the original user receipt.
- 19. Click on the **Product Name (Product Code)** hyperlink to download the product purchased.

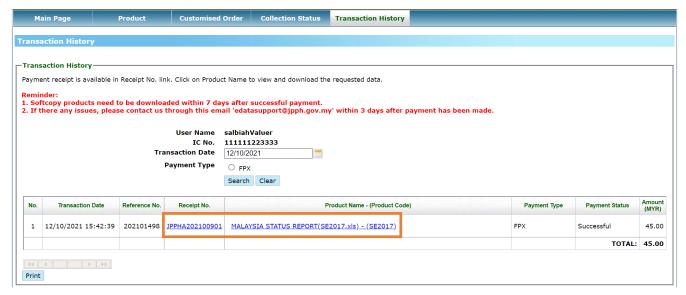


Figure 4-10: Property Sales Status Data - Transaction History

Note: The "Print" button prints the customer's transaction history listing receipt in PDF format.

Note: The receipt will be generated for successful payment only.

Note: All softcopy products can be downloaded by clicking on the product name's hyperlink once successful payment have made.

Note: All softcopy products need to be downloaded within 7 days after successful payment. Users are required to purchase again after 7 days.



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Figure 4-11: Property Sales Status Data - Receipt

Figure 6: Property Sales Status Data in Excel

4.1.2 SINGLE PROPERTY TRANSACTION DATA (TUNGGAL)

The Single Property Transaction Data (Tunggal) is sold at the price of RM 1.00 per record including Lot Berkaitan.

Below are the steps on how to purchase Single Property Transaction Data (Tunggal):

- 1. Login into e-Data through NAPIC portal.
- 2. Click on **Product** tab. The Product Selection Page will be displayed.

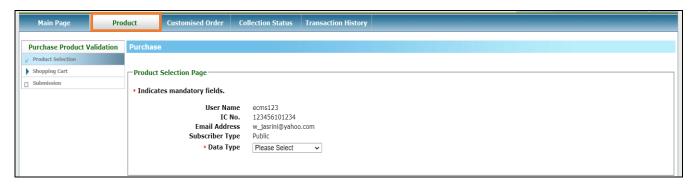


Figure 4-13: Single Property Transaction Data - Product Page

3. Select **Data Type** as **Self-Generated Data** from the drop-down list. The Product Type details will be displayed on screen.



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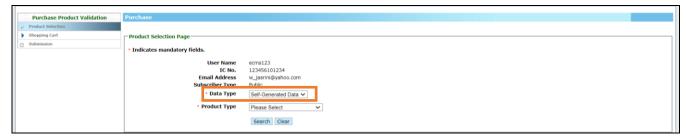


Figure 4-14: Single Property Transaction Data - Data Type

4. Select **Product Type** as **Property Transaction Data** from the drop-down list. The VIS Report will be displayed on screen.



Figure 4-15: Single Property Transaction Data - Product Type

5. Select VIS Report as Maklumat Transaksi Harta Tanah (Tunggal) from the drop-down list. The filters criteria will be displayed below.

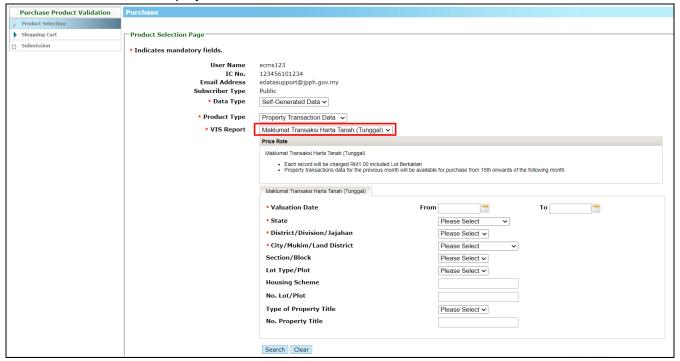
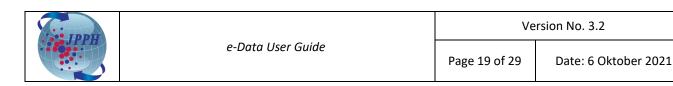


Figure 4-16: Single Property Transaction Data - VIS Report



6. Select the preferred mandatory field Valuation Date (Note: Property transactions data for the previous month will be available for purchase from 15th onwards of the following month), State, District and City from the drop-down list and click on Search button. To narrow down the search result, the field such Section, Lot Type/Plot, Housing Scheme, No. Lot/Plot, Type of Property Title and No. Property Title can be entered. The total record and total price charge will be displayed based on the selected filter criteria.

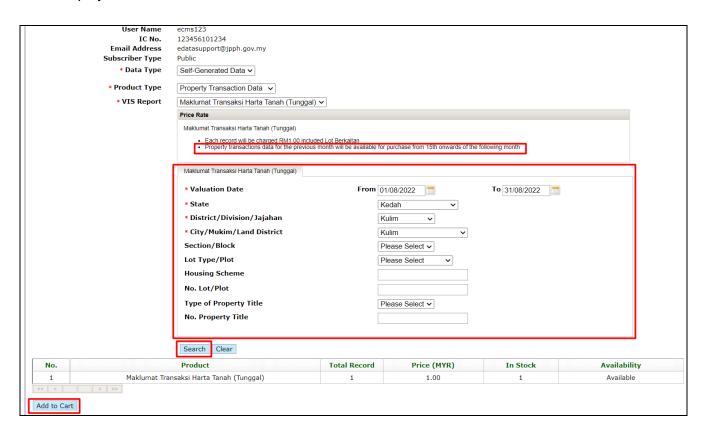


Figure 4-17: Single Property Transaction Data - Filter Criteria

- 7. Click on Add to Cart button and it will redirect to Product Confirmation Page screen.
- 8. At Product Confirmation Page screen, the user can choose to perform any of those action:
 - a. Continue to add other product on shopping cart by clicking on **<<Pre>revious Section hyperlink at the bottom of page and repeat the Step 1 to 7.**
 - b. Remove the product from shopping cart by clicking on **Remove Item** hyperlink at **Action** table field.



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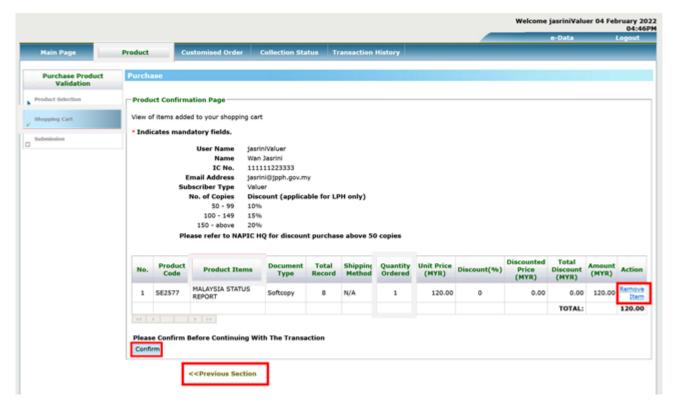


Figure 4-18: Single Property Transaction Data - Product Confirmation Page

 Click Confirm button and it will redirect to Product Payment Page (Please refer to the page 14 -16, step no. 9 to 19). Click <u>here</u>.

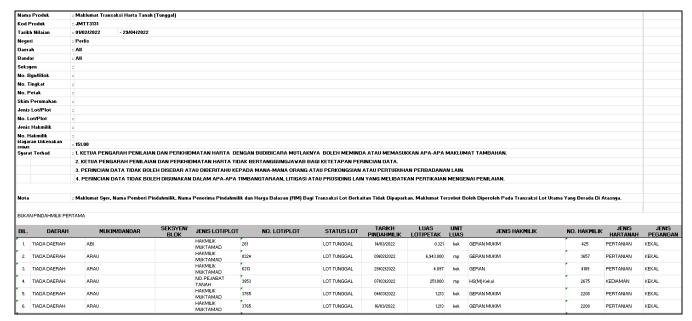
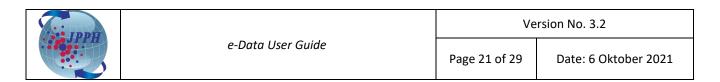


Figure 4-19: Single Property Transaction Data in Excel



4.1.3 BULK PROPERTY TRANSACTION DATA (PUKAL)

The Bulk Property Transaction Data (Pukal) is sold at the price of RM 0.60 per record including Lot Utama and Lot Tunggal (excluding Lot Berkaitan) with minimum charge of RM 6.00 per purchase subject to total records that less than 10 records.

Below are the steps on how to purchase Bulk Property Transaction Data (Pukal):

- 1. Login into e-Data through NAPIC portal.
- 2. Click on **Product** tab. The Product Selection Page will be displayed.

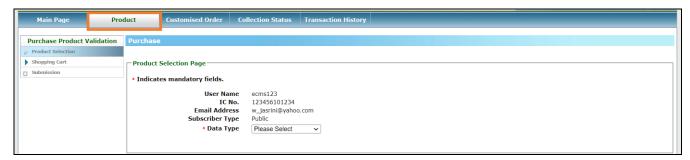


Figure 4-20: Bulk Property Transaction Data - Product Page

3. Select **Data Type** as **Self-Generated Data** from the drop-down list. The Product Type details will be displayed on screen.



Figure 4-21: Bulk Property Transaction Data - Data Type

Select Product Type as Property Transaction Data from the drop-down list. The VIS Report will be displayed on screen.

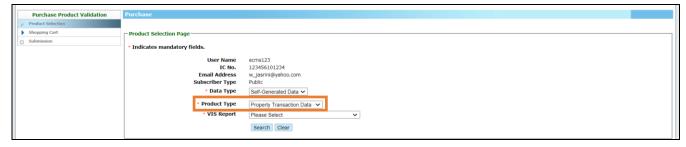


Figure 4-22: Bulk Property Transaction Data - Product Type



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5. Select VIS Report as Maklumat Transaksi Harta Tanah (Pukal) from the drop-down list. The filters criteria will be displayed below.

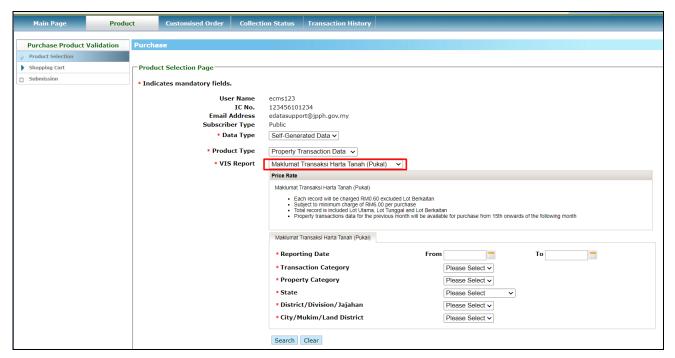


Figure 4-23: Bulk Property Transaction Data - VIS Report

6. Select the preferred mandatory field Reporting Date (Note: Property transactions data for the previous month will be available for purchase from 15th onwards of the following month), Transaction Category, Property Category, State, District and City from the drop-down list and click on Search button. The total record and total price charge will be displayed based on the selected filter criteria.



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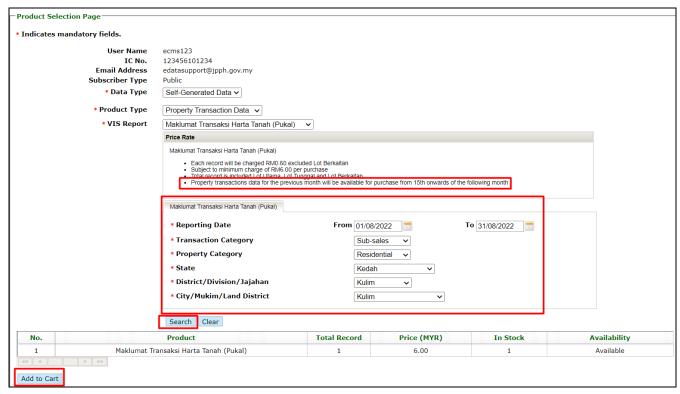


Figure 4-24: Bulk Property Transaction Data - Filter Criteria

- 7. Click on Add to Cart button and it will redirect to Product Confirmation Page screen.
- 8. At Product Confirmation Page screen, the user can choose to perform any of those action:
 - a. Continue to add other product on shopping cart by clicking on << Previous Section hyperlink at the bottom of page and repeat the Step 1 to 7.
 - b. Remove the product from shopping cart by clicking on **Remove Item** hyperlink at **Action** table field.



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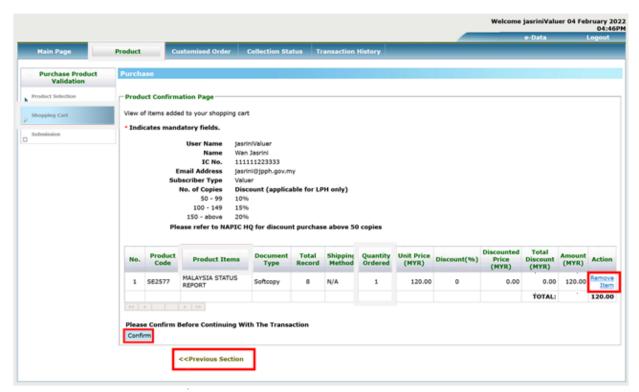


Figure 4-25: Bulk Property Transaction Data - Product Confirmation Page

9. Click **Confirm** button and it will redirect to **Product Payment Page** (Please refer to the page 14 - 16, step no. 9 to 19). Click **here.**

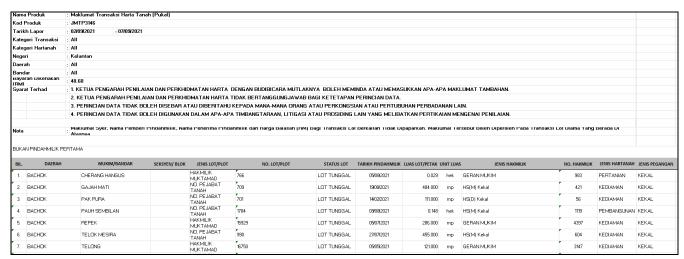
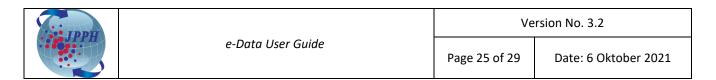


Figure 4-26: Bulk Property Transaction Data in Excel



5. PURCHASE CUSTOMISED DATA

Customised data is a special request on Stock data, Transaction data or VIS data. This request will be reviewed and approved by NAPIC first before it can be purchased.

Below are the steps on how to make a request to purchase customised data:

- 1. Login into e-Data through NAPIC portal.
- 2. Click on Customised Order tab. The Purchase Requisition Page will be displayed.
- 3. Enter the mandatory field **Mobile Number**.
- 4. Tick on the **checkbox**, select and fill in the details of Purchase Requisition Report Attribute such **Sector**, **Quarter** and **Year**.
- 5. Click on **Attach** icon to upload the requisition letter.
- 6. Fill in the remarks if any and click on **Submit** button.

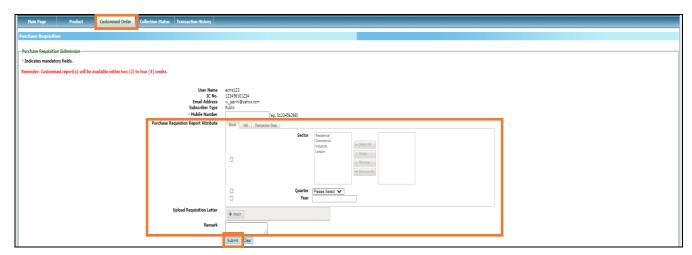


Figure 5-1: Customised Data - Purchase Requisition Submission Page

Below are the steps on how to check the status of purchase requisition made:

- 1. Under Search Purchase Requisition Status section, enter all or any of Requisition Date, Approved/Rejected/Withdraw Date and Status.
- 2. Click on **Search** button.
- 3. To view the requisition listing report, click on **Print** button.

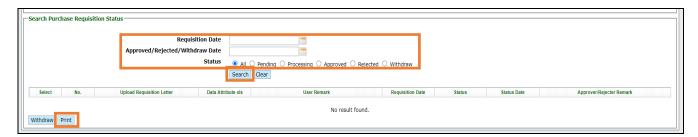
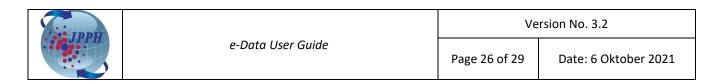


Figure 5-2: Customised Data – Search Purchase Requisition Status Page



Below are the steps on how to withdraw the purchase requisition made:

- 1. Under **Search Purchase Requisition Status** section, tick on **checkbox** of item that want to withdraw beside the **No.** column.
- 2. Click on Withdraw button.

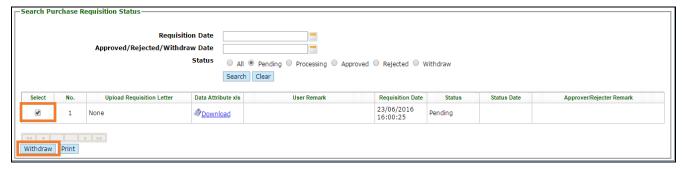


Figure 5-3: Customised Data - Withdraw

3. An acknowledgement message such "Purchase Requisition has been withdrawn successfully" will be displayed at the top of the page.



Figure 5-4: Customised Data - Acknowledgement Message

Note: Microsoft Office 2007 file extensions are not supported.

Note: Only requisitions with the status "**Pending**" are allowed to be withdrawn.

Once NAPIC officer has approved the customised order data request, user will be updated through email on customised product details such product name, product code and price. Then, the user can proceed to purchase their approved customised product at Purchase screen.

Below are the steps on how to purchase approved customised product:

- 1. Login into e-Data through NAPIC portal.
- 2. Click on **Product** tab. The Product Selection Page will be displayed.

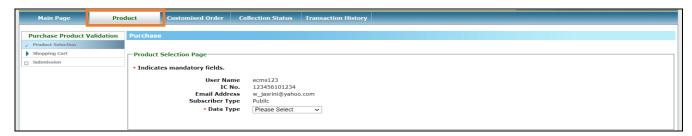
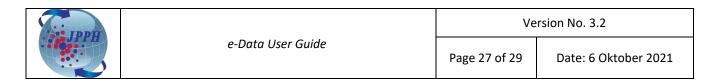


Figure 5-5: Customised Data - Purchase Product



- 3. Select **Data Type** as **Customise** from the drop-down list.
- 4. The **Document Type** details will be displayed on the screen with default as Softcopy.
- 5. Click on **Search** button. The list of customised products will be listed below.
- 6. To narrow down the search result, the field such **Product Name** and **Report Type** can be entered.



Figure 5-6: Customised Data - Data Type

7. Tick on the **checkbox** beside the **No.** column of product to be purchased.

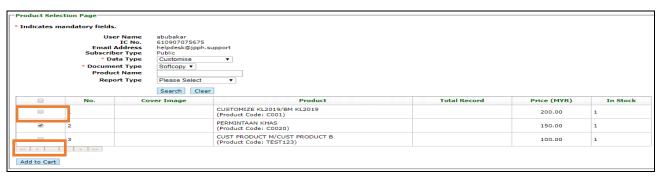


Figure 5-7: Customised Data - Product Selection Page

- 8. Click Add to Cart button and it will redirect to Product Confirmation Page screen.
- 9. At Product Confirmation Page screen, the user can choose to perform any of those action:
 - a. Continue to add other product on shopping cart by clicking on **<<Pre>revious Section hyperlink at the bottom of page and repeat the Step 1 to 8.**
 - b. Remove the product from shopping cart by clicking on **Remove Item** hyperlink at **Action** table field.



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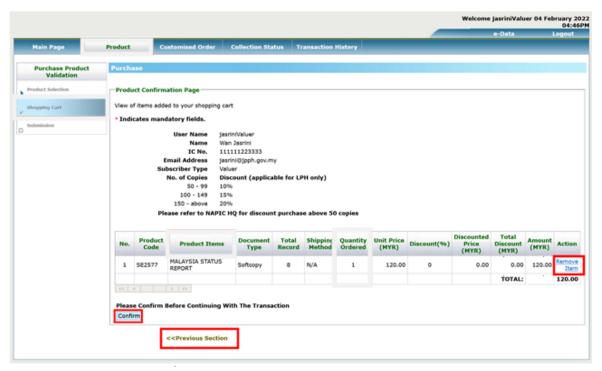


Figure 5-8: Customised Data - Product Confirmation Page

10. Click **Confirm** button and it will redirect to **Product Payment Page** (Please refer to the page 14 - 16, step no. 9 to 19). Click **here.**

6. TRANSACTION HISTORY

All purchased made by user will be stored and listed at Transaction History Page.

In Transaction History page, user can choose to perform any of those action:

- a. To view the transaction made, enter **Transaction Date** or/and select **Payment Type** and then click on **Search** button.
- b. To generate the transaction history listing report, click on **Print** button.
- c. To download softcopy product purchased, click on **hyperlink** under **Product Name (Product Code)** column.
- d. To download the receipt, click on hyperlink under Receipt No. column.



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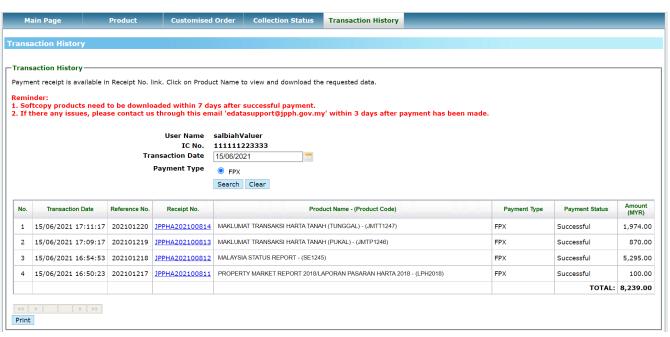


Figure 6-1: Transaction History Page

-----THE END-----