

# CARA CREATOR GUIDELINES

VERSION 3.1

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# LOGIN

Steps:

- 1) Link: <https://cara.aeonretail.com.my>
- 2) Username: Staff ID
- 3) Password: user (*Default*)
- 4) Click "Login"

  
AEON CO. (M) BHD.

**Welcome to CARA System**

Username

Password

**Login**

Have question? Get the help you need.

 [Guideline](#)       [Contact Us](#)

# GENERATE SOP

# Generate SOP

The screenshot shows the CARA (CARA AEON CU 90 90) dashboard with the SOP tab selected. The interface includes a navigation bar with 'DASHBOARD' and 'SOP' tabs, a user profile section with 'WELCOME' and a 'Log out' button, and a main content area for 'SOP'. The 'SOP' section has a 'My Workspace' button highlighted with a pink box and a callout '2 Click My Workspace'. Below this are tabs for 'Digital SOP', 'SOP Library', and 'SOP Archive'. A 'Filter By' section is highlighted with a pink box and contains a refresh icon, 'Company', 'Division', and 'Department' dropdown menus. A search bar with the placeholder 'Input folder or file name' and a search icon is also present. A 'Folder List' section displays three folders: 'AEON Big A2B Operations' (with sub-items 'AEON BIG' and 'A2B'), 'Mall Operations' (with sub-items 'Co-COO Mall' and 'Mall Operations'), and 'Product Compliance' (with sub-items 'CMMO' and 'Product Compliance'). A grey note box states: 'Note: Use filter function to search and locate information more easily'. A pink callout '1 Go to the SOP tab' points to the 'SOP' tab in the navigation bar.

CARA AEON CU 90 90

DASHBOARD SOP

WELCOME Log out

1 Go to the SOP tab

SOP

My Workspace

2 Click My Workspace

Digital SOP SOP Library SOP Archive

Filter By: [Refresh]

Company [v] Division [v] Department [v]

Note: Use filter function to search and locate information more easily

Input folder or file name [Search]

Folder List

- AEON Big A2B Operations AEON BIG A2B
- Mall Operations Co-COO Mall Mall Operations
- Product Compliance CMMO Product Compliance

# Generate SOP

CARA  
DASHBOARD SOP

WELCOME Log out

SOP - My Workspace

Generate SOP Upload File Create Folder

Digital SOP SC **3** Select Generate SOP

Filter By:

Company Division Department

Status Input folder or file name

File Name	Status	Created Date	Action
<b>AEON Big A2B Operations</b> AEON BIG A2B			
<b>AEON Big Legal</b> AEON BIG Legal			
<b>AEON Big Risk &amp; Prevention</b> AEON BIG Risk Prevention			
<b>AEON Corporate Policy</b> GENERAL General			

# Generate SOP

① Template      ② Cover Page      ③ Content      ④ DBP Reviewer Rejected Reference

**4** Fill in the required details

Select Language  
English

Select Template  
AEON CO

Select Division  
CHRO

Select Department  
Governance & Integrity

Digital Business Process (DBP)

Click **Draft** to save progress

Previous      **Draft**      Next

- Select Language – English or Malay
- Select Template – AEON or AEON BIG
- Select Division – Select the division
- Select Department – Select the department
- Select Folder – Folder where the SOP will be saved



**Title**  
Creating and Submitting SOP in CARA System

**SOP Number**  
AEON/DBP/101

**Effective Date**  
19/05/2025

**Version Number**  
1.0

**Version Description**  
First digitalized version

- Title – Enter the SOP title
- SOP Number – Format as Company/Department Code/Number (if unsure, contact DBP)
- Effective Date – Enter when SOP is effective
- Version Number – Indicate version of the SOP (e.g. 1.0, 2.0, 3.0)
- Version Description – Provide details of the version
- Created Date – Date the SOP is created (auto)

Click **Draft** to save progress

Previous

**Draft**

Next

# Generate SOP

1 ————— 2 ————— 3 ————— 4

Template Cover Page Content Reference

DBP Reviewer Rejected

**Purpose**

**B** ***I*** **U** [List Icons] [Table Icon] [Undo] [Redo]

To provide clear guidelines for AEON staff on how to create, complete, and submit Standard Operating Procedures (SOPs) using the CARA system.

- Purpose – Explain the purpose of the SOP
- Scope – Define what the SOP covers
- Definition/Abbreviation – Explain terms or short forms

**Scope**

**B** ***I*** **U** [List Icons] [Table Icon] [Undo] [Redo]

This procedure applies to all AEON departments and staff responsible for SOP creation and management via the CARA platform.

**Definition/ Abbreviation**

**B** ***I*** **U** [List Icons] [Table Icon] [Undo] [Redo]

Reviewer	Person who verifies content accuracy
Approver	Person authorized to approve and finalize the SOP

**Definition/ Abbreviation**

**B I U** [List icons] [Table icon] [Undo] [Redo]

Reviewer	Person who verifies content accuracy
Approver	Person authorized to approve and finalize the SOP

- Responsibilities – List of roles involved
- General Information/Other information – Relevant details that support the SOP

**Responsibilities**

**B I U** [List icons] [Table icon] [Undo] [Redo]

Party	Responsibilities
Creator	To ensure accurate content input into the CARA system and submit for review
Reviewer	To review content and ensure alignment with AEON policy

**General Information/Other Information**

**B I U** [List icons] [Table icon] [Undo] [Redo]

- SOPs must follow the standardized AEON template.
- SOPs can be created in English or Malay.
- Versioning and effective dates must be carefully assigned to avoid duplication or outdated documents.

Click **Draft** to save progress

Previous **Draft** Next

1 Template — 2 Cover Page — 3 Content — 4 **DBP Reviewer Rejected** Reference

**6.0 Process Flow**  
Upload file(s) (optional)

+ Choose File

Click **Draft** to save progress

Previous **Draft** Next

- Click **Choose File** and upload the process flow diagram. Use an image format (PNG, JPG, etc.) to embed the image — PDF files will appear as clickable links.

1 Template — 2 Cover Page — 3 Content — 4 Reference DBP Reviewer Rejected

### 7.0 Procedure

**Procedure 1:**  
Steps to generate SOP in CARA System

**Description**

**B** **I** **U** [List Icons] [Table Icon] [Undo] [Redo]

1. Log in to CARA at <https://cara.aeonretail.com.my>.
2. Click on the "SOP" tab, then select "My Workspace."
3. Click "Generate SOP." Choose language, template, division, department, and folder.
4. Fill in SOP details: title, SOP number (e.g., PCOM/101), effective date, version number & description.
5. Complete Purpose, Scope, and Definitions/Abbreviations.

**Appendix**  
None ▾

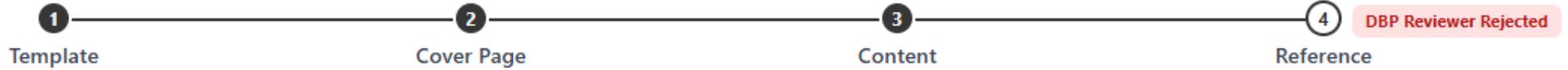
**+Add New**

Click **Draft** to save progress

Previous **Draft** Next

- Procedure – Enter the following:
  - Title of Procedure
  - Description
  - Appendix (if any)
- Click **Add New** to include any additional procedures related to the SOP

# Generate SOP



## Reference

**B** *I* U [List Icon] [List Icon] [List Icon] [Table Icon] [Undo] [Redo]

- CARA Creator Guidelines V1.1
- CARA Reviewer Guidelines V1.2
- CARA Approver Guidelines V1.3

- Reference – State related documents, policies, rules, or regulations (if any)
- DBP Reviewer – Select a DBP team member
- Reviewers – Select reviewer from BU
- Approvers – Select approver from BU

## DBP Reviewer

ANNE

## Business Unit Reviewer

CHARLES

## Approver

JAKE

Previous

Click **Draft** to save progress

**Draft**

Submit

## SOP - My Workspace

Generate SOP

Upload File

Create Folder

5

Monitor the status of SOP in **Digital SOP** and act accordingly using the available buttons

Digital SOP

SOP Library

Filter By:

Company

Division

Department

In Progress

Creating and Submitting SOP in CARA System



File Name	Status	Created Date	Action
<b>Digital Business Process (DBP)</b> CHRO Governance & Integrity			
1 Creating and Submitting SOP in CARA System NORNASUHA BINTI ZAKARIA		07-10-2025	

As a Creator, you can manage files using the following buttons (Workspace view only):

- Preview – View the SOP
- Log – Display the activity log for the SOP
- Edit – Amend the SOP's information (only when rejected)
- Delete – Remove the SOP from the system

6

After creating and submitting an SOP, Creator should regularly check Outlook email for CARA notifications regarding the SOP status and any required actions

Dear User,

The SOP - Creating and Submitting SOP in CARA System has been processed and is now in the **in\_progress** stage.

You can access it here: [CARA Website](#)

Dear User,

The SOP - Creating and Submitting SOP in CARA System has been processed and is now in the **dbp\_reviewed** stage.

You can access it here: [CARA Website](#)

Dear User,

The SOP - Creating and Submitting SOP in CARA System has been processed and is now in the **reviewer\_rejected** stage.

Your SOP has been rejected. Please review the feedback and make the necessary changes.

You can access it here: [CARA Website](#)

Dear User,

The SOP - Creating and Submitting SOP in CARA System is now **APPROVED**. Please review it at your convenience.

You can access the SOP at the following link: [CARA Website](#)

## SOP - My Workspace

Generate SOP

Upload File

Create Folder

Digital SOP

SOP Library

Filter By:

Company

Division

Department

Approved

Creating and Submitting SOP in CARA System



File Name	Status	Created Date	Action
<b>Digital Business Process (DBP)</b> CHRO Governance & Integrity <span>Edit</span>			
1 Creating and Submitting SOP in CARA System <sup>3.0</sup> NORNASUHA BINTI ZAKARIA	Approved	19-5-2025	<span>Preview</span> <span>Log</span> <span>Archive</span> <span>Version Update</span> <span>Export Report</span> <span>Delete</span> <span>Manage</span> <span>Feedback</span>

7

Once the SOP is approved by the Approver, the Creator may generate an updated version through the **Version Update** option for any future modifications

# GENERATE POLICY

# Generate Policy

The screenshot displays the CARA system interface. At the top left is the CARA logo. The navigation menu includes 'DASHBOARD', 'SOP', and 'POLICY', with 'POLICY' highlighted by a pink box and a callout '1 Go to the Policy tab'. On the right, there is a 'WELCOME' notification and a 'Log out' button. Below the navigation, the 'Policy' section is active, with a 'My Workspace' button highlighted by a pink box and a callout '2 Click My Workspace'. Underneath are tabs for 'Digital Policy', 'Policy Library', and 'Policy Archive'. A 'Filter By:' section includes a refresh icon, a 'Department' dropdown menu, and a search input field with a search icon. At the bottom, there is a 'Folder List' section which is currently empty.

# Generate Policy

**CARA** AEON CO. INC. DASHBOARD SOP POLICY WELCOME Log out

**3** Select **Generate Policy**

Policy - My Workspace

**Generate policy** Upload File Create Folder

Digital Policy Policy Library

Filter By:

Department  Status  Input folder or file name

File Name	Status	Created Date	Action
<b>Corporate Services</b> CHRO Corporate Services <b>Public</b>			
<b>Digital Business Process (DBP)</b> CHRO Governance & Integrity			
<b>ERM Manual</b> CHRO Governance & Integrity <b>Public</b>			
<b>Human Resources (HR)</b> CHRO HR Operations <b>Public</b>			
<b>Procurement (Non-Trade)</b> CHRO Procurement (Non-Trade) <b>Public</b>			

# Generate Policy

Digitalied Policy

① Template      ② Cover Page      ③ Content      ④ Reference

**4** Fill in the required details

Select Language  
English

Select Template  
AEON CO

Select Division  
CHRO

Select Department  
Governance & Integrity

Accessible to All Staff  
No

Select Folder  
Digital Business Process (DBP)

Previous      **Draft**      Next

- Select Language – English or Malay
- Select Template – AEON or AEON BIG
- Select Division – Choose the division
- Select Department – Select the department
- Accessible to All Staff – Yes or No
- Select Folder – Folder where the policy will be saved

Click **Draft** to save progress

1 Template — 2 Cover Page — 3 Content — 4 Reference

**Title**  
Policy on Document Validation and Digitalization in CARA

**Policy Number**  
AEON/DBP/101

**Effective Date**  
29/09/2025

**Version Number**  
1.0

**Version Description**  
First release of policy regarding the management, validation, and digitalization of documents in the CARA system.

**Created Date**  
29/09/2025

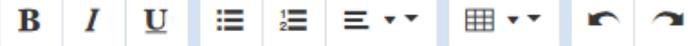
Previous **Draft** Next

- Title – Enter the policy title
- Policy Number – Format as Company/Department Code/Number (if unsure, contact DBP)
- Effective Date – Enter the original effective date
- Version Number – Indicate version (e.g. 1.0, 2.0, 3.0)
- Version Description – Provide details of the version
- Created Date – Date the policy is created (auto)

Click **Draft** to save progress

# Generate Policy

## Confidentiality Statement



This document is intended for internal use within AEON Co. (M) Bhd. Unauthorized use, reproduction, or distribution of this policy is strictly prohibited.

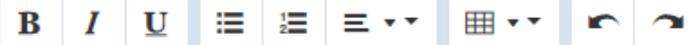
- Confidentiality Statement – Insert confidentiality note
- Purpose – Explain the purpose of the policy
- Scope – Define what the policy covers

## Purpose



The purpose of this policy is to ensure all Standard Operating Procedures (SOPs), policies, memos, and guidelines within the CARA system are properly validated, digitalized, and maintained for accuracy, accessibility, and compliance.

## Scope



This policy applies to all Business Units (BUs), departments, and employees involved in creating, reviewing, approving, and maintaining documents in the CARA system.

# Generate Policy

## Definition/ Abbreviation

<b>B</b> <i>I</i> <u>U</u> [List Bullets] [List Numbered] [List Indent] [Table] [Undo] [Redo]	
PIC	Person-In-Charge assigned by each Business Unit
DBP	Digital Business Process

- Definition/Abbreviation – Explain terms or short forms
- Responsibilities – List of roles involved

## Responsibilities

<b>B</b> <i>I</i> <u>U</u> [List Bullets] [List Numbered] [List Indent] [Table] [Undo] [Redo]	
Reviewer/Approver	Reviews and approves digitalized SOPs/policies before release
All Employees	Responsible for acknowledging and adhering to the latest documents published in CARA

Click **Draft** to save progress

Previous

**Draft**

Next

**5.1 Title**  
Document Validation

**Description**

**B** **I** **U**

All documents in CARA must undergo validation every six (6) months. Invalid or outdated documents shall be moved to SOP Archive, while valid ones remain in SOP Library.

**Appendix**  
None

**5.2 Title**  
Digitalization

**Description**

**B** **I** **U**

Documents such as SOPs, policies, and memos must be created or migrated into CARA using standardized templates to ensure consistency and ease of access.

- Policy Statement / Information – Enter the following:
  - Title
  - Description
  - Appendix (if any)

**5.3 Title**  
Access Control

**Description**

**B** **I** **U** [List Icons] [Table Icon] [Undo/Redo Icons]

- Each BU must assign at least one PIC who may also act as a Creator.
- Role-based access (Creator, Reviewer, Approver, Admin) ensures accountability in document management.
- Role-based access (Creator, Reviewer, Approver, Admin) ensures accountability in document management.

**Appendix**  
None ▾

**+Add New**

Previous **Draft** Next

- Policy Statement / Information – Enter the content:
  - Title
  - Description
  - Appendix (if any)
- Click **Add New** to include additional entries

Click **Draft** to save progress

# Generate Policy

**Digitalied Policy**

1 ————— 2 ————— 3 ————— 4  
Template Cover Page Content Reference

**Reference**

**B** **I** **U** [List Icon] [List Icon] [List Icon] [Table Icon] [Undo] [Redo]

- CARA Creator Guidelines v3.1
- CARA Reviewer Guidelines v3.2
- CARA Approver Guidelines v3.3

**DBP Reviewer**  
ANNE

**Business Unit Reviewer**  
CHARLES

**Approver**  
JAKE

Previous

Click **Draft** to save progress

Click **Submit** for review

**Draft** **Submit**

- Reference – State related documents, policies, rules, or regulations (if any)
- DBP Reviewer – Select a DBP team member
- Reviewers – Select reviewer from BU
- Approvers – Select approver from BU

# Generate Policy

## Policy - My Workspace

Generate policy

Upload File

Create Folder

5

Monitor the status of your policy in Digital Policy and act accordingly using the available buttons

Digital Policy

Policy Library

Filter By:

Company

Division

Department

In Progress

Input folder or file name



File Name

Status

Created Date

Action

Digital Business Process (DBP) CHRO Governance & Integrity

Edit

1 Policy on Document Validation and Digitalization in CARA <sup>1.0</sup>  
NORNASUHA BINTI ZAKARIA

In Progress

29-9-2025

Preview

Log

Delete

As a Creator (Workspace view only), you can:

- Preview – View the Policy
- Log – See activity history
- Delete – Remove the Policy
- Edit – Update Policy details (only when rejected)

6

After creating and submitting a Policy, Creator should regularly check Outlook email for CARA notifications regarding the Policy status and any required actions

Dear User,

The Policy - Policy on Document Validation and Digitalization in CARA has been processed and is now in the **in\_progress** stage.

You can access it here: [CARA Website](#)

Dear User,

The Policy - Policy on Document Validation and Digitalization in CARA has been processed and is now in the **dbp\_reviewed** stage.

You can access it here: [CARA Website](#)

Dear User,

The Policy - Policy on Document Validation and Digitalization in CARA has been processed and is now in the **reviewer\_rejected** stage.

Your Policy has been rejected. Please review the feedback and make the necessary changes.

You can access it here: [CARA Website](#)

Dear User,

The Policy - Policy on Document Validation and Digitalization in CARA is awaiting your kind attention to **APPROVE**.

Please take a moment to review it at the following link: [CARA Website](#)

# Generate Policy

Policy - My Workspace

[Generate policy](#) [Upload File](#) [Create Folder](#)

[Digital Policy](#) [Policy Library](#)

Filter By:

Company  Division  Department

Approved

File Name	Status	Created Date	Action
<b>Digital Business Process (DBP)</b> CHRO Governance & Integrity <a href="#">Edit</a>			
1 Policy on Document Validation and Digitalization in CARA <sup>2.0</sup> NORNASUHA BINTI ZAKARIA	Approved	07-10-2025	<a href="#">Preview</a> <a href="#">Log</a> <a href="#">Archive</a> <a href="#">Version Update</a> <a href="#">Export Report</a> <a href="#">Delete</a> <a href="#">Manage</a> <a href="#">Feedback</a>

7 Once the Policy is approved by the Approver, the Creator may generate an updated version through the **Version Update** option for any future modifications

# UPLOAD SOP

# Upload File

The screenshot shows the CARA SOP dashboard. At the top left is the CARA logo. The navigation bar includes 'DASHBOARD' and 'SOP', with 'SOP' highlighted by a pink box and a callout '1 Go to the SOP tab'. On the right, there is a 'WELCOME' notification and a 'Log out' button. Below the navigation bar, the 'SOP' section has a 'My Workspace' button highlighted by a pink box and a callout '2 Click My Workspace'. Underneath are tabs for 'Digital SOP', 'SOP Library', and 'SOP Archive'. A 'Filter By:' section contains a refresh icon and three dropdown menus for 'Company', 'Division', and 'Department'. Below this is a search bar with the placeholder text 'Input folder or file name' and a search icon. The 'Folder List' section displays three folders: 'AEON Big A2B Operations' (with sub-items 'AEON BIG' and 'A2B'), 'Mall Operations' (with sub-items 'Co-COO Mall' and 'Mall Operations'), and 'Product Compliance' (with sub-items 'CMMO' and 'Product Compliance').

# Upload File

The screenshot shows the CARA (AEON CO. INC.) dashboard for SOP management. At the top left is the CARA logo and the text 'DASHBOARD'. At the top right, there is a 'WELCOME' notification and a 'Log out' button. Below the dashboard header, the page title is 'SOP - My Workspace'. A pink callout box with the number '3' and the text 'Click the Upload File button' points to the 'Upload File' button, which is highlighted with a pink rectangle. To the left of 'Upload File' are 'Generate SOP' and 'Create Folder' buttons. Below the buttons are two tabs: 'Digital SOP' (active) and 'SOP Library'. A 'Filter By:' section includes a refresh icon and three dropdown menus for 'Company', 'Division', and 'Department'. Below these is a search bar with a 'Status' dropdown and a text input field labeled 'Input folder or file name', followed by a search icon. The main content area is a table with the following columns: 'File Name', 'Status', 'Created Date', and 'Action'. The table contains four rows of folder entries:

File Name	Status	Created Date	Action
<b>AEON Big A2B Operations</b> AEON BIG A2B			
<b>AEON Big Legal</b> AEON BIG Legal			
<b>AEON Big Risk &amp; Prevention</b> AEON BIG Risk Prevention			
<b>AEON Corporate Policy</b> GENERAL General			

1 Template 2 Upload File

4 Select the template, division, department, folder, category, and effective date. Then click **Next**.

Select Template  
AEON CO

Select Division  
CHRO

Select Department  
Governance & Integrity

Select Folder  
Digital Business Process (DBP)

Select Category  
Manual/Guidelines/Working Instructions

Select Effective Date  
06/05/2025

Previous Next

1 Template

2 Upload File

Title

CARA User Guidelines V1.0

Upload File **\*\*maximum 100mb for video upload**

+ Choose File

CARA User Guidelines V1.0.pdf

5 Enter the file title, select the file from your computer, and click **Submit**  
*\*Supported file types include: .doc, .docx, .pdf, .ppt, .pptx, .xls, .xlsx, .jpg, .jpeg, .png, .mp4, .mov, and .txt*

Previous

Submit

6 Check your file in the **SOP Library** under the folder you selected

SOP - My Workspace

Generate SOP Upload File Create Folder

Digital SOP SOP Library

Filter By:

Company Division Department

cara user guidelines

File Name	Action
<b>Digital Business Process (DBP)</b> CHRO Governance	Edit
1 CARA User Guidelines V3.0 NORNASUHA BINTI ZAKARIA	Preview  Export Report  Edit  Digitalized Archive  Delete
2 Video: CARA User Guidelines (Policy) - B.Melayu NORNASUHA BINTI ZAKARIA	Preview  QR Code  Export Report  Edit Digitalized  Archive  Delete

As a Creator, you can manage files using the following buttons (Workspace view only):

- Preview – View the file
- Export Report – Download a report of user acknowledgements
- Edit – Update the file’s information
- Digitalize – Convert the file to a digital format
- Archive – Move the file to the SOP Archive
- Delete – Remove the file from the system
- QR Code – Share a QR Code (for video only)

# UPLOAD POLICY

# Upload Policy

The screenshot displays the CARA system interface. At the top left is the CARA logo with the tagline 'ADD ON. IN. BLD.'. The navigation menu includes 'DASHBOARD', 'SOP', and 'POLICY', with 'POLICY' highlighted by a pink box. A pink callout box with the number '1' and the text 'Go to the Policy tab' points to the 'POLICY' tab. On the right side of the header, there is a 'WELCOME' notification and a 'Log out' button. Below the navigation menu, the 'Policy' section is visible, with a 'My Workspace' button highlighted by a pink box. A pink callout box with the number '2' and the text 'Click My Workspace' points to this button. Underneath, there are three tabs: 'Digital Policy' (which is active and underlined), 'Policy Library', and 'Policy Archive'. A 'Filter By:' section contains a refresh icon and a dropdown menu currently set to 'Department'. Below this is a search bar with the placeholder text 'Input folder or file name' and a search icon. At the bottom, the text 'Folder List' is displayed above a thick grey horizontal bar.

# Upload Policy

DASHBOARD SOP POLICY WELCOME [Log out](#)

**3** Select **Upload File**

Policy - My Workspace

[Generate policy](#) [Upload File](#) [Create Folder](#)

[Digital Policy](#) [Policy Library](#)

Filter By:

Department

Status  Input folder or file name

File Name	Status	Created Date	Action
<b>Corporate Services</b> CHRO Corporate Services <b>Public</b>			
<b>Digital Business Process (DBP)</b> CHRO Governance & Integrity			
<b>ERM Manual</b> CHRO Governance & Integrity <b>Public</b>			
<b>Human Resources (HR)</b> CHRO HR Operations <b>Public</b>			
<b>Procurement (Non-Trade)</b> CHRO Procurement (Non-Trade) <b>Public</b>			

Policy Library

1 Template

2 Upload File

4 Select the template, division, department, folder, category, and effective date. Then click **Next**.

Select Template  
AEON CO

Select Division  
CHRO

Select Department  
Governance & Integrity

Accessible to All Staff  
No

Select Folder  
Digital Business Process (DBP)

Select Category  
Policy

Effective Date  
07/10/2022

Uploaded Date  
01/10/2025

Previous

Next

Policy Library

1 Template ————— 2 Upload File

Title

Policy on Centralization & Digitization of AEON Policy, Process & Procedures

Upload File **\*\*maximum 10mb**

+Choose File

1672390157.Inter Office Memo - AEON Policy, Process, Procedures (AMY & AB).pdf

5 Enter the file title, select the file from your computer, and click **Submit**  
*\*Supported file types include: .doc, .docx, .pdf, .ppt, .pptx, .xls, .xlsx, .jpg, .jpeg, .png, .mp4, .mov, and .txt*

Previous Submit

# Upload Policy

Policy - My Workspace

[Generate policy](#) [Upload File](#) [Create Folder](#)

[Digital Policy](#) [Policy Library](#)

Filter By:

Department

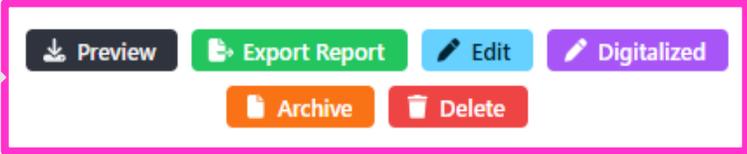
Input folder or file name

File Name	Status	Uploaded Date	Action
<b>Corporate Services</b> CHRO Corporate Services <span>Public</span>			
<b>Digital Business Process (DBP)</b> CHRO Governance & Integrity			
1 Policy on Centralization & Digitization of AEON Policy, Process & Procedures ANNE			Preview  Export Report  Edit  Digitalized Archive  Delete
<b>ERM Manual</b> CHRO Governance & Integrity <span>Public</span>			

As a Creator you can:

- Preview – View file
- Export Report – Download user acknowledgements
- Edit – Update file info
- Digitalize – Convert to digital format
- Archive – Move to SOP Archive
- Delete – Remove file

6 Check your file in the **Policy Library (My Workspace)** under the folder you selected



# CREATE FOLDER SOP

# Create Folder

The screenshot shows the CARA (AEON CO., LTD.) dashboard. At the top, there are navigation tabs for 'DASHBOARD' and 'SOP'. A pink box highlights the 'SOP' tab, with a callout '1 Go to the SOP tab'. Below the navigation, the 'SOP' section is active. A pink box highlights the 'My Workspace' button, with a callout '2 Click My Workspace'. Underneath, there are tabs for 'Digital SOP', 'SOP Library', and 'SOP Archive'. A 'Filter By:' section includes a refresh icon and three dropdown menus for 'Company', 'Division', and 'Department'. A search bar with the placeholder 'Input folder or file name' and a search icon is present. Below the search bar is a 'Folder List' section containing three items: 'AEON Big A2B Operations' (with sub-items 'AEON BIG' and 'A2B'), 'Mall Operations' (with sub-items 'Co-COO Mall' and 'Mall Operations'), and 'Product Compliance' (with sub-items 'CMMO' and 'Product Compliance').

# Create Folder

The screenshot shows the CARA SOP workspace interface. At the top left is the CARA logo. Navigation links for 'DASHBOARD' and 'SOP' are present. On the right, there is a 'WELCOME' notification and a 'Log out' button. The main heading is 'SOP - My Workspace'. Below it are three buttons: 'Generate SOP', 'Upload File', and 'Create Folder'. The 'Create Folder' button is highlighted with a pink rectangular box. To the right of this box is a pink callout box containing the number '3' and the text 'Click the Create Folder button'. Below the buttons are two tabs: 'Digital SOP' (active) and 'SOP Library'. A 'Filter By:' section includes a refresh icon and three dropdown menus for 'Company', 'Division', and 'Department'. Below these is a search bar with a 'Status' dropdown and a search icon. The main content area is a table with the following columns: 'File Name', 'Status', 'Created Date', and 'Action'. The table lists four folders:

File Name	Status	Created Date	Action
<b>AEON Big A2B Operations</b> AEON BIG A2B			
<b>AEON Big Legal</b> AEON BIG Legal			
<b>AEON Big Risk &amp; Prevention</b> AEON BIG Risk Prevention			
<b>AEON Corporate Policy</b> GENERAL General			

# Create Folder

Note: The folder will automatically appear under Digital SOP, SOP Library, and SOP Archive sections

Create New Folder

Title

Digital Business Process (DBP) - CARA

Company

AEON CO

Division

CHRO

Department

Governance & Integrity

Create

4

Fill in the required details and click **Create**

# Create Folder

5 To edit or delete a folder, search for its name using the search box, then click the **Edit** or **Delete** button accordingly

<b>CRM - AMC &amp; AGV (Singapore)</b> Co-COO Retail Customer Relations Management	<a href="#">Edit</a>
<b>Customer Service</b> AEON BIG Customer Service	
<b>Digital Business Process (DBP)</b> CHRO Governance & Integrity	
<b>Digital Business Process (DBP) - CARA</b> CHRO Governance & Integrity	<a href="#">Delete</a> <a href="#">Edit</a>
<i>Empty</i>	
<b>Digital Business Process Backup</b> CHRO Governance & Integrity	<a href="#">Edit</a>
<b>Digital Ka-Mi (AEON IT)</b> CTO IT System Application Management	<a href="#">Edit</a>
<b>ERM Manual</b> CHRO Governance & Integrity	<a href="#">Edit</a>
<b>Facility Management</b> CPO Facility Management Mall	<a href="#">Edit</a>

# CREATE FOLDER POLICY

# Create Folder Policy

The screenshot displays the CARA system interface. At the top left is the CARA logo. The navigation menu includes 'DASHBOARD', 'SOP', and 'POLICY', with 'POLICY' highlighted by a pink box. A pink callout box with the number '1' and the text 'Go to the Policy tab' points to the 'POLICY' tab. On the right side of the header, there is a 'WELCOME' notification and a 'Log out' button. Below the navigation, the 'Policy' section is visible, with a 'My Workspace' button highlighted by a pink box. A pink callout box with the number '2' and the text 'Click My Workspace' points to this button. Underneath, there are tabs for 'Digital Policy', 'Policy Library', and 'Policy Archive'. A 'Filter By:' section contains a refresh icon and a dropdown menu currently set to 'Department'. Below this is a search bar with the placeholder text 'Input folder or file name' and a search icon. At the bottom, the text 'Folder List' is displayed above a greyed-out area.

# Create Folder Policy

**CARA** DASHBOARD SOP POLICY WELCOME Log out

**3** Select **Create Folder**

Policy - My Workspace

Generate policy Upload File **Create Folder**

Digital Policy Policy Library

Filter By:

Department

Status  Input folder or file name

File Name	Status	Created Date	Action
<b>Corporate Services</b> CHRO Corporate Services <b>Public</b>			
<b>Digital Business Process (DBP)</b> CHRO Governance & Integrity			
<b>ERM Manual</b> CHRO Governance & Integrity <b>Public</b>			
<b>Human Resources (HR)</b> CHRO HR Operations <b>Public</b>			
<b>Procurement (Non-Trade)</b> CHRO Procurement (Non-Trade) <b>Public</b>			

# Create Folder Policy

**4** Fill in the required details and click **Create**  
*\*If you select Yes for 'Accessible to All Staff,' the folder will be Public and will only store public files. If you select No, the folder will store private files accessible only to staff in the same division.*

**Create New Folder**

Title  
Governance & Integrity (GID)

Company  
AEON CO

Division  
CHRO

Department  
Governance & Integrity

Accessible to All Staff  
Yes

**Create**

Note: The folder will automatically appear in the Digital Policy, Policy Library, and Policy Archive sections

Filter By: [Refresh]

Department [Dropdown]

Input for [Dropdown]

Export Report Edit Digitalized

Archive Delete

ERM Manual CHRO Governance & Integrity

Human Resources (HR) CHRO HR Operations

Procurement (Non-Trade) CHRO Procurement

Sustainability CHRO Sustainability Public

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# Create Folder Policy

The screenshot shows a list of folders in a management system. A callout box with the number '5' contains the text: "To edit or delete a folder, search for its name using the search box, then click the **Edit** or **Delete** button accordingly". In the interface, the 'Delete' and 'Edit' buttons for the 'Governance & Integrity (GID)' folder are highlighted with a red box.

Folder Name	Parent	Visibility	Actions
Finance	CFO Financial Controller	Public	Edit
General Uploads	GENERAL General	Public	Edit
Governance & Integrity (GID)	CHRO Governance & Integrity		Delete, Edit
Empty			
Human Resources	AEON BIG Human Resources	Public	Edit
Human Resources (HR)	CHRO HR Operations	Public	Edit
Internal Audit (IA)	CEO Internal Audit	Public	Edit
Legal Department	CEO Legal	Public	Edit
Mall Operations	Co-COO Mall Mall Operations Support	Public	Edit
Private Brand Quality Control	CMO Product Compliance	Public	Edit

# THANK YOU

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