

Attachment (Full Workflow Assessment Process - Multi Roles)

**MALAYSIAN CARBON REDUCTION AND
ENVIRONMENTAL SUSTAINABILITY TOOL
("MyCREST")**



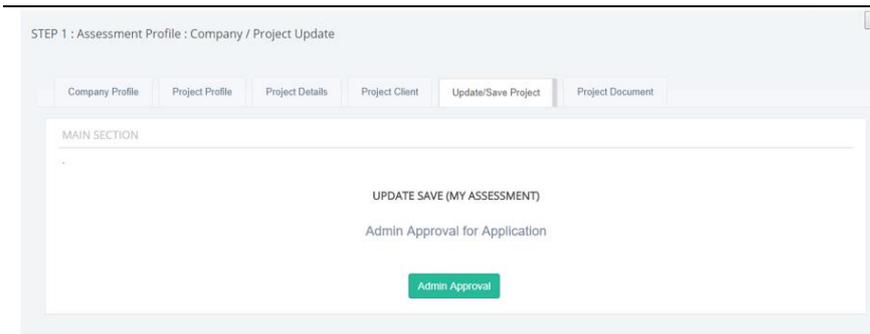
PROJECT REGISTRATION, APPROVAL AND UPDATE

MYC699860APPS102017 NEW	Bermuda Triangle Enterprise	Air-Conditioned Building	New Constructions	89000 .m2	/ 148	RM20,000.00	<input type="radio"/> Company Info <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Target Award <input type="radio"/> Project Client <input type="radio"/> Contact Person	Review	Applicant Session
MYC717694APPS072017 Status : ASSESSMENT EVALUATING BY ASSESSOR	LIM TOWNHOUSE	Air-Conditioned Building	New Constructions	21542 .m2	/ 148	RM10,000.00	<input type="radio"/> Company Info <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Target Award <input type="radio"/> Project Client <input type="radio"/> Contact Person	- Applicant Project In Progress - View Appointed Assessor(s)	<ul style="list-style-type: none"> Applicant Register NEW project (Bermuda Triangle Enterprise)
MYC956484APPS062017 PROJECT REGISTRATION APPROVED	RUMAH ATAS BUKIT	Non-Air-Conditioned Building	New Constructions	1560 .m2	/ 120	RM2,000.00	<input type="radio"/> Company Info <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Target Award <input type="radio"/> Project Client <input type="radio"/> Contact Person	- Approver Approval Success-	

MYC699860APPS102017 NEW	Bermuda Triangle Enterprise	Air-Conditioned Building	New Constructions	89000 .m2	/ 148	RM20,000.00		Applicant Session
								<ul style="list-style-type: none"> Sample of Bermuda Triangle Enterprise Project

New Constructions	89000 .m2	/ 148	RM20,000.00	<input type="radio"/> Company Info <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Target Award <input type="radio"/> Project Client <input type="radio"/> Contact Person	Review	Admin Session
						<ul style="list-style-type: none"> Admin click on the Review button

						Admin Session
Button Name / Status	Description	Result Button Click	Next Status			
Review	After Applicant Register Project, Admin will be able to see a list of Projects with a button name "Review"	1st Stage - Applicant has been Approved by Admin at first stage and Waiting for Approver to Approve Project Fees	PROJECT REGISTRATION REVIEWED			



Admin Session

- System Redirect page to update/save Tabs
- Admin click on Admin Approval button

MYC699860APPS102017	Bermuda Triangle Enterprise	Air-Conditioned Building	New Constructions	89000.m2	/ 148	RM20,000.00	<input type="radio"/> Company Info <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Target Award <input type="radio"/> Project Client <input type="radio"/> Contact Person	- Approved by Admin (Approval Success) -
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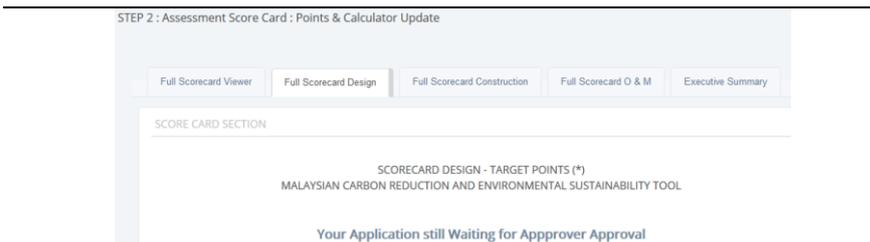
Admin Session

- Admin will see status "Approved by Admin" – Approval Success

MYC699860APPS102017	Design / Construction / Operation Maintenance	BERNUDA TRIANGLE ENTERPRISE	89000.M2	/ 148	RM20,000.00	Status : - Not Available - <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Type Of Building <input type="radio"/> Categories <input type="radio"/> Target Award <input type="radio"/> Expiry Date	Edit & View
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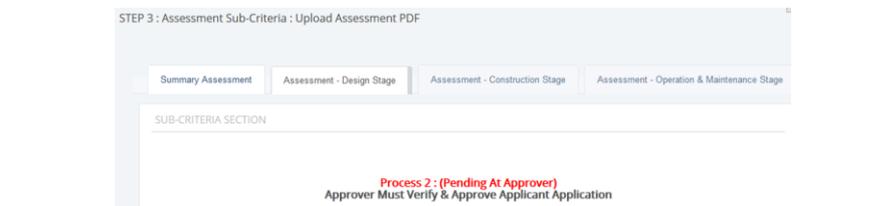
Applicant Session

- Login to MyCREST Project - Existing & Assessment Menu
- Click on Edit & View button
- Project Status changed to PROJECT REGISTRATION REVIEWED (Admin)



Applicant Session

- STEP 2 & 3 not available. Scorecard still waiting for Approver action.



MYC699860APPS102017 Status : PROJECT REGISTRATION REVIEWED	Bernuda Triangle Enterprise	KUL,50400,Jalan Tun Razak,Kuala Lumpur	Air- Conditioned Building	Approver Session <ul style="list-style-type: none"> Approver Login to make Approval Approver click on MyCREST Project menu → Registered & Assessment Approver click Review button Approver will be redirect to Update/Save tab Approver click button “Approver to Approve this application”
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Ahead Maju Sdn Bhd	Rizzal Amdan	Review
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Button Name / Status	Description	Result Button Click	Next Status
Review	After Admin Approved Project, Approver will be able to see a list of Projects with a button name “Review”	2nd Stage - Applicant has been Approved by Admin at first stage and Applicant Fees has been approved by Approver	PROJECT REGISTRATION APPROVED

Company Profile	Project Profile	Project Details	Project Client	Update/Save Project	Project Document
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MAIN SECTION

UPDATE SAVE (MY ASSESSMENT)

Approver Require To Approved Applicant Application

Approver To Approve this Application

- Approver Session**
- Approver will be redirect to Update/Save tab
 - Approver click button “Approver to Approve this application”
 - List will be empty if no more stage 1 Project need to be approved

MYC699860APPS102017	Design / Construction / Operation Maintenance OPEN OTHER STAGE: Not Available Yet -	BERNUDA TRIANGLE ENTERPRISE	89000 M2	/ 148	RM20,000.00	Status : - Not Available -		<input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Type Of Building <input type="radio"/> Categories <input type="radio"/> Target Award <input type="radio"/> Expiry Date	Edit & View
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- Applicant Session**
- Login and check existing project & assessment
 - Project Status change to PROJECT REGISTRATION APPROVED
 - Click Edit & View button to continue manage project

Full Scorecard Viewer Full Scorecard Design Full Scorecard Construction Full Scorecard O & M Executiv

SCORE CARD SECTION

SCORECARD DESIGN - TARGET POINTS (*)
MALAYSIAN CARBON REDUCTION AND ENVIRONMENTAL SUSTAINABILITY TOOL

System Will Generate Design Stage Sub-Criteria (Upload & Calculator) Materials

MYC699860APPS102017 **Start My Design Stage**

- Applicant Session**
- Click on STEP 2, next click on Tab 2 – Full score card design
 - Click Start Design Stage Button to generate design stage master data for score card



- Applicant Session**
- Choose OK to proceed generating score card.
 - Then go back to STEP 2- Full score card tab

SCORE CARD SECTION

SCORECARD DESIGN - TARGET POINTS (*)
MALAYSIAN CARBON REDUCTION AND ENVIRONMENTAL SUSTAINABILITY TOOL

Project Reference No : MYC699860APPS102017

DESIGN STAGE					GROUP	TARGET POINTS	INPUTS
PD	Pre-Design	PD1	MyCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS STATEMENT	CI		Max Pts: (1) 0	- NA -
PD	Pre-Design	PD2	INITIAL TARGET OF MyCREST LEVEL AND ESTIMATION MyCREST GREEN BUDGET	S		Max Pts: (1) 0	- NA -
PD	Pre-Design	PD3	GREEN ECO-CHARRETTE	S		Max Pts:	

- Applicant Session**
- Sub-criteria Score card populated into the system with input for Target Points and calculator

INS_HC	Healthcare-Infrastructure And Sequestration	HC1		CONNECTION TO NATURAL WORLD	S		Max Pts: (0) 0	Elective Points
INS_HC	Healthcare-Infrastructure And Sequestration	HC2		EQUIPMENT AND MEDICAL EQUIPMENT EFFICIENCY	S		Max Pts: (0) 0	Elective Points
OH_HC	Healthcare-Occupant & Health	HC3		CONTROL & STRATEGIES TO REDUCE MOULD OCCURANCE FOR HEALTHCARE	S		Max Pts: (0) 0	Elective Points
OH_HC	Healthcare-Occupant & Health	HC4		INDOOR LEISURE AREAS	S		Max Pts: (0) 0	Elective Points
OH_HC	Healthcare-Occupant & Health	HC5		DAYLIGHT & VIEWS: LIGHTING & CIRCADIAN RHYTHMS	S		Max Pts: (0) 0	Elective Points
LC_HC	Healthcare-Lowering The Embodied Carbon	HC6		PBT SOURCE DECREASE - MERCURY IN LAMPS	S		Max Pts: (0) 0	Elective Points
						148	0	

IS	Infrastructure And Sequestration	IS3		ENVIRONMENTAL MANAGEMENT PLAN (EMP)	CI		Max Pts: (1) 0	- NA -
IS	Infrastructure And Sequestration	IS4		FACTORS IN STORMWATER MANAGEMENT	MAIN		- NA -	UPDATE POINT NOW
IS	Infrastructure And Sequestration	IS4	4.1	Control Of Stormwater Run-Off On Site	CI		Max Pts: (1) 1	- NA -
IS	Infrastructure And Sequestration	IS4	4.2	Stormwater Design - Quality	CI		Max Pts: (1) 1	- NA -
IS	Infrastructure And Sequestration	IS4	4.3	Integration Of Carbon Sequester Strategies	Cr		Max Pts: (1) 1	- NA -
IS	Infrastructure And Sequestration	IS5		LOW-CARBON TRANSPORT FACTORS	MAIN		Do Not Exceed Max Points, For Calculator, Use Calculator to Return Points	
IS	Infrastructure And Sequestration	IS5	5.1	Covered Pedestrian Walkway	CI		Max Pts: (3) 3	- NA -

Applicant Session

- Key-in their Target Points in the box available. And alert saying “Do not exceed Max Points to remind
- Enter within max points setup
- Click on Update Point Now button to save the Points
- Loading indicator will be display after button is clicked
- Notification success Update will be displayed after points completed saved

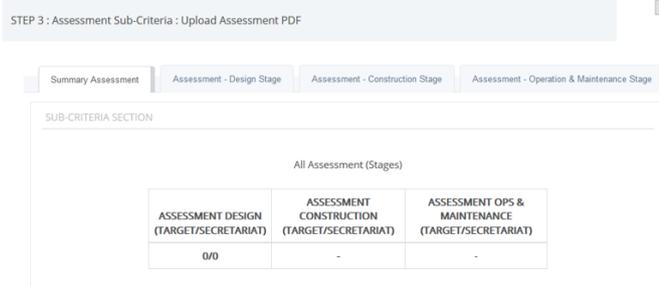


SCORE CARD TARGET POINTS : GRAND TOTAL UPDATED SUCCESSFULLY
UPDATE POINT NOW

INS_HC	Healthcare-Infrastructure And Sequestration	HC1	CON	SCORE CARD TARGET POINTS : GRAND TOTAL UPDATED SUCCESSFULLY			UPDATE POINT NOW	
INS_HC	Healthcare-Infrastructure And Sequestration	HC2	EQUIPMENT AND MEDICAL EQUIPMENT EFFICIENCY	S		Max Pts: (0)	Elective Points	
OH_HC	Healthcare-Occupant & Health	HC3	CONTROL & STRATEGIES TO REDUCE MOULD OCCURANCE FOR HEALTHCARE	S		Max Pts: (0)	Elective Points	
OH_HC	Healthcare-Occupant & Health	HC4	INDOOR LEISURE AREAS	S		Max Pts: (0)	Elective Points	
OH_HC	Healthcare-Occupant & Health	HC5	DAYLIGHT & VIEWS: LIGHTING & CIRCADIAN RHYTHMS	S		Max Pts: (0)	Elective Points	
LC_HC	Healthcate-Lowering The Embodied Carbon	HC6	PBT SOURCE DECREASE - MERCURY IN LAMPMS	S		Max Pts: (0)	Elective Points	
					148	47		

Applicant Session

- Applicant calculator input will be on separate sheet (see Attachment)
- Applicant Upload Assessment PDF details/flow is available on Applicant Manual
- Applicant Target Point Update details/flow is available on Applicant Manual
- Total Points displayed on bottom page
- **Blue** grand Total is Total Max points for Applicant
- **Red** grand total is Total Applicant Target



Applicant Session

- ❖ Tab 1 **Summary Assessment** : Points summary for all stages
- ❖ Tab 2 **Assessment – Design Stages** : Upload PDF for Design
- ❖ Tab 3 **Assessment – Construction Stages** : Upload PDF for Construction
- ❖ Tab 4 **Assessment – O&M Stages** : Upload PDF for Operation & Maintenance

- ❖ If Applicant finish key-in all target points, Applicant can continue uploading the pdf materials accordingly. Applicant can always update the target point by going to STEP 2
- ❖ STEP 3 Assessment sub-criteria, upload assessment PDF

Process 3 : (Admin & Approver Completed)
Applicant Assessment In Progress

Design Section (APPLICANT)

Applicant Target Points	Secretariat Merit Points
7	0

Select Your Design Module :

Sub Category :

[Show Details](#)

Records List

Show entries Search:

Project Reference	Project Description	Master Code	Sub Code	Sub Category	Date Created	Target Point	Support Docs	APPLICANT Assessed (Secretariat Points)
MYC699860APPS102017 DESS565818SUBC102017	PD1..MYCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS STATEMENT , MP:1	PD	PD1		2017-10-05	1	Upload Here Found : [0]	Points :
MYC699860APPS102017 DESS149251SUBC102017	PD2..INITIAL TARGET OF MYCREST LEVEL AND	PD	PD2		2017-10-05	0	Upload Here Found : [0]	Points :

Applicant Session

- Tab 2 Assessment – Design Stages : Upload PDF for Design

- ❖ A : Total Target points updated in STEP 2 Score card update points - *Reference only*
- ❖ B : Select module and sub category to filter sub criteria - *Optional*
- ❖ C : Search specific sub criteria by manual typing - *Optional*
- ❖ D : Project reference number and sub criteria reference number - *Reference only*
- ❖ E : Sub Criteria Description - *Reference only*
- ❖ F : Target Point updated in STEP 2 by single sub criteria - *Reference only*
- ❖ G : Support Docs to be Uploaded as assessed by assessor - *Compulsory*
- ❖ H : Total Files uploaded by certain sub-Criteria - *Reference only*

Upload Design Stage Documents:

Project Reference No :

Design Stage Ref. No :

Description :

Title Of New Documents upload :

No file selected.

SUBMITTALS

1.DOCUMENT THE INCLUSION OF SUSTAINABLE DEVELOPMENT IN THE NEEDS STATEMENT AND TARGETS IN THE PROJECT DESIGN INTENT DOCUMENT.

2. DEVELOP THE DESIGN INTENT DOCUMENT AT AN INTEGRATED DESIGN PROCESS (IDP) CHARATTE WORKSHOP EARLY IN THE DESIGN OR GOAL-SETTING PROCESS.

3. ESTABLISH STRATEGIES AND GOALS THAT ARE QUANTIFIABLE AND PERFORMANCE - BASED. EXAMPLES ARE AS FOLLOWS:

A. ÆTHE PROJECT SHOULD REDUCE 30% OF ENERGY CONSUMPTION BELOW THE MYCREST BASELINE...Æ

B. ÆTHE PROJECT SHOULD REDUCE WATER CONSUMPTION BY 20% BELOW THE MYCREST BASELINE...Æ

C. ÆTHE PROJECT SHOULD DEMONSTRATE A REDUCTION OF EMBODIED CARBON BY 10% THROUGH THE SPECIFICATION OF MATERIALS AND ON -SITE PRACTICES DURING THE CONSTRUCTION PHASE ...Æ

Uploaded Supporting Docs Target Points (Pdf)

NO	FILENAME	DESCRIPTION	UPLOAD PREVIEW	FILE TYPE	DATE UPLOADED	ACTION
- No Files Uploaded -						

Applicant Session

- Upload supporting documents

- ❖ A : Description of sub-criteria
- ❖ B : Browse button to select single document
- ❖ C : Submit button to upload pdf document
- ❖ D : Submittals content list of item has to be submitted by Applicant
- ❖ E : All uploaded file listed and can be remove

MYC699860APPS102017 DESS565818SUBC102017	PD1,,MyCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS STATEMENT , MP:1	PD	PD1	2017-10-05	1	Upload Here Found : [1]
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Applicant Session

- Target Point
- Total files uploaded

Note:

Within certain period e.g. (2 years) Applicant able to upload and change points over and over again until Applicant decide to do submission* (submit to Assessor for Assessment)

- ❖ A : Target Point by Applicant
- ❖ B : Total of files uploaded (files to support Target Points)

STEP 4 : Assessment Result : Status / Submission / Renewal / Extensions

Assessment Results | Assessment Submission | Assessment Certification | Assessment Renewal/Extensions | Assessment Reset

RESULT & SUBMISSION SECTION

Result Section

Description	Result
Application Status	PROJECT REGISTRATION APPROVED
Date Processed	2017-10-05
Date Completed	

Result Section

Description	Result
Application Status	PROJECT REGISTRATION APPROVED → A
Date Processed	2017-10-05 → B
Date Completed	→ C

Certification Summary → F

Design Stages | Contractor Stages | Operation & Maintenance Stages

Progress Status (HISTORY)

- PROJECT REGISTRATION APPROVED
Progress Date: 2017-10-05
2nd Stage - Applicant Has Been Approved By Admin At First Stage And Applicant Fees Has Been Approved By Approver → D
- PROJECT REGISTRATION REVIEWED
Progress Date: 2017-10-05
1st Stage - Applicant Has Been Approved By Admin At First Stage And Waiting For Approver To Approve Project Fees → E

Applicant Session

- Applicant will be able to see Assessment Result on 1st Tab
- Assessment Submission will be on second tab (Assessment Submission)

- ❖ A : Current Application Status
- ❖ B : Date Application Processed
- ❖ C : Date of completion will be showing once done All processed
- ❖ D : Project progress details from one stage to another stage
- ❖ E : All uploaded file listed and can be remove
- ❖ F : Certification Section, If Any Certification Available

Application Session:

- Once Applicant finish input all the required points and upload all the assessment PDF supporting document, Applicant can submit the Assessment project for submission.
- This submission action will send Applicant project to MyCREST Administration for next stage processes which is Assessment by Assessor(s).
- Up to 3 Assessors will assess Applicant project, determine what point is suitable from the materials uploaded for each Sub-Criteria in that stage.

PROJECT SUBMISSION

Submission Section

ASSESSOR EMAIL	STATUS	APPLICATION STATUS	START DATE	EXPIRY DATE	TODAY DATE	REMAINING DAY(S)	TOTAL RUNNING DAY(S)	TOTAL DAYS	ASSIGNED BY
- No Data Available -									

A

Step 1
 I Have Completed All Upload And Record Update For Certification Submission (New Submission);

B

Step 2
 Confirmation Password :

C

Step 3

D

Applicant Session

- Applicant click Submit button

- ❖ A : Once applicant has submitted a project, a record will be appearing here. If applicant submit twice due to re-submission, two record will be appearing here
- ❖ B : To submit, Applicant require to Switch On Step 1.
- ❖ C : Applicant login password required to be entered for verification validation
- ❖ D : Click Button Confirmation, system will change Applicant project status

STEP 4 : Assessment Result : Status / Submission / Renewal / Extensions

Results
Submission
Certification
Renewal/Extensions
Reset

A

RESULT & SUBMISSION SECTION

Submission Section

ASSESSOR EMAIL	STATUS	APPLICATION STATUS	START DATE	EXPIRY DATE	TODAY DATE	REMAINING DAY(S)	TOTAL RUNNING DAY(S)	TOTAL DAYS	ASSIGNED BY
- No Data Available -									

B

Application is in Waiting For Assessor Queue Pool

C

- ❖ A : Click on Submission tab to view Submission Status
- ❖ B : Assessor(s) will be display on the listing once they are available and assigned
- ❖ C : Current status will be showing

MYC698443APPS082017
 Status : ASSESSMENT SUBMITTED
 Menara KL 118 140 / 148 B
 RM10,000.00
 - Applicant Project In Progress-
 Queue Pool Review C

- Company Info
- Duration
- Description
- Location
- Target Award
- Project Client
- Contact Person

Admin Session

- Admin login to the system and click menu Registration & Assessment
- Assigning Submitted Project to the Assessor(s)
- Click Queue Pool Review

- ❖ A : Once Applicant submitted their project , status will change to ASSESSMENT SUBMITTED
- ❖ B : display Target Points/TOTAL Points
- ❖ C : Button for Admin to send project to Queue Pool

RESULT: 4th Stage - Application waiting for Assessor Review

Company Profile Project Profile Project Details Project Client Update/Save Project Project Document

MAIN SECTION

UPDATE SAVE (MY ASSESSMENT)

#	ASSESSOR EMAIL	ASSESSOR NAME	ASSESSOR ADDRESS	ID / NO	CONTACT NO 1	CONTACT NO 2	STATUS	IMAGE	ACTION
1	CYBERIZAL@GMAIL.COM B	RIZZAL AMDAN	○ VIEW C	770926145491	0193456925	01110145045	APPROVED		<input checked="" type="checkbox"/> D
2	NASIRYUSOFF@GMAIL.COM	NASIR	○ VIEW	123456-98-1234	03-1234512	03-1244131	APPROVED		<input type="checkbox"/>
3	CYBERIZAL77@GMAIL.COM	RIZZAL 2	○ VIEW	770926145491	01110145045	0193456925	APPROVED		<input type="checkbox"/>

Admin Session

- Submit to Queue Pool
- After making selection, Admin click on Proceed Selected Assessor(s) button (A)
- After Admin make selection and submit, system will show Appointed Assessor List

- ❖ A : Page remain In the same update project tab
- ❖ B : Assessor List with assessor email address will be showing
- ❖ C : Address of the Assessor display
- ❖ D : A selection checkbox for Admin to select(Tick) up to 3 Assessors for selected project

Select Your Assessor(s) Above By Checking Checkbox

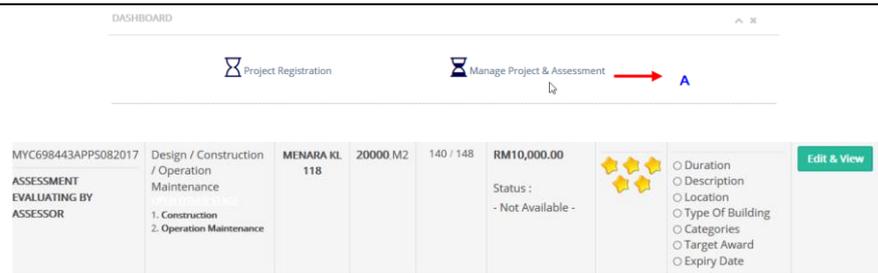


Company Profile Project Profile Project Details Project Client Update/Save Project Project Document

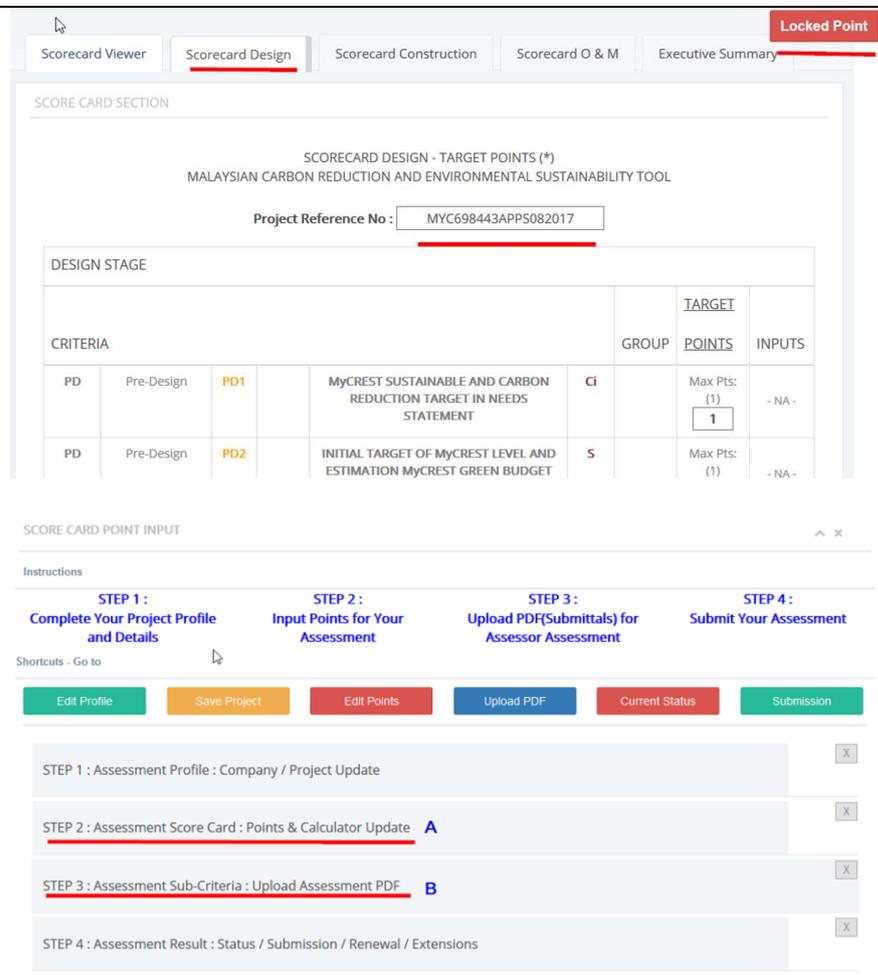
MAIN SECTION

UPDATE SAVE (MY ASSESSMENT)

#	PROJECT REFERENCE NO	ASSESSOR EMAIL	ASSIGNED BY	ASSIGNED DATE	STATUS
1	MYC698443APPS082017	Cyberizal@gmail.com	Admin001	2017-10-10	ACTIVE
2	MYC698443APPS082017	Nasiryusoff@gmail.com	Admin001	2017-10-10	ACTIVE
3	MYC698443APPS082017	Cyberizal77@gmail.com	Admin001	2017-10-10	ACTIVE



- Applicant Session**
- Applicant click on manage Project & Assessment (A)
 - Applicant project status change to “ASSESSMENT EVALUATING BY ASSESSOR”
 - Applicant can continue by clicking Edit & View Button on the last column



- Applicant Session**
- At this point in STEP 2 Section, Scorecard Design Tab, Applicant no longer able to make any changes to Target Point (Locked)
 - Applicant only can view Assessment Points updated by Secretariat after Assessor(s) completing their Assessment

- ❖ A : Target Point is locked for Updating
- ❖ B : PDF Materials is locked for uploading

Upload pdf Documents for Your Target Points

Upload Design Stage Documents:

Project Reference No :
MYC698443APPS082017

Design Stage Ref. No :
DESS650250SUBC082017

Description :
PD1 ,MyCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS STATEMENT , MP.1

Title Of New Documents upload :
[Empty field]

Browse... No file selected.

SUBMITTALS

1.DOCUMENT THE INCLUSION OF SUSTAINABLE DEVELOPMENT IN THE NEEDS STATEMENT AND TARGETS IN THE PROJECT DESIGN INTENT DOCUMENT.

2. DEVELOP THE DESIGN INTENT DOCUMENT AT AN INTEGRATED DESIGN PROCESS (IDP) CHARATTE WORKSHOP EARLY IN THE DESIGN OR GOAL-SETTING PROCESS.

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B. "THE PROJECT SHOULD REDUCE WATER CONSUMPTION BY 20% BELOW THE MYCREST BASELINE..."

C. "THE PROJECT SHOULD DEMONSTRATE A REDUCTION OF EMBODIED CARBON BY 10% THROUGH THE SPECIFICATION OF MATERIALS AND ON - SITE PRACTICES DURING THE CONSTRUCTION PHASE ..."

Upload Has Been Locked For Assessment Process [Back]

Uploaded Supporting Docs Target Points (Pdf)

- ❖ A : Upload submit button has been hide
- ❖ B : Applicant can back to Main page

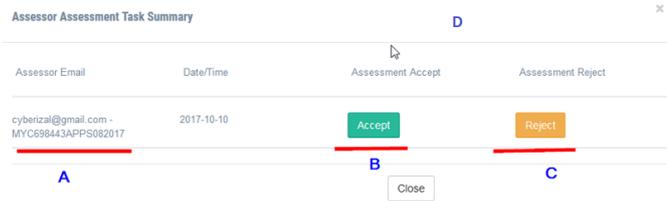
Upload Has Been Locked For Assessment Process [Back]

Uploaded Supporting Docs Target Points (Pdf)

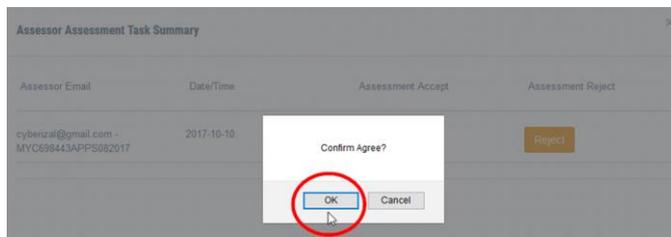
NO	FILENAME	DESCRIPTION	UPLOAD PREVIEW	FILE TYPE	DATE UPLOADED	ACTION
1	PD2 - Outline Of Initial Target Of MyCREST Level.pdf			Application/pdf	2017-10-09 16:42:41	View Larger
2	21816-celta-syllbus(1).pdf			Application/pdf	2017-10-09 16:56:57	View Larger

- ❖ A : Upload Locked
- ❖ B : Filename each of uploaded materials
- ❖ C : To View Uploaded material in large view

ASSESSMENT

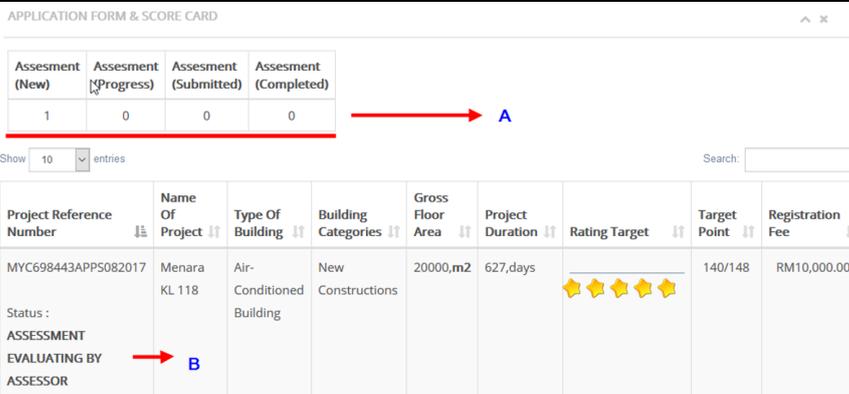


- ❖ A : Assessor email and project reference no
- ❖ B : To accept project assessment
- ❖ C : To reject assessment
- ❖ D : Pop up page for acceptance session



Assessor Session

- Assessor login to MyCREST system, Assessor received and email regarding Assessment Task that has been assigned by Admin
- Click Accept
- System request confirmation, click OK
- Task accepted successfully



- ❖ A : Statistic Assessor Assessment
- ❖ B : current Applicant Project Status



Assessor Session

- Assessor click Registration and assessment link from left vertical menu (A)
- Assessor click on *Assessment Accepted* and browser will redirect Assessor to the Assessment Section.
- Assessor to go to STEP 2 to check Points and Carbon Calculator
- Assessor to go to STEP 3 to check Uploaded Materials, Key-in Assessment Points and insert comment if available

SCORECARD DESIGN - TARGET POINTS (*)
MALAYSIAN CARBON REDUCTION AND ENVIRONMENTAL SUSTAINABILITY TOOL

Project Reference No: MYC698443APPS082017 **A**

DESIGN STAGE				GROUP	TARGET POINTS	INPUTS
PD	Pre-Design	<u>PD1</u> B	MyCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS STATEMENT	Cr	Max Pts: (1) <u>1</u> C	- NA -
PD	Pre-Design	<u>PD2</u>	INITIAL TARGET OF MyCREST LEVEL AND ESTIMATION MyCREST GREEN BUDGET	S	Max Pts: (1) <u>1</u>	- NA -
PD	Pre-Design	<u>PD3</u>	GREEN ECO-CHARRETTE	S	Max Pts: (1) <u>1</u>	- NA -
PD	Pre-Design	<u>PD4</u>	USE OF INTEGRATED DESIGN PROCESS	S	Max Pts: (1) <u>1</u>	- NA -
PD	Pre-Design	<u>PD5</u>	POTENTIAL ENVIRONMENTAL IMPACT OF DEVELOPMENT OR RE-DEVELOPMENT	S	Max Pts: (1) <u>1</u>	- NA -
PD	Pre-Design	<u>PD6</u>	FACILITIES MANAGER IN DESIGN TEAM	S	Max Pts: (1) <u>1</u>	- NA -
IS	Infrastructure And Sequestration	<u>Req1</u> Req1	SITE INVENTORY ANALYSIS ON GREENERY	Cr	Max Pts: Required *	 D

Assessor Session

- STEP 2, Assessment Target Points Update

- ❖ **A** : Project Reference Number
- ❖ **B** : Stage Sub-Criteria ID
- ❖ **C** : Target Points Updated by Applicant
- ❖ **D** : Click Link to Open Calculator session (Applicant Input) (refer below)

Project Reference No : MYC698443APPS082017 **A**

ISreq1 Site Inventory Analysis On Greenery **B**

TABLE 1A NATURAL ECOLOGY AND LANDSCAPE			
	NATURAL ECOLOGY AND LANDSCAPE SURFACE AREA	SURFACE AREA	TYPE OF VEGETATION/WATER BODIES (FREE TEXT)
1	GREEN OPEN SPACE		
	- FOREST RESERVES (INCLUDING URBAN FORESTRY)	100	M2
	- PARKS	100	M2
	- GRASSLAND (SPECIFY SURFACE AREA AND TYPE OF VEGETATION)	100	M2
2	AGRICULTURAL LAND (SPECIFY SURFACE AREA AND TYPE OF VEGETATION)	100	M2
3	WATER BODIES*		
	- LAKES (SPECIFY SURFACE AREA)	100	M2
	TOTAL EXISTING GREEN AREA	500	M2

- ❖ **A** : Project Reference No.
- ❖ **B** : Calculator Reference/Title
- ❖ **C** : Input area by Applicant (white box). Grey box will be auto-calculated.

STEP 3 : Assessment Sub-Criteria : Upload Assessment PDF **A**

Summary | Design Stage | Construction Stage | Operation & Maintenance Stage

SUB-CRITERIA SECTION **B**

Process 3 : (Admin & Approver Completed)
Applicant Assessment In Progress

Design Section (ASSESSORS) **C**

Select Your Design Module :

Sub Category :

Applicant Target Points	Cyberizal@gmail.com Assessed Points	Secretariat Merit Points
140	<u>0</u> D	0

[Show Details](#) **E**

Records List

Show 10 entries

Project Reference	Project Description	Master Code	Sub Code	Sub Category	Date Created	Target Point	Support Docs	ASSESSORS Assessed Result
MYC698443APPS082017	PD1_MyCREST SUSTAINABLE AND CARBON REDUCTION	PD	<u>PD1</u> F		2017-08-24	<u>1</u> G	Upload Here	Found : [1] H

Assessor Session

- STEP 3, view upload PDF materials by Applicant.

- ❖ **A** : Assessor entering session STEP 3, view uploaded PDF materials
- ❖ **B** : Session Design Stage
- ❖ **C** : Assessor Design Stage
- ❖ **D** : Assessor assessment Points will be display here
- ❖ **E** : Assessor can select specific points by filtering here
- ❖ **F** : Sub-Criteria Code
- ❖ **G** : Applicant Target Points
- ❖ **H** : Total Upload files found in every sub-criteria
- ❖ **I** : Assessor Assessment Input for points and comments

Applicant Target Points	Cyberizal@gmail.com Assessed Points	Secretariat Merit Points
140	0	0

Object Reference	Project Description	Master Code	Sub Code	Sub Category	Date Created	Target Point	Support Docs	ASSESSORS Assessed Result
YC698443APP5082017 SS6502505UBC082017	PD1,,MyCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS STATEMENT , MP:1	PD	PD1		2017-08-24	1	Upload Here Found : [1]	[D] [E] [F] [Update]
YC698443APP5082017 SS3132175UBC082017	PD2,,INITIAL TARGET OF MyCREST LEVEL AND ESTIMATION MyCREST GREEN BUDGET , MP:1	PD	PD2		2017-08-24	1	Upload Here Found : [2]	[Update]

Assessor Session

- Checking and marking Applicant submitted assessment
- Update points and comments
- Every update by Assessor will reflect Total Assessor points

- ❖ **A** : Assessor Points
- ❖ **B** : Applicant Target Points
- ❖ **C** : Applicant Uploaded file (Total)
- ❖ **D** : Assessor Point to be Update
- ❖ **E** : Assessor Comment
- ❖ **F** : Assessor Click Button to Confirm

Applicant Target Points	Cyberizal@gmail.com Assessed Points	Secretariat Merit Points
140	1	0

Points	Comment	Action
1	Passed	[Update]

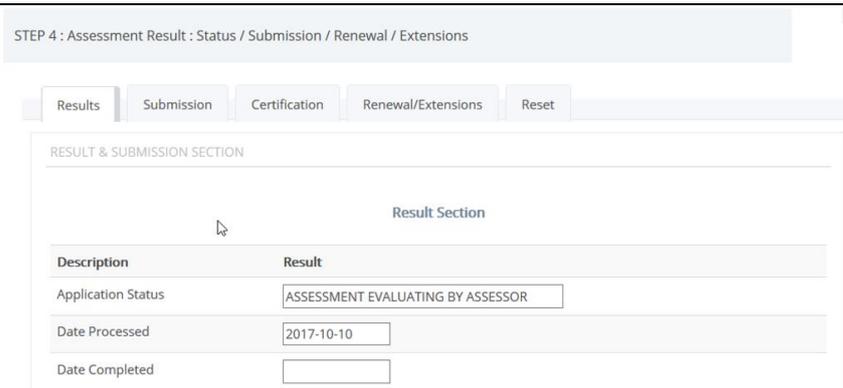
- ❖ **A** : Assessor Accumulated Points Updated
- ❖ **B** : Assessor single sub-criteria Points Updated
- ❖ **C** : Assessor Comment
- ❖ **D** : Assessor click Update button to save inputs

Points	Comment	Action
0	No Uploaded Materials Found	[Update]

- ❖ **A** : Uploaded materials not found
- ❖ **B** : Assessor giving 0 points
- ❖ **C** : Assessor giving comments for Applicant to resolve

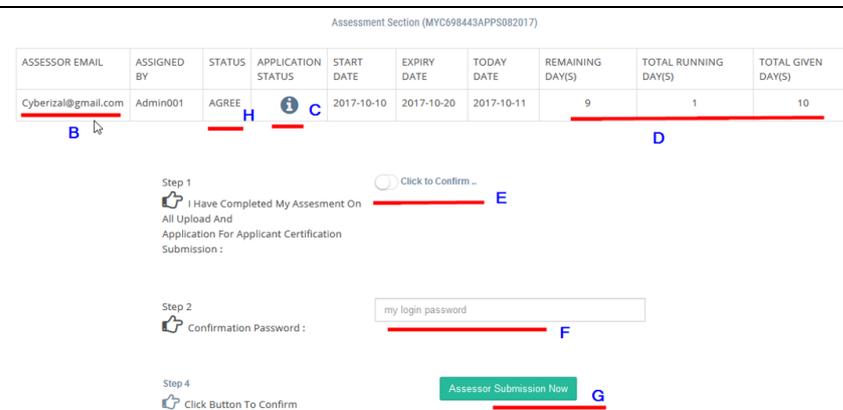
Points	Comment	Action
1	Passed	[Update]

Applicant Target Points	Cyberizal@gmail.com Assessed Points	Secretariat Merit Points
140	3	0



Assessor Session

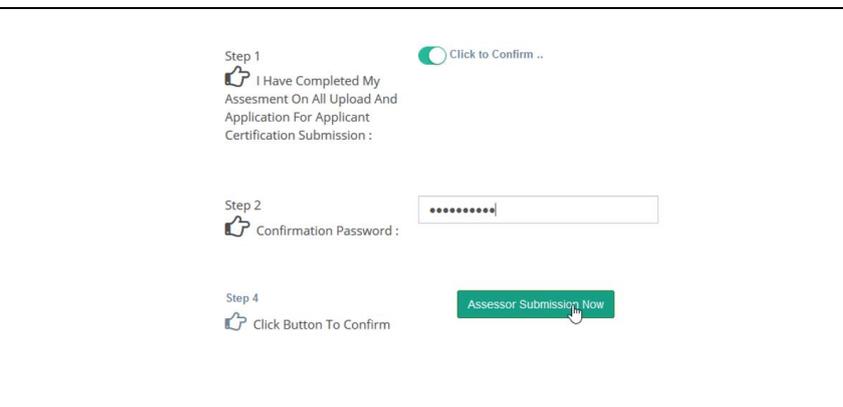
- View the assessment current status application (result)
- **Results** Tab: Current Status Applicant Assessment



Assessor Session

- Confirm and submit the assessment

- ❖ A : Submission tabs
- ❖ B : Current Assessor in session
- ❖ C : Status Application: Submit status to Admin upload completion Assessment
- ❖ D : Total given days 10, summary showing number of days running and remaining day(s)
- ❖ E : Assessor to confirm submission
- ❖ F : Assessor key-in password
- ❖ G : Assessor click button to proceed



Assessor Session

- Assessor submit assessment
- Switch ON to confirm
- Key in Password
- Click on Assessor Submission Now button

Assessment Section (MYC698443APPS082017)

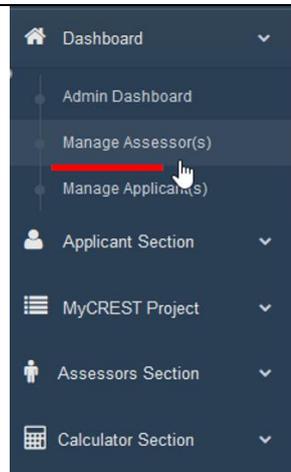
ASSESSOR EMAIL	ASSIGNED BY	STATUS	APPLICATION	START DATE	EXPIRY DATE	TODAY DATE	REMAINING DAY(S)	TOTAL RUNNING DAY(S)
Cyberizal@gmail.com	Admin001	AGREE	ASSESSMENT SUBMITTED	2017-10-10	2017-10-20	2017-10-11	9	1

Status : ASSESSMENT SUBMITTED

Assessor Session

- Once Assessor submit the Assessment, Status will be change to ASSESSMENT SUBMITTED for the Assessor Assessment session
- However, for Applicant, status will be remained ASSESSMENT EVALUATING BY ASSESSOR

ASSESSMENT MONITORING AND UPDATE



Admin Session

- Admin login to system
- Admin click left vertical menu on Manage Assessor link

Assessor Statistic and Monitoring Section

Show 10 entries Search:

#	Gross Floor Area	Details	Info.	Target Award	Rating Target	Fees	Status	Action
MYC698443APPS082017	20000.m2	- Duration - Project - Building - Categories	<input type="radio"/> Description <input type="radio"/> Details Client <input type="radio"/> Contact Person <input type="radio"/> Location	★★★★★	140 / 148	RM10,000.00	- Under Assessor/Secretariat Session - A	Show Assessor(s) List B

Admin Session

- Assessor Statistic

- ❖ **A** : Current Assessment Status for Assessment Project
- ❖ **B** : View Assessor(s) List in the project selected

Assessor Task Monitoring Section

All Submission & Assessment Section (Assessment: MYC698443APPS082017)

Select Assessor **A**

Assessor Email	Assigned By	Status	Start Date	Expiry Date	Today Date	Remaining Day(s)	Total Running Day(s)	Total Given Day(s)	Application Status	Action
Cyberizal@gmail.com	Admin001	AGREE	2017-10-10	2017-10-20	2017-10-11	9	1	10	⊕	B - Assessment Submitted -
Nasiryusoff@gmail.com	Admin001	ACTIVE	2017-10-10	2017-10-20	2017-10-11	9	1	10	⊕	Remove Assessor
Cyberizal77@gmail.com	Admin001	ACTIVE	2017-10-10	2017-10-20	2017-10-11	9	1	10	⊕ C	Remove Assessor

Admin Session

- Assessor Task Monitoring

- ❖ **A** : Select Assessor to be add to the project
- ❖ **B** : Current Assessor status with the project
- ❖ **C** : Remove Assessor from Assessment project

Select Your Assessor

Accessor Email & name	Accessor Contact	Address	Picture	Action
cyberizal@gmail.com rizzal amdan A	0193456925	i		Add + B
nasiryusoff@gmail.com nasir	03-1234512	i		Add +
cyberizal77@gmail.com rizzal 2	01110145045	i		Add +

Admin Session

- Selecting Assessor
- Click Remove Button to remove assessor from the project
- Only assessor that has not submit their project only can be removed
- Remove completed.

- ❖ **A** : Assessor Name, Email address for references
- ❖ **B** : Click Add+ to include Assessor in the project

1	10		Remove Assessor
1	10		Remove Assessor

Remove Assessor Confirmation Below

Ref No : MYC698443APP5082017
 Assessor Email : cyberizal77@gmail.com
 Date Assigned : 2017-10-10

Confirm Remove Assessor

MYC698443APP5082017 Status ASSESSMENT EVALUATING BY ASSESSOR A	Menara KL 118	Air- Conditioned Building	New Constructions	20000.m2	140 / 148	RM10,000.00	<input type="radio"/> Company Info <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Target Award <input type="radio"/> Project Client <input type="radio"/> Contact Person	- Applicant Project In Progress - View Appointed Assessor(s) B
--	------------------	---------------------------------	----------------------	----------	-----------	-------------	---	--

Admin Session

- View Project & Assessment
- Admin view appointed Assessor(s)

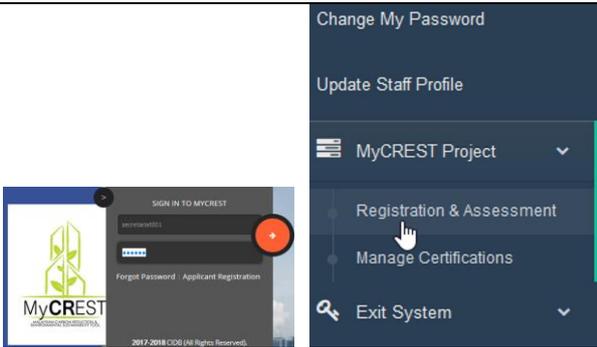
- ❖ **A** : Project Status
- ❖ **B** : Admin view Appointed Assessor(s)

Assessor Task Monitoring Section

All Submission & Assessment Section
 (Assessment MYC698443APP5082017)

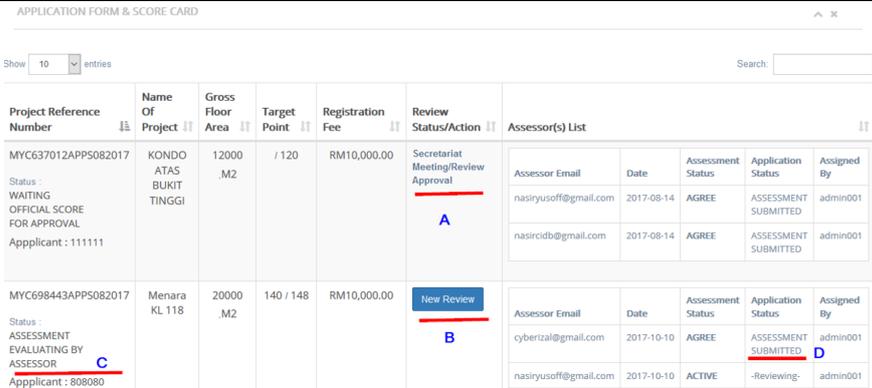
Select Assessor

Assessor Email	Assigned By	Status	Start Date	Expiry Date	Today Date	Remaining Day(s)	Total Running Day(s)	Total Given Day(s)	Application Status	Action
Cyberizal@gmail.com	Admin001	AGREE	2017-10-10	2017-10-20	2017-10-11	9	1	10		- Assessment Submitted -
Nasiryusoff@gmail.com	Admin001	ACTIVE	2017-10-10	2017-10-20	2017-10-11	9	1	10		Remove Assessor



SECRETARIAT SESSION

- Secretariat Login into the system
- Click on Registration & Assessment link on the left vertical menu



SECRETARIAT SESSION

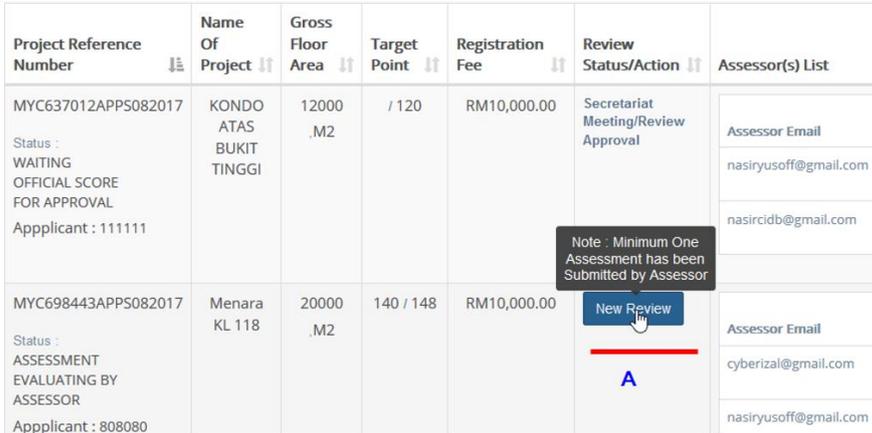
- View list of Application

❖ **A** : Status when a project under secretariat Review

❖ **B** : To call project for secretariat session, click on New Review

❖ **C** : Status of project before secretariat session called up

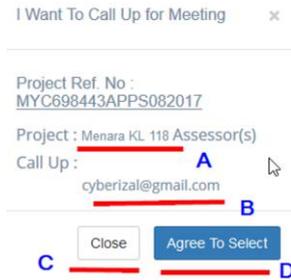
❖ **D** : Assessor status on project/task – Submitted or Reviewing



SECRETARIAT SESSION

- Click New Review button to call up for secretariat meeting

❖ **A** : Secretariat click on review button to proceed, on mouse hover, Note: Minimum one assessment submitted show to alert secretariat



SECRETARIAT SESSION

- Set the meeting session with Assessors
- Click button Agree To Select

- ❖ A : Project Name For Reference
- ❖ B : List of assessor that complete the task and submitted and been called up for secretariat Meeting
- ❖ C : Cancel and return to list
- ❖ D : Proceed call for meeting

Main Section

Select Project & Assessment

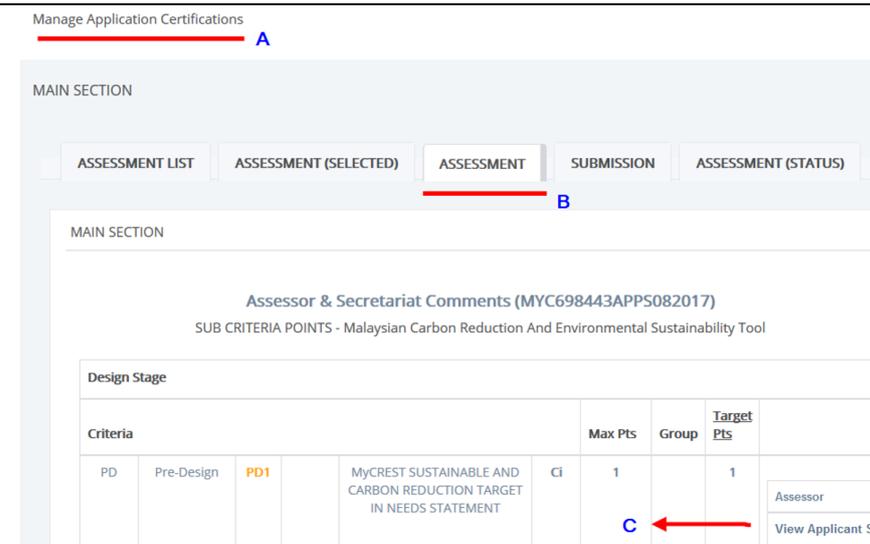
Show entries Search:

Project Ref. No	Name Of Project	Gross Floor Area	Target Point	Registration Fee	Secretariat Review	Assessor(s)												
MYC637012APPS082017 Status : WAITING OFFICIAL SCORE FOR APPROVAL Applicant : 111111	KONDO ATAS BUKIT TINGGI	12000 .M2	/ 120	RM10,000.00	Secretariat Meeting/Review Approval	<table border="1"> <thead> <tr> <th>Assessor Email</th> <th>Date</th> <th>Assessment Status</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td>nasiryusoff@gmail.com</td> <td>2017-08-14</td> <td>AGREE</td> <td>ASSESSMENT SUBMITTED</td> </tr> <tr> <td>nasircidb@gmail.com</td> <td>2017-08-14</td> <td>AGREE</td> <td>ASSESSMENT SUBMITTED</td> </tr> </tbody> </table>	Assessor Email	Date	Assessment Status	Application Status	nasiryusoff@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED	nasircidb@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED
Assessor Email	Date	Assessment Status	Application Status															
nasiryusoff@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED															
nasircidb@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED															
MYC698443APPS082017 Status : ASSESSMENT VERIFYING BY	Menara KL 118	20000 .M2	140 / 148	RM10,000.00	Secretariat Meeting/Review Session	<table border="1"> <thead> <tr> <th>Assessor Email</th> <th>Date</th> <th>Assessment Status</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td>cyberizal@gmail.com</td> <td>2017-10-10</td> <td>AGREE</td> <td>ASSESSMENT SUBMITTED</td> </tr> </tbody> </table>	Assessor Email	Date	Assessment Status	Application Status	cyberizal@gmail.com	2017-10-10	AGREE	ASSESSMENT SUBMITTED				
Assessor Email	Date	Assessment Status	Application Status															
cyberizal@gmail.com	2017-10-10	AGREE	ASSESSMENT SUBMITTED															
MYC698443APPS082017 Status : ASSESSMENT VERIFYING BY SECRETARIAT Applicant : 808080	Menara KL 118	20000 .M2	140 / 148	RM10,000.00	Secretariat Meeting/Review Session	<table border="1"> <thead> <tr> <th>Assessor Email</th> <th>Date</th> <th>Assessment Status</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td>cyberizal@gmail.com</td> <td>2017-10-10</td> <td>AGREE</td> <td>ASSESSMENT SUBMITTED</td> </tr> <tr> <td>nasiryusoff@gmail.com</td> <td>2017-10-10</td> <td>ACTIVE</td> <td>-Reviewing-</td> </tr> </tbody> </table>	Assessor Email	Date	Assessment Status	Application Status	cyberizal@gmail.com	2017-10-10	AGREE	ASSESSMENT SUBMITTED	nasiryusoff@gmail.com	2017-10-10	ACTIVE	-Reviewing-
Assessor Email	Date	Assessment Status	Application Status															
cyberizal@gmail.com	2017-10-10	AGREE	ASSESSMENT SUBMITTED															
nasiryusoff@gmail.com	2017-10-10	ACTIVE	-Reviewing-															

SECRETARIAT SESSION

- After click on Agree, system will redirect secretariat to Project & Assessment List Screen

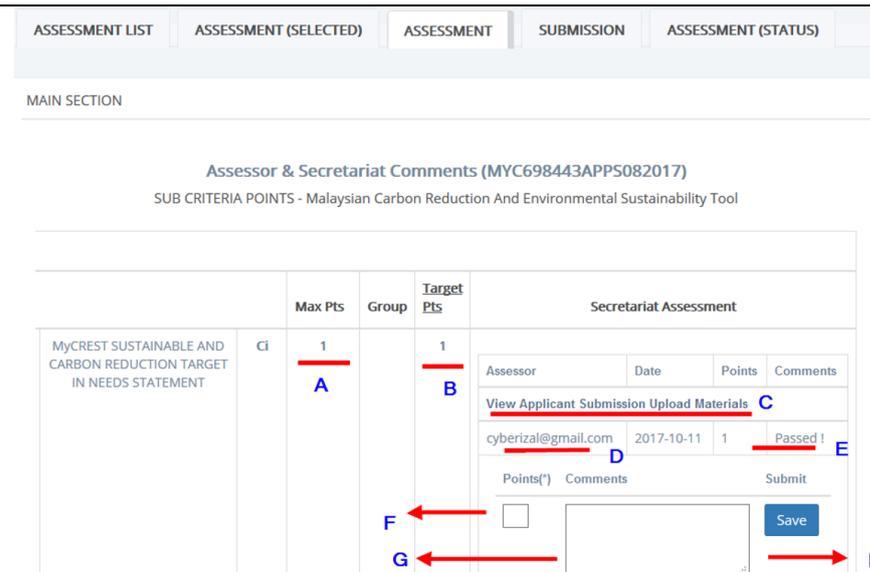
- ❖ A : Status of the project is Assessment Verifying by Secretariat
- ❖ B : Applicant registration Number / Username
- ❖ C : The Assessment in under secretariat Review



SECRETARIAT SESSION

- Click on Secretariat Meeting/Review Session link, browser will be redirected to Manage Application Section, ASSESSMENT TAB

- ❖ **A** : Manage Certification Session
- ❖ **B** : Browser redirect to ASSESSMENT TAB
- ❖ **C** : Secretariat can update details on Assessment Details



SECRETARIAT SESSION

- Providing Points and Comments

- ❖ **A** : Maximum Points for sub-criteria given by CIDB
- ❖ **B** : Target Points Updated by Applicant Previously
- ❖ **C** : Secretariat can view PDF Materials Uploaded by Applicant
- ❖ **D** : Assessor ID
- ❖ **E** : Assessor Comment on points and uploaded materials by Applicant
- ❖ **F** : Points Decide by Secretariat After making discussion in the meeting
- ❖ **G** : Secretariat Comments (Applicant able to see this comments and points)
- ❖ **H** : Secretariat click save to confirm points and rating for Applicant

	Max Pts	Group	Target Pts	Secretariat Assessment																				
MyCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS STATEMENT	1		1	<table border="1"> <thead> <tr> <th>Assessor</th> <th>Date</th> <th>Points</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td colspan="4">View Applicant Submission Upload Materials</td> </tr> <tr> <td>cyberizal@gmail.com</td> <td>2017-10-11</td> <td>1</td> <td>Passed !</td> </tr> <tr> <td>Points(*)</td> <td>Comments</td> <td colspan="2">Submit</td> </tr> <tr> <td><input type="text" value="1"/></td> <td><input type="text" value="Good and passed !"/></td> <td colspan="2"><input type="button" value="Save"/></td> </tr> </tbody> </table>	Assessor	Date	Points	Comments	View Applicant Submission Upload Materials				cyberizal@gmail.com	2017-10-11	1	Passed !	Points(*)	Comments	Submit		<input type="text" value="1"/>	<input type="text" value="Good and passed !"/>	<input type="button" value="Save"/>	
Assessor	Date	Points	Comments																					
View Applicant Submission Upload Materials																								
cyberizal@gmail.com	2017-10-11	1	Passed !																					
Points(*)	Comments	Submit																						
<input type="text" value="1"/>	<input type="text" value="Good and passed !"/>	<input type="button" value="Save"/>																						

- ❖ **Step 1** : Secretariat Input Point for selected Sub-Criteria
- ❖ **Step 2** : Secretariat Input Comment after verify uploaded documents and points
- ❖ **Step 3** : Secretariat Click Save Button

MAIN SECTION

Secretariat Points Success Submitted

SECRETARIAT SESSION

Assessor & Secretariat Comments (MYC698443APPS082017)

SUB CRITERIA POINTS - Malaysian Carbon Reduction And Environmental Sustainability Tool

	Max Pts	Group	Target Pts	Secretariat Assessment																				
MyCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS STATEMENT	1		1	<table border="1"> <thead> <tr> <th>Assessor</th> <th>Date</th> <th>Points</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td colspan="4">View Applicant Submission Upload Materials</td> </tr> <tr> <td>cyberizal@gmail.com</td> <td>2017-10-11</td> <td>1</td> <td>Passed !</td> </tr> <tr> <td>Points(*)</td> <td>Comments</td> <td colspan="2">Submit</td> </tr> <tr> <td><input type="text" value="1"/></td> <td><input type="text" value="Good and passed !"/></td> <td colspan="2"><input type="button" value="Save"/></td> </tr> </tbody> </table>	Assessor	Date	Points	Comments	View Applicant Submission Upload Materials				cyberizal@gmail.com	2017-10-11	1	Passed !	Points(*)	Comments	Submit		<input type="text" value="1"/>	<input type="text" value="Good and passed !"/>	<input type="button" value="Save"/>	
Assessor	Date	Points	Comments																					
View Applicant Submission Upload Materials																								
cyberizal@gmail.com	2017-10-11	1	Passed !																					
Points(*)	Comments	Submit																						
<input type="text" value="1"/>	<input type="text" value="Good and passed !"/>	<input type="button" value="Save"/>																						

- **Result Action:** Save button disappear and Notification Success Submitted Appear

- Total Secretariat Meeting Points will be updated down below of Secretariat Assessment Tab

Provision of the Use of Fan-Assisted Cooling Strategies.	0		0	<p>Secretariat Points Success Submitted</p> <table border="1"> <thead> <tr> <th>Assessor</th> <th>Date</th> <th>Points</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td colspan="4">View Applicant Submission Upload Materials</td> </tr> <tr> <td colspan="4" style="text-align: center;">- No Assessment Found -</td> </tr> </tbody> </table>	Assessor	Date	Points	Comments	View Applicant Submission Upload Materials				- No Assessment Found -			
Assessor	Date	Points	Comments													
View Applicant Submission Upload Materials																
- No Assessment Found -																
Recesses and Deep shading of Facades / Solar Heat Gain Reduction	0		0	<p style="text-align: center;">- No Assessment Found -</p> <table border="1"> <thead> <tr> <th>Assessor</th> <th>Date</th> <th>Points</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td colspan="4">View Applicant Submission Upload Materials</td> </tr> </tbody> </table>	Assessor	Date	Points	Comments	View Applicant Submission Upload Materials							
Assessor	Date	Points	Comments													
View Applicant Submission Upload Materials																
Predict comfort in buildings:	0		0	<p style="text-align: center;">- No Assessment Found -</p> <table border="1"> <thead> <tr> <th>Assessor</th> <th>Date</th> <th>Points</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td colspan="4">View Applicant Submission Upload Materials</td> </tr> </tbody> </table>	Assessor	Date	Points	Comments	View Applicant Submission Upload Materials							
Assessor	Date	Points	Comments													
View Applicant Submission Upload Materials																
Total Secretariat Meeting Points :				<input type="text" value="1"/>												

CERTIFICATION

- Applicant Session**
- Applicant login and go to manage project Assessment Link
 - Applicant click on Edit & View

Process 3 : (Admin & Approver Completed)
Applicant Assessment In Progress

Design Section (APPLICANT)

Applicant Target Points	Secretariat Merit Points
140	1 A

Select Your Design Module : - Please Select One Master Data -

Sub Category : - Select You Sub-Criteria Details -

Note : Assessment Upload/Points/Calculator Has Been Locked !

Records List

Search:

on	Master Code	Sub Code	Sub Category	Date Created	Target Point	Support Docs	APPLICANT Assessed Result (Secretariat Points)
T ND TION DS P:1	PD	PD1		2017-08-24	1	Upload Here Found : [1]	<div style="display: flex; justify-content: space-between;"> 1 2017-10-11 </div> <div style="border: 1px solid red; border-radius: 10px; padding: 5px; margin-top: 5px;"> D Good and passed ! </div>

- Applicant Session**
- Browser will redirect Applicant to Assessment tab.

- ❖ **A** : Secretariat Point is displayed next to Applicant Points
- ❖ **B** : Each Sub-Criteria, Applicant able to see Point Given
- ❖ **C** : Date Points Updated
- ❖ **D** : Comments from Secretariat

STEP 3 : Assessment Sub-Criteria : Upload Assessment PDF

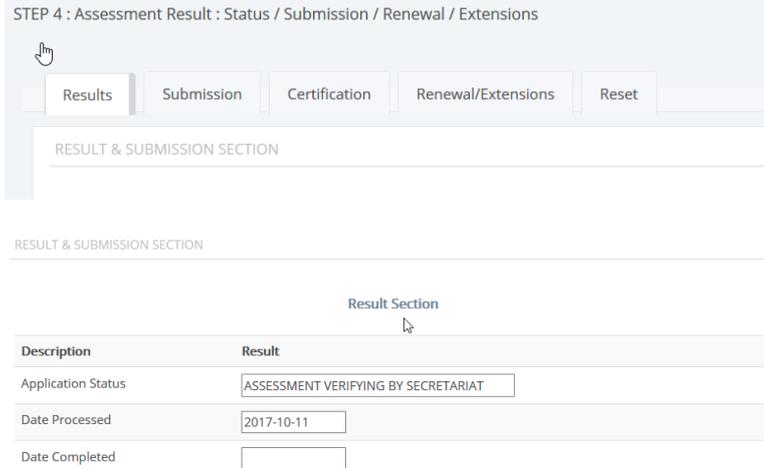
Summary
Design Stage
Construction Stage
Operation & Maintenance Stage

SUB-CRITERIA SECTION A

All Assessment (Stages)

ASSESSMENT DESIGN (TARGET/SECRETARIAT)	ASSESSMENT CONSTRUCTION (TARGET/SECRETARIAT)	ASSESSMENT OPS & MAINTENANCE (TARGET/SECRETARIAT)
140/1 B	-	-

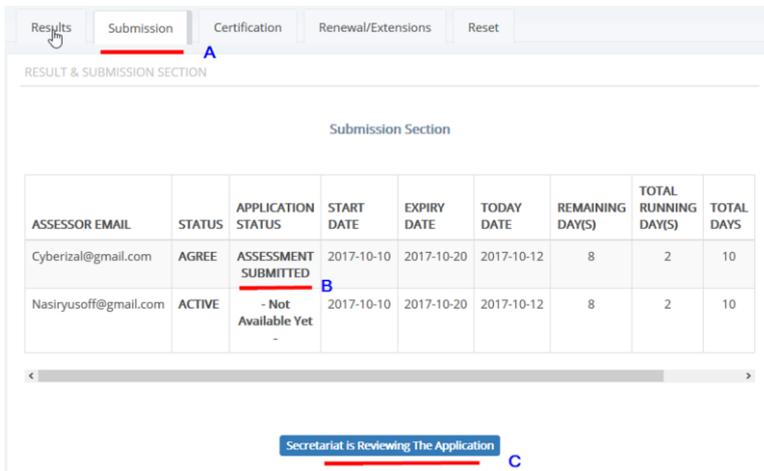
- Applicant Session**
- On Summary Tab, STEP 3 section, Applicant can view Points updated by Secretariat



Applicant Session

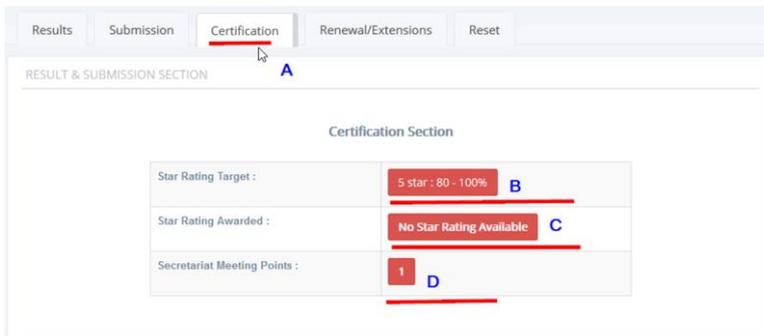
- On STEP 4 Section, Applicant able to check Result status, submission details, Certification details, Renewal, Extensions, Reset if available
- There are 5 tabs available in STEP 4 section.

Tab 1 - **Result:** Current Status can be view by Applicant



Tab 2 - **Submission:** Current Status can be view by Applicant

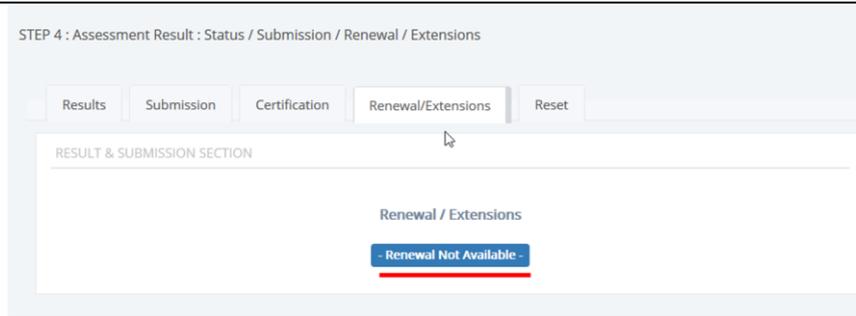
- ❖ A : Submission Tab
- ❖ B : Status **Assessor submission** not Project status
- ❖ C : Current Assessment Project Status (ASSESSMENT VERIFYING BY SECRETARIAT)



Tab 3 - **Certification** tab

- ❖ A : Certification Tab (Certification only available when Secretariat Call-Up for Assessor Meeting)
- ❖ B : Star Rating Target by Applicant
- ❖ C : Awarded Star Rating base on Points given by Secretariat

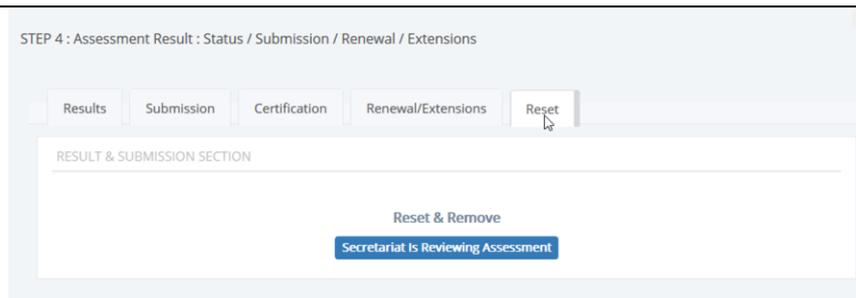
- ❖ **D** : Accumulated Points given by Secretariat, the final Points only Activated once status change to WAITING OFFICIAL SCORE FOR APPROVAL
- ❖ **Next Action**
 - Final Award and Final Points will be ready when status of Application become WAITING OFFICIAL SCORE FOR APPROVAL
 - once the status change to WAITING APPLICANT TO AGREE OR RE-DO (8th Stage), Applicant can decide to Accept or Reject Points and Awarded star by the secretariat.



Tab 4 – Renewal/Extension

Applicant Session

- RENEWAL or EXTENSION
- Renewal or Extensions option will be appearing here if Applicant eligible

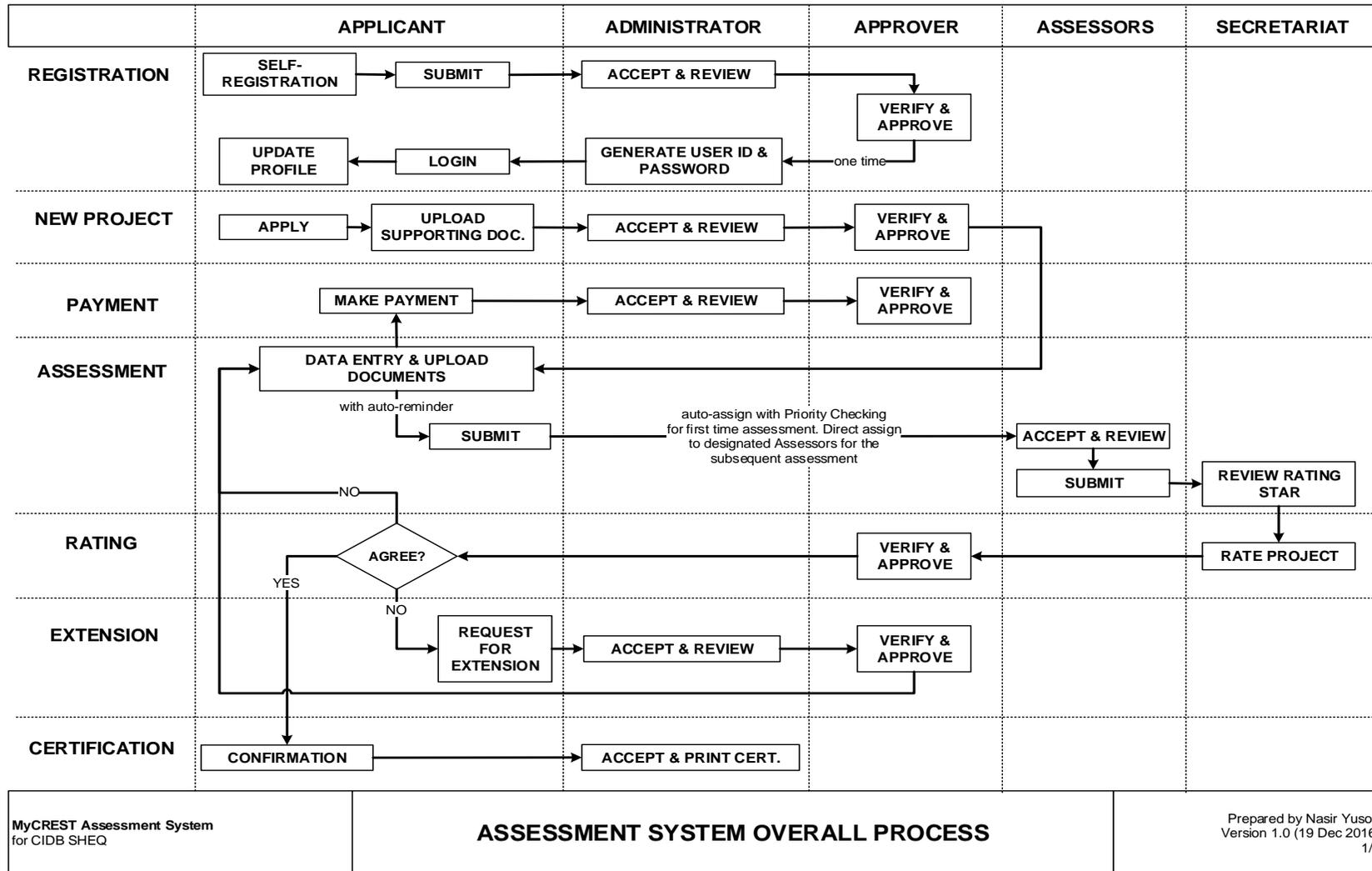


Tab 5 – Reset

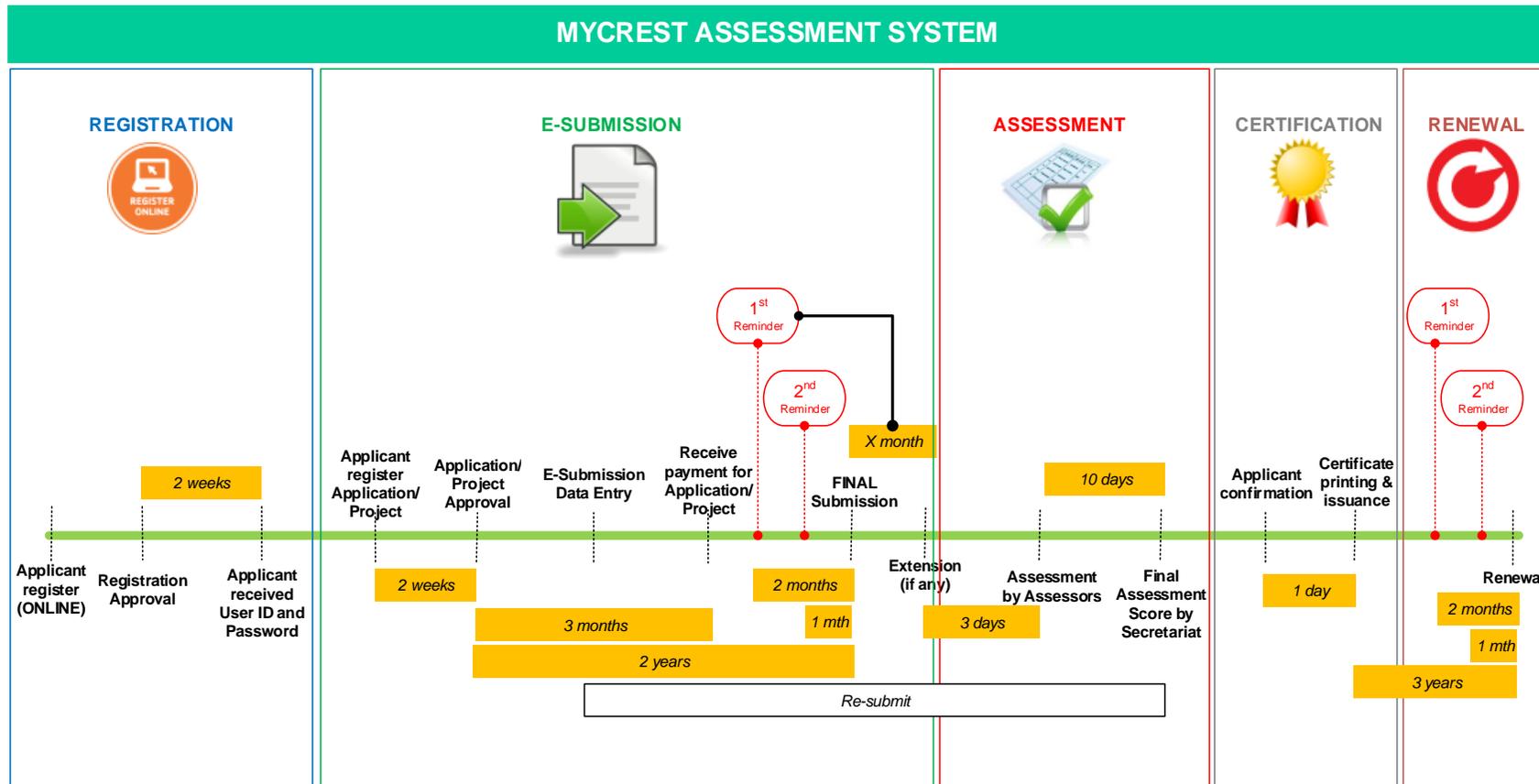
Applicant Session

- RESET
- If Reset available, Applicant able to select and proceed here

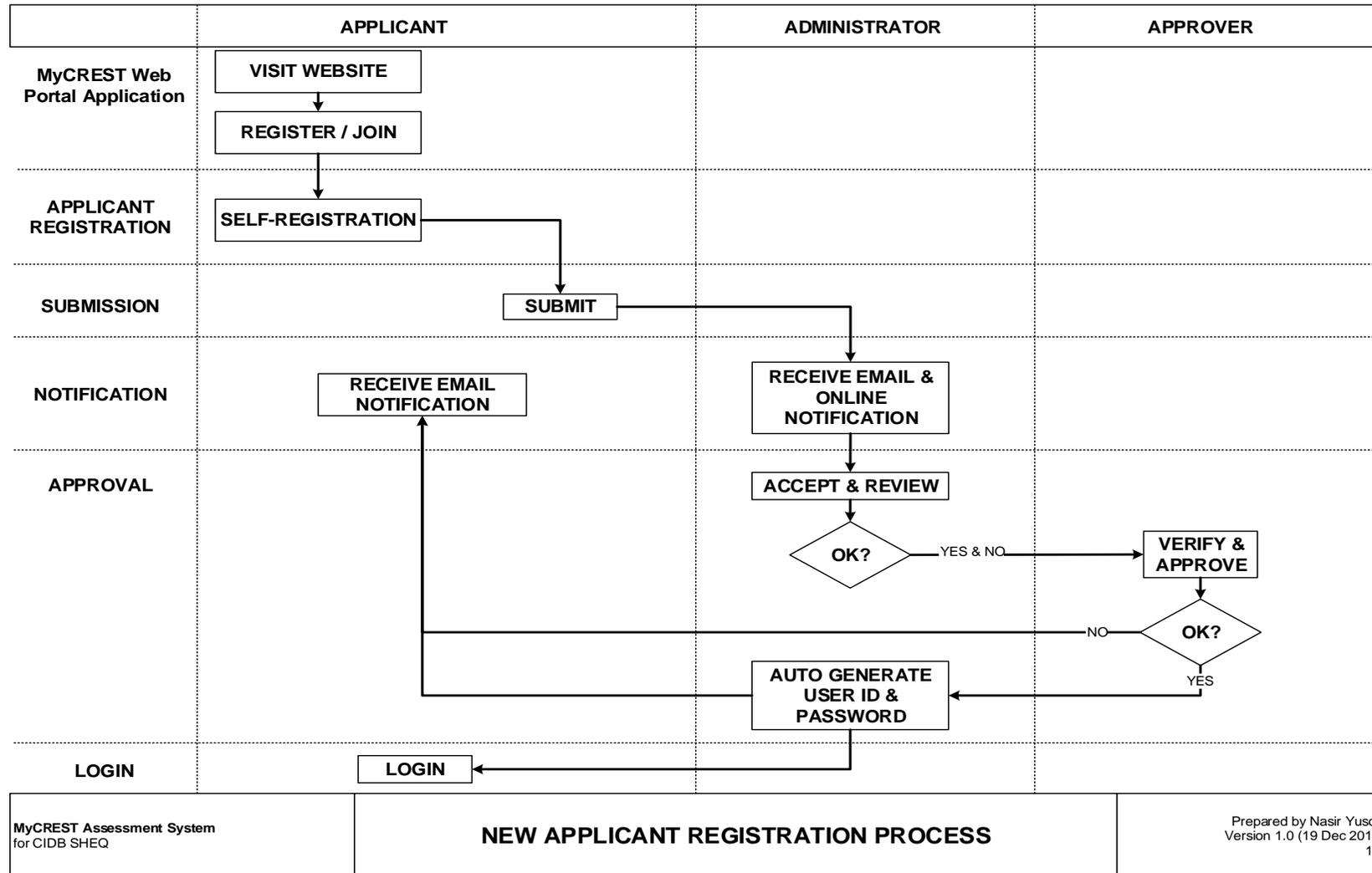
MyCREST Assessment System Overall Process

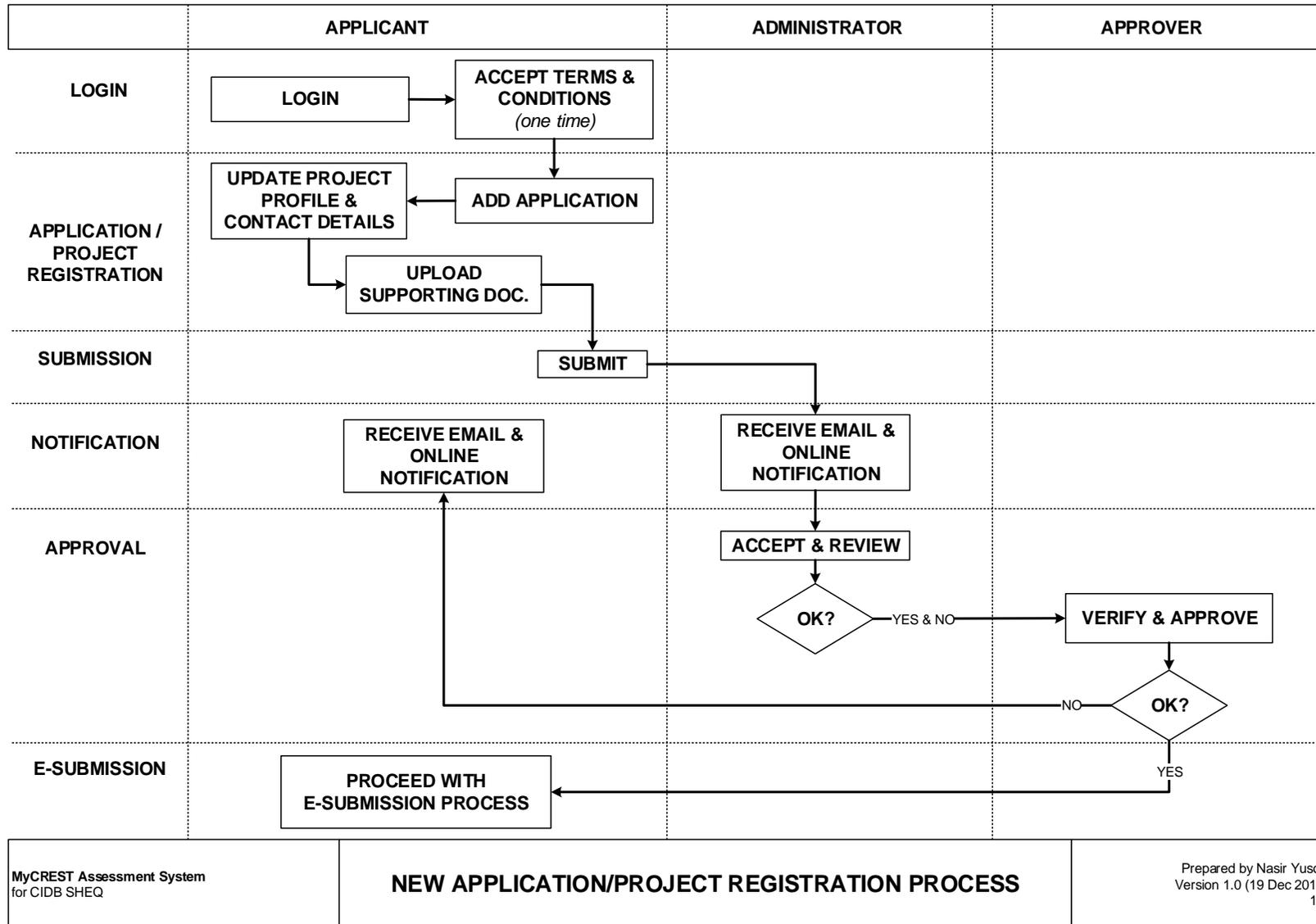


MyCREST Assessment System Timeframe

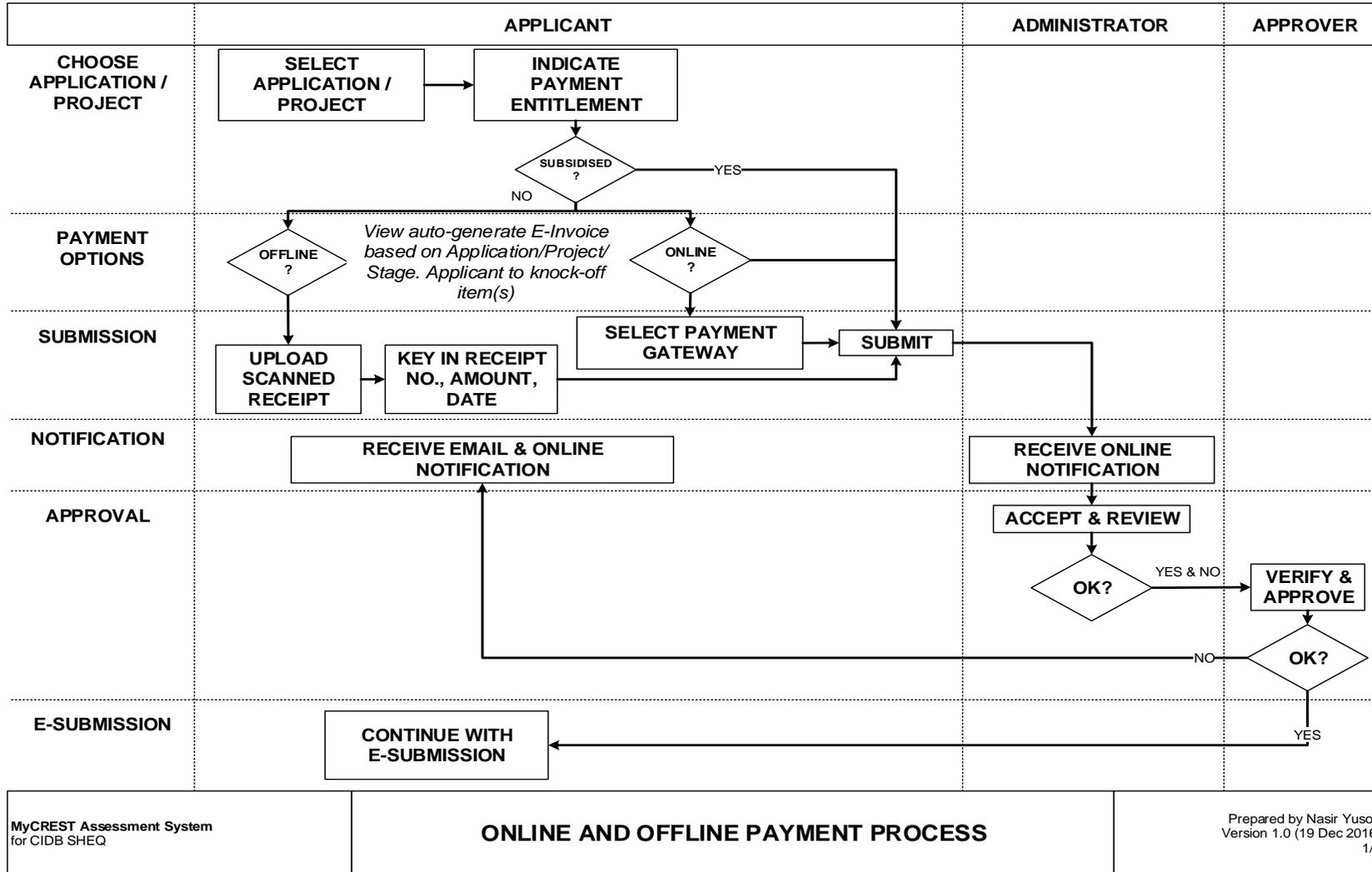


MyCREST New Applicant Registration and New Application/Project Registration Process

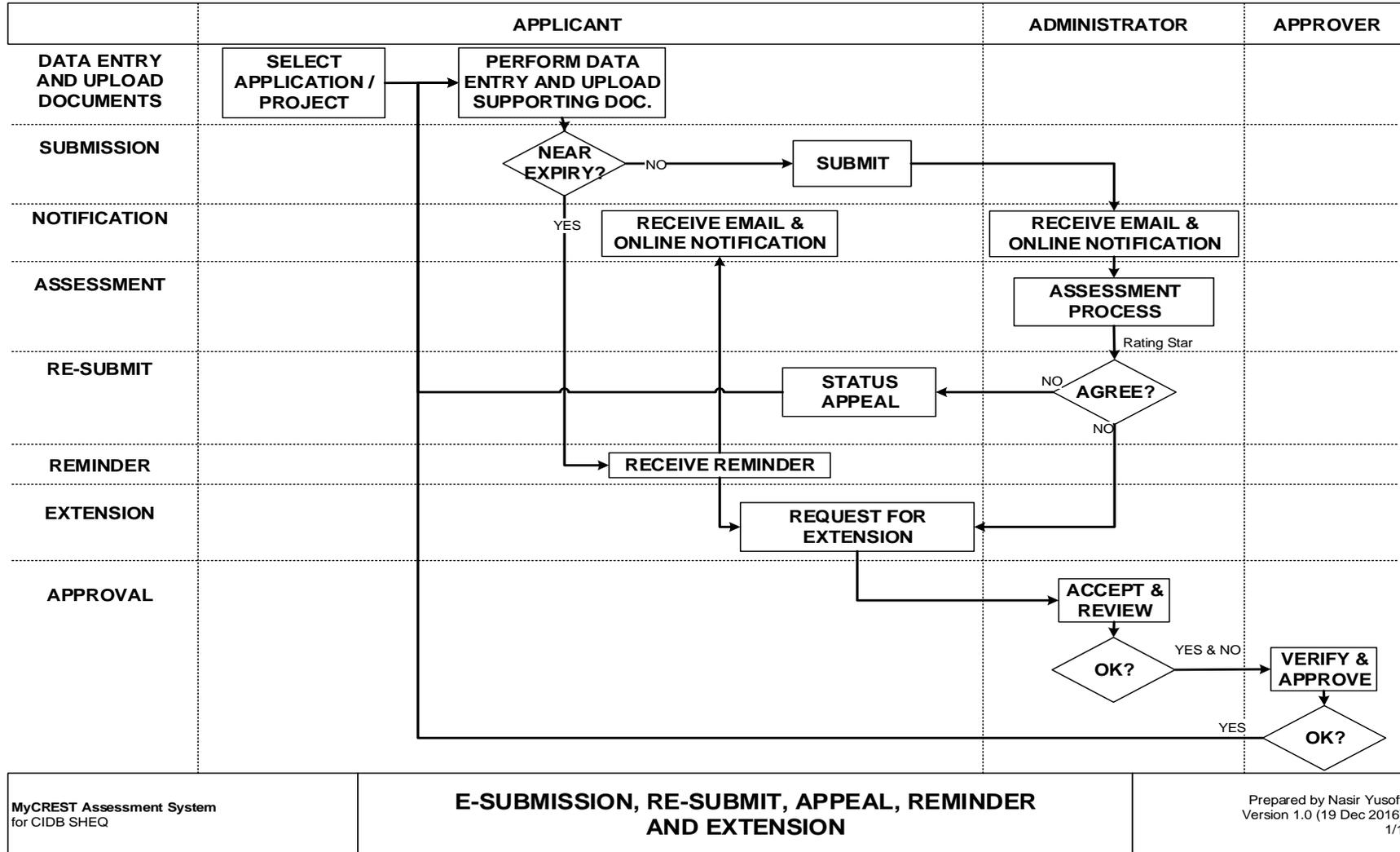


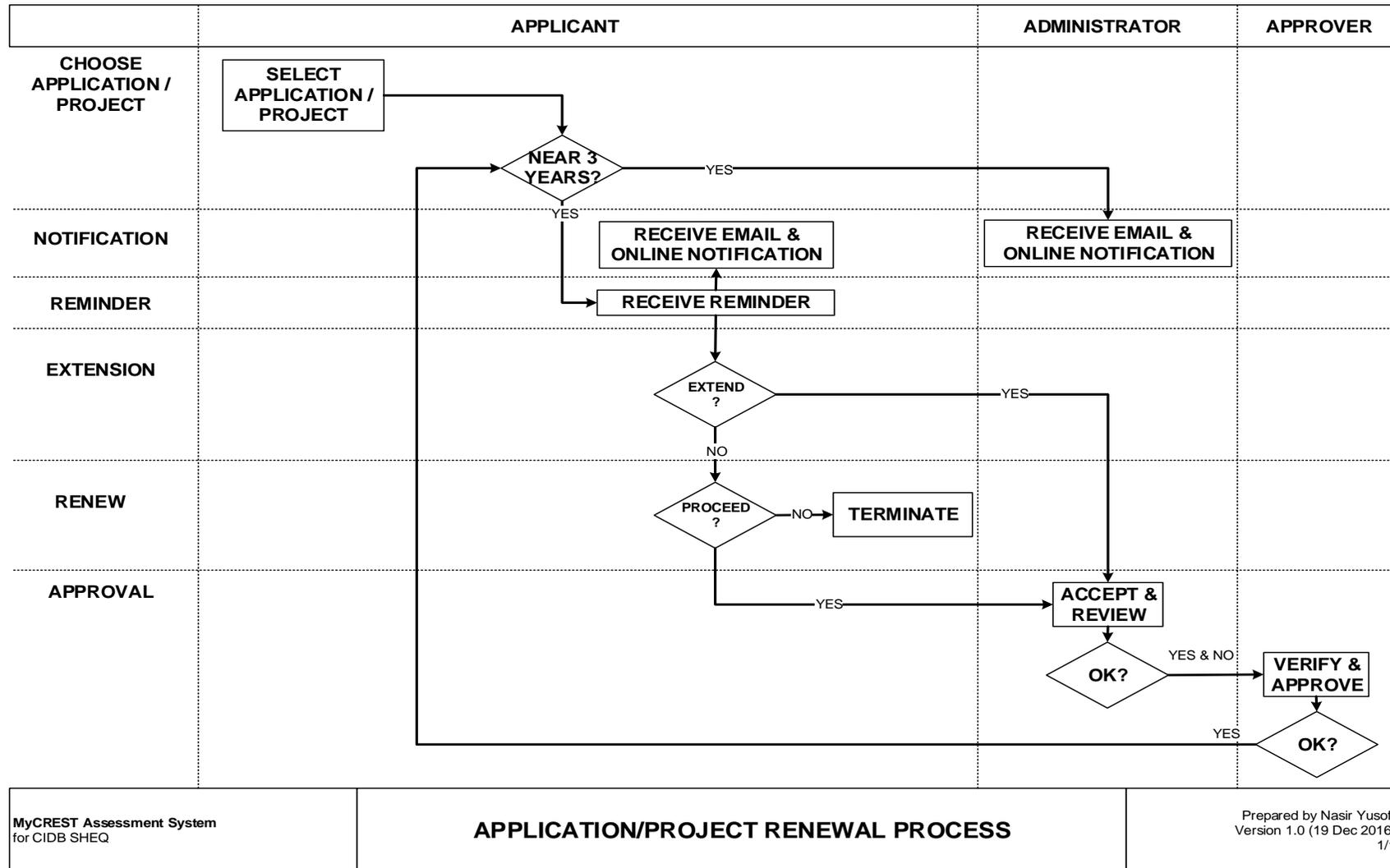


MyCREST Online and Offline Payment Process



MyCREST E-Submission, Re-submit and Appeal, Reminder, Extension and Application/Project Renewal Process





MyCREST Assessment, Rating, Certification and Certificate Printing Process

