Attachment

(Full Workflow Assessment Process - Multi Roles)

MALAYSIAN CARBON REDUCTION AND ENVIRONMENTAL SUSTAINABILITY TOOL
(“My**CR**EST”)

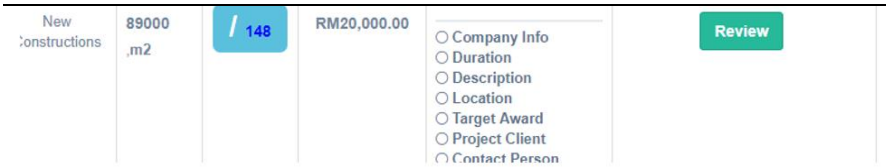
PROJECT REGISTRATION, APPROVAL AND UPATE

Applicant Session

- Applicant Register NEW project (Bermuda Triangle Enterprise)

Applicant Session

- Sample of Bermuda Triangle Enterprise Project

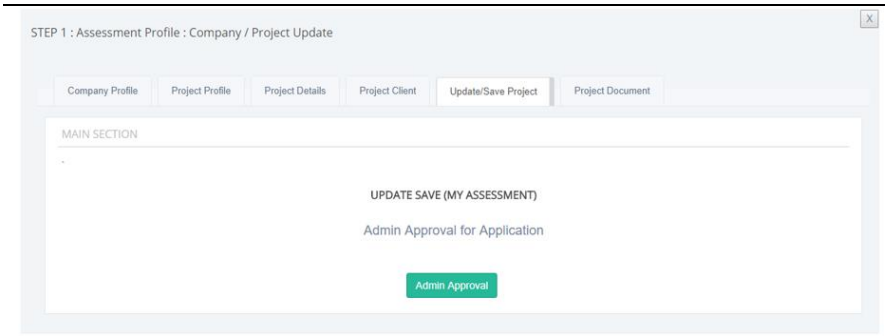


Admin Session

- 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

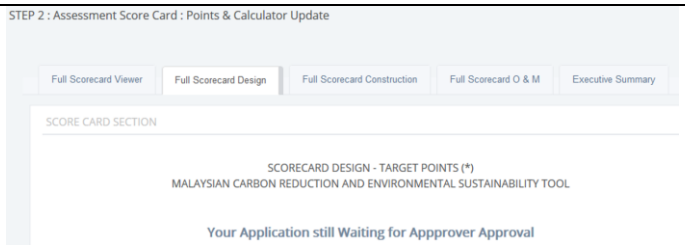
- System Redirect page to update/save Tabs
- Admin click on Admin Approval button

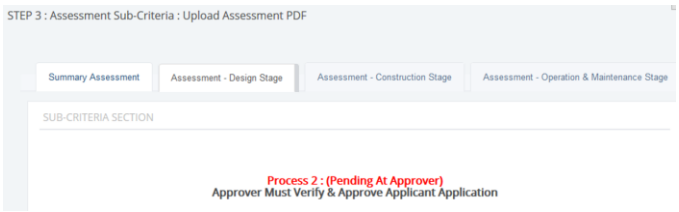
Admin Session

- Admin will see status “Approved by Admin” – Approval Success

Applicant Session

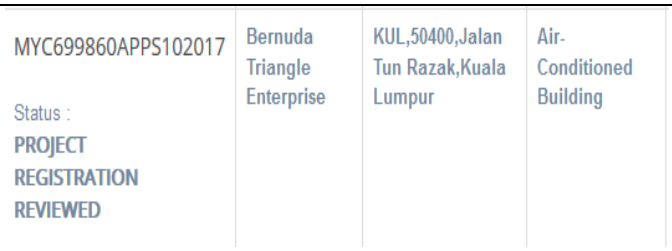
- Login to My**CR**EST Project - Existing & Assessment Menu
- Click on Edit & View button
- Project Status changed to PROJECT REGISTRATION REVIEWED (Admin)

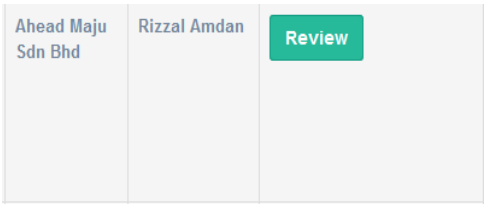




Applicant Session

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

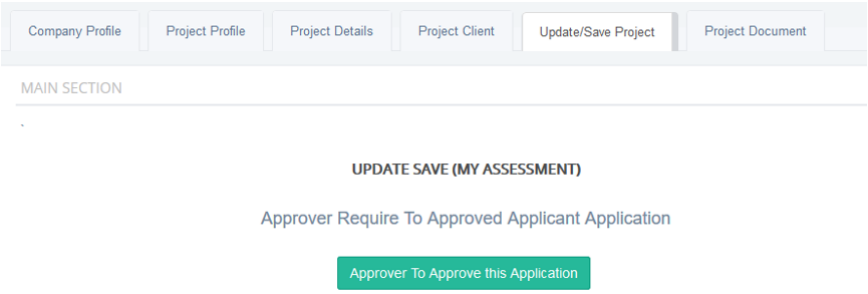




Approver Session

- Approver Login to make Approval
- Approver click on My**CR**EST Project menu → Registered & Assessment
- Approver click Review button
- Approver will be redirect to Update/Save tab
- Approver click button "Approver to Approve this application"

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

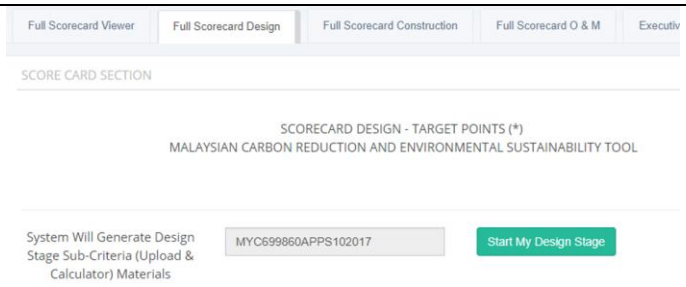


Approver Session

- 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

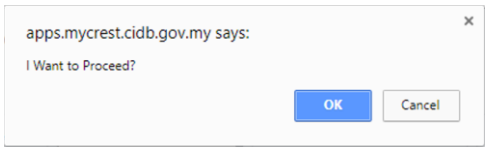
Applicant Session

- Login and check existing project & assessment
- Project Status change to PROJECT REGISTRATION APPROVED
- Click Edit & View button to continue manage project



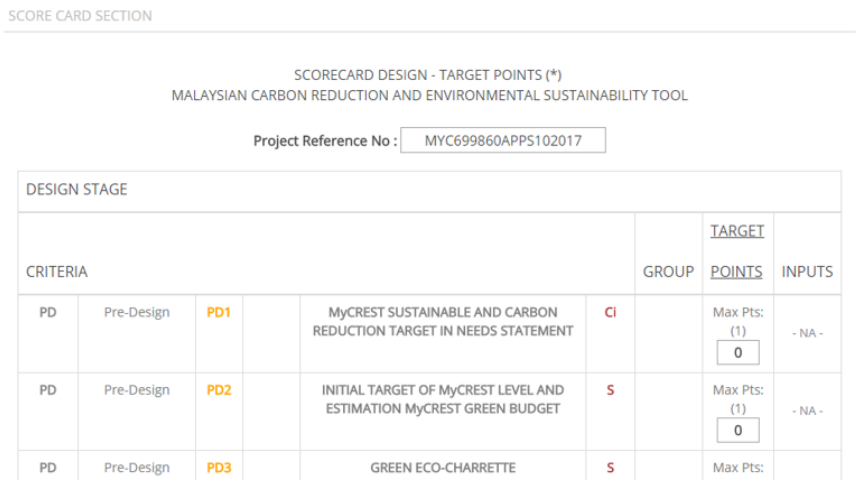
Applicant Session

- 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



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 RHYTMS	S		Max Pts: (0) 0	Elective Points
LC_HC	Healthcate-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 -

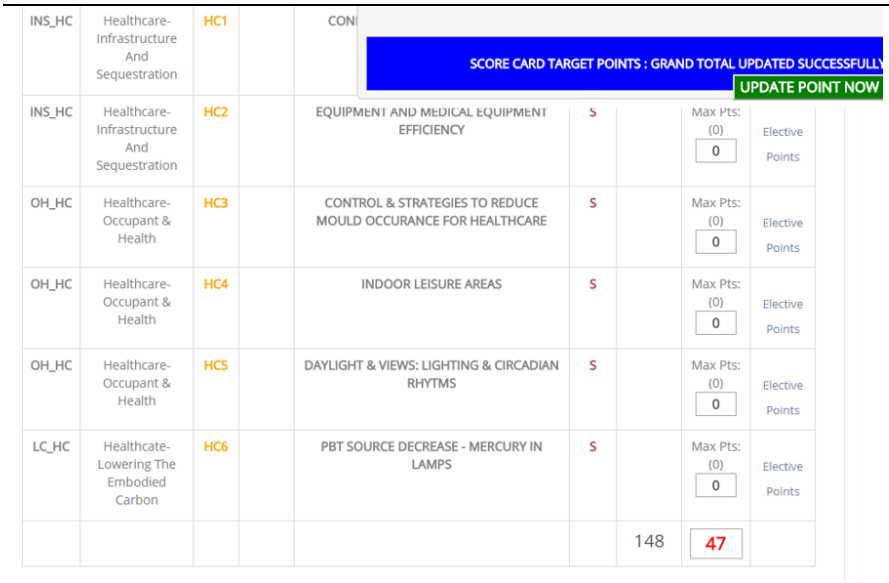
UPDATE POINT NOW

SCORE CARD TARGET POINTS : GRAND TOTAL UPDATED SUCCESSFULLY

UPDATE POINT NOW

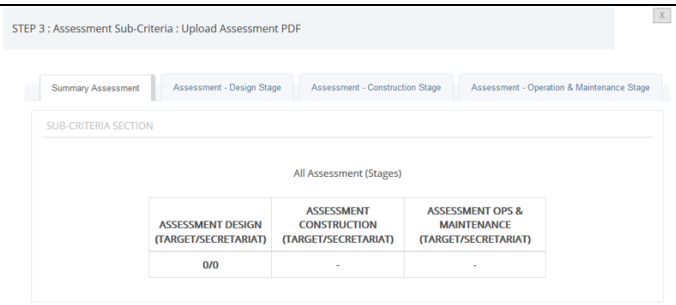
Applicant Session

- 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



Applicant Session

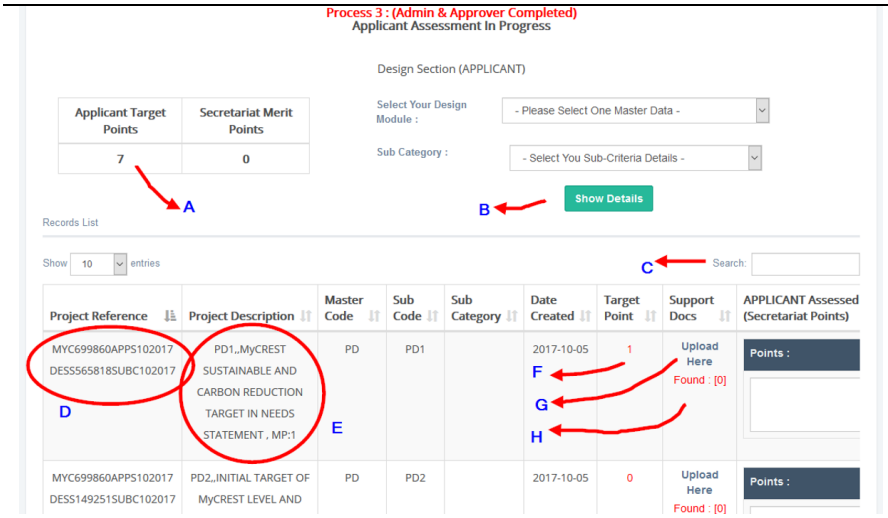
- Applicant calculator input will be on separate sheet (see Attachment)
- Applicant Upload Assessment PDF details/flow is available on Applicant Manual
- Applicant Target Point Update details/flow is available on Applicant Manual
- Total Points displayed on bottom page
- **Blue** grand Total is Total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



- 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

Applicant Session

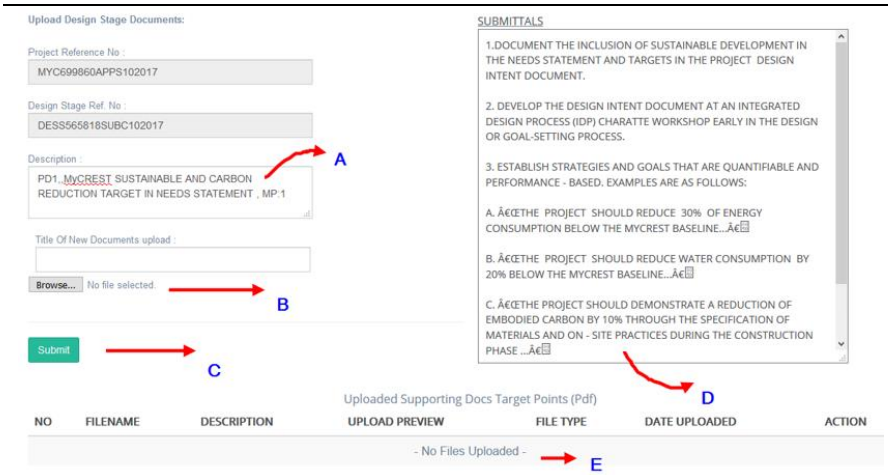
- If Applicant finish key-in all target points, Applicant can continue uploading the pdf materials accordingly. Applicant can always update the target point by going to STEP 2
- STEP 3 Assessment sub-criteria, upload assessment PDF



Applicant Session

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

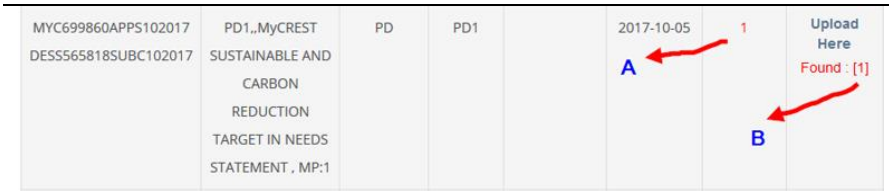
- **A** : Total Target points updated in STEP 2 Score card update points - *Reference only*
- **B** : Select module and sub category to filter sub criteria - *Optional*
- **C** : Search specific sub criteria by manual typing - *Optional*
- **D** : Project reference number and sub criteria reference number - *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*



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 submitted by Applicant
- **E** : All uploaded file listed and can be remove

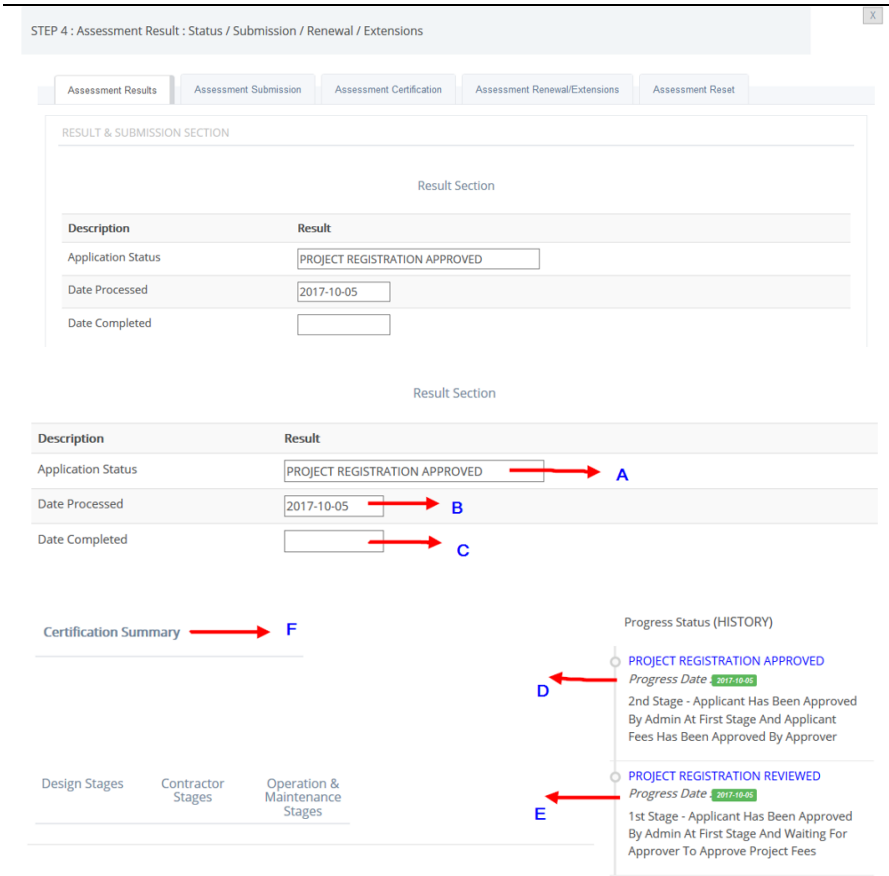


- **A** : Target Point by Applicant
- **B** : Total of files uploaded (files to support Target Points)

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)



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

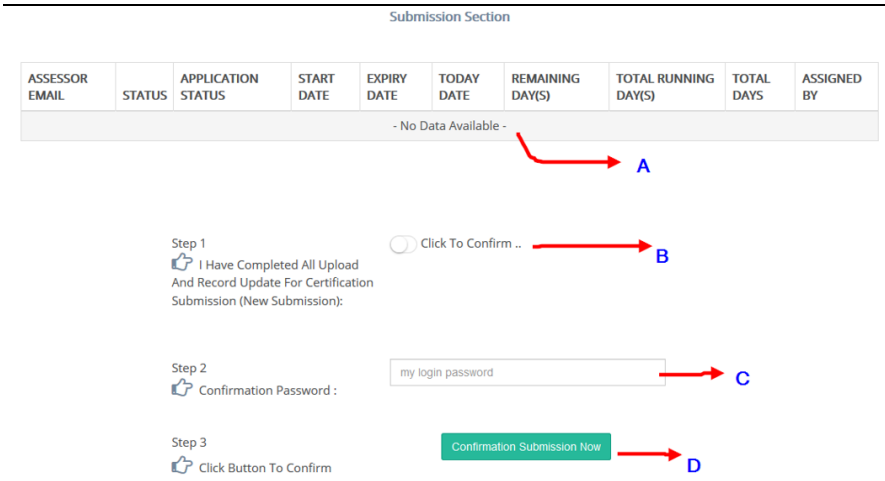
Application Session:

- 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.

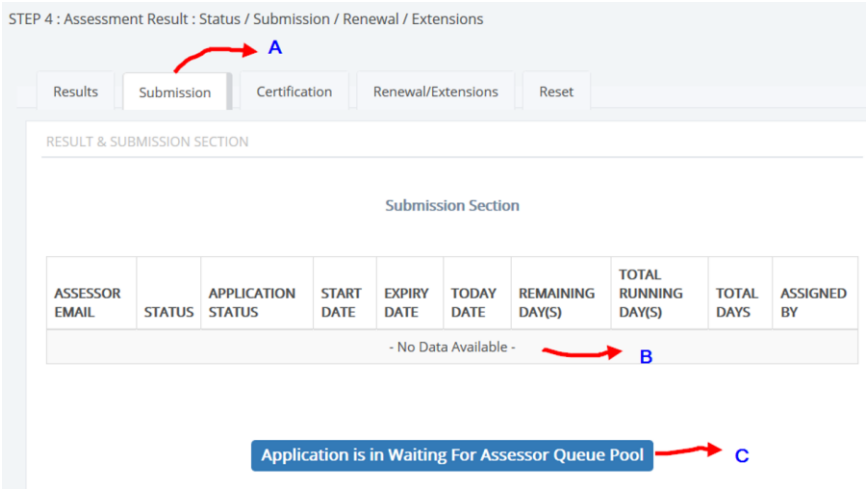
PROJECT SUBMISSION



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



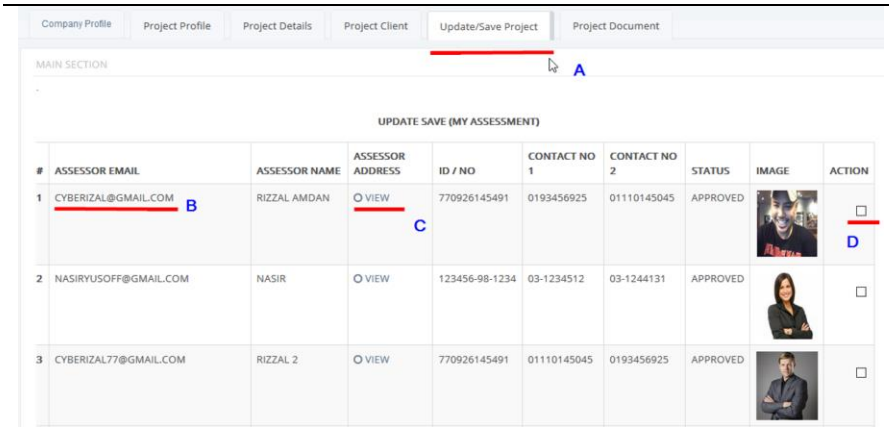
- **A** : Click on Submission tab to view Submission Status
- **B** : Assessor(s) will be display on the listing once they are available and assigned
- **C** : Current status will be showing

- **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

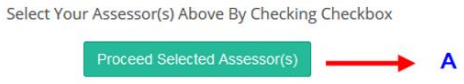
RESULT: 4th Stage - Application waiting for Assessor Review

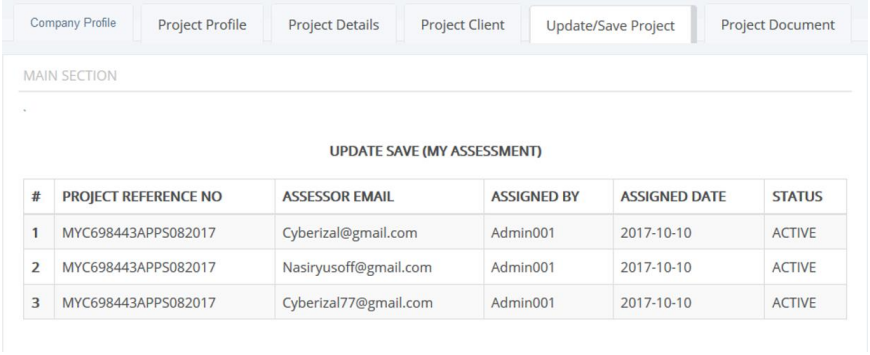
Admin Session

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



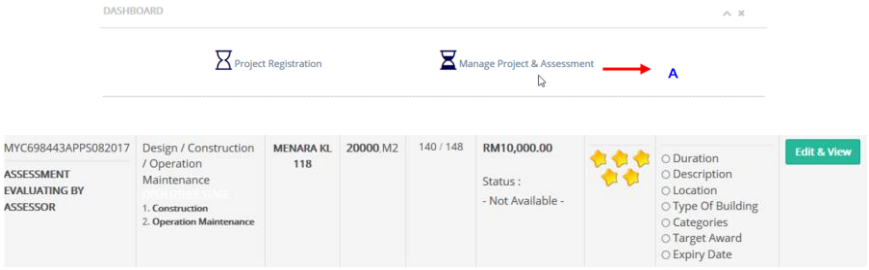
- **A** : Page remain In the same update project tab
- **B** : Assessor List with assessor email address will be showing
- **C** : Address of the Assessor display
- **D** : A selection checkbox for Admin to select(Tick) up to 3 Assessors for selected project





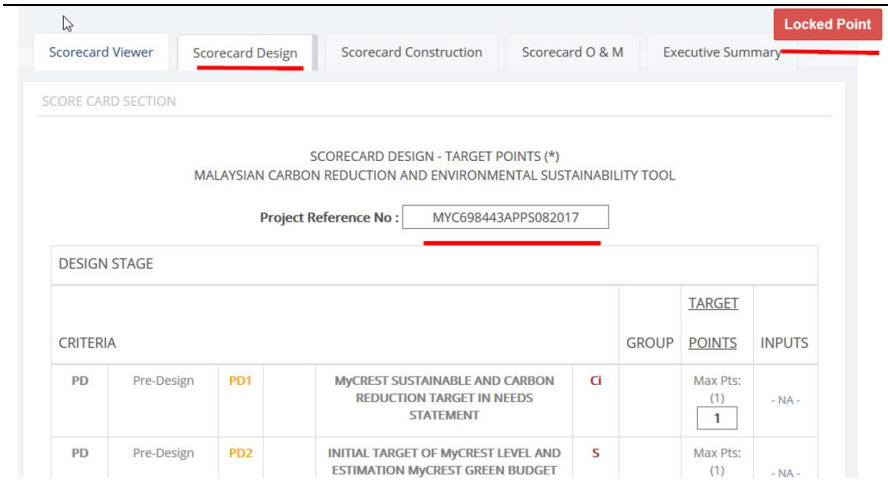
Admin Session

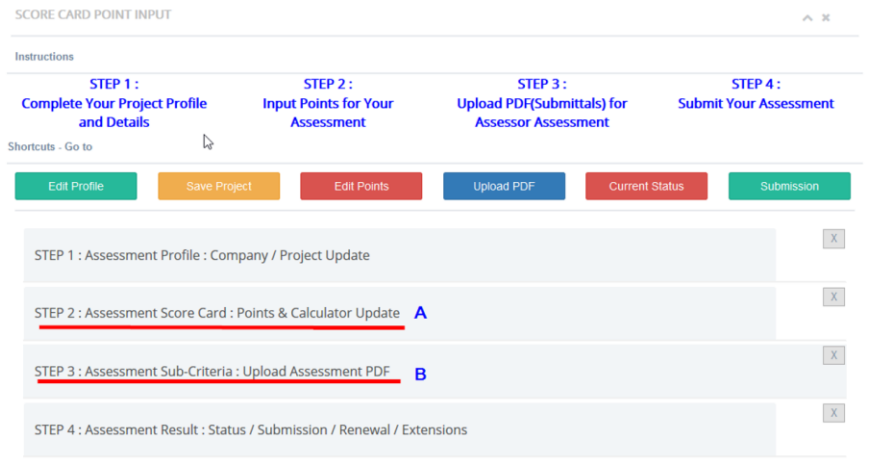
- Submit to Queue Pool
- After making selection, Admin click on Proceed Selected Assessor(s) button (A)
- After Admin make selection and submit, system will show Appointed Assessor List



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

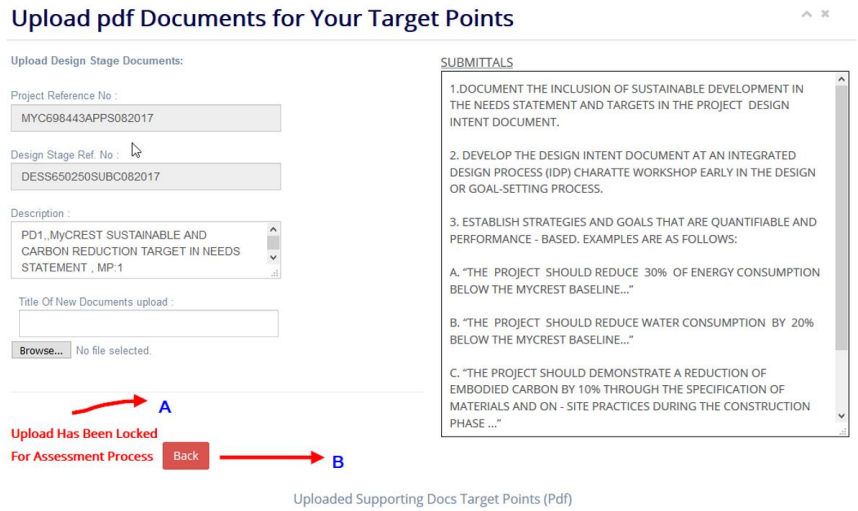




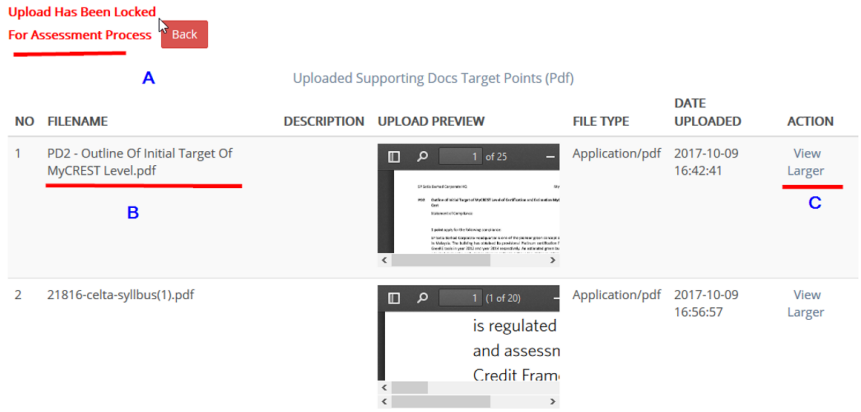
Applicant Session

- 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

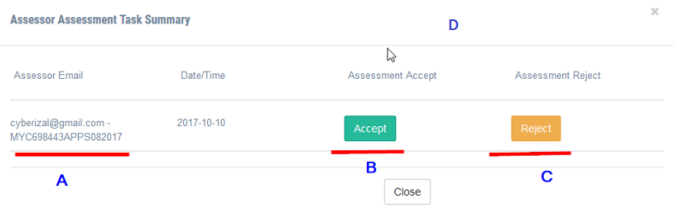


- **A** : Upload submit button has been hide
- **B** : Applicant can back to Main page

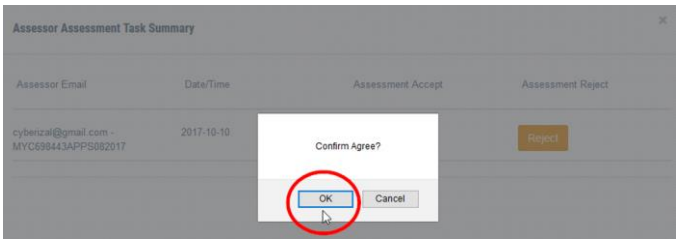


- **A** : Upload Locked
- **B** : Filename each of uploaded materials
- **C** : To View Uploaded material in large view

ASSESSMENT

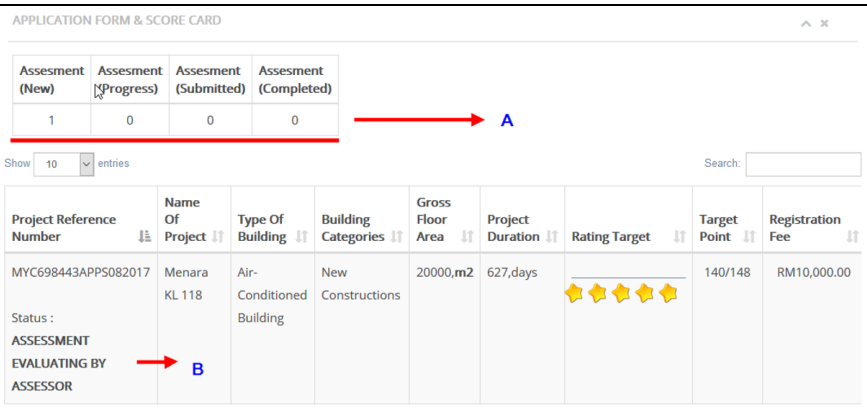


- **A** : Assessor email and project reference no
- **B** : To accept project assessment
- **C** : To reject assessment
- **D** : Pop up page for acceptance session



Assessor Session

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



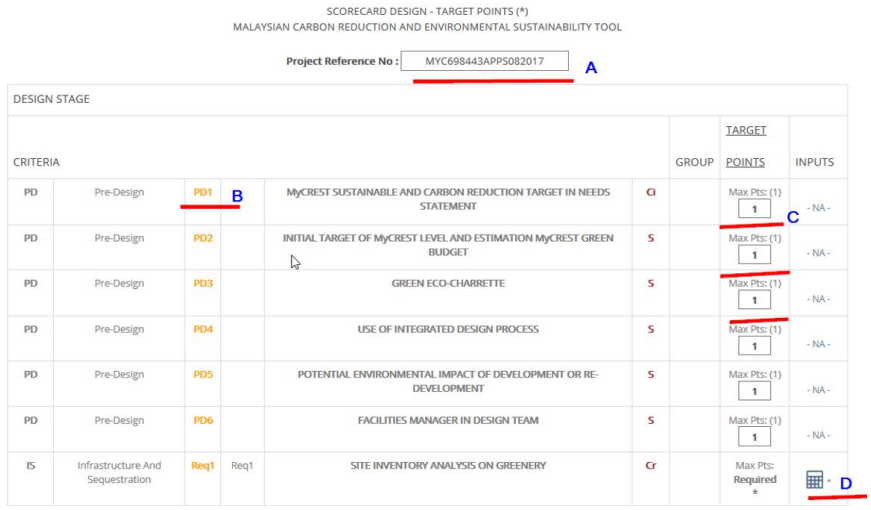
- **A** : Statistic Assessor Assessment
- **B** : current Applicant Project Status

Assessor Session

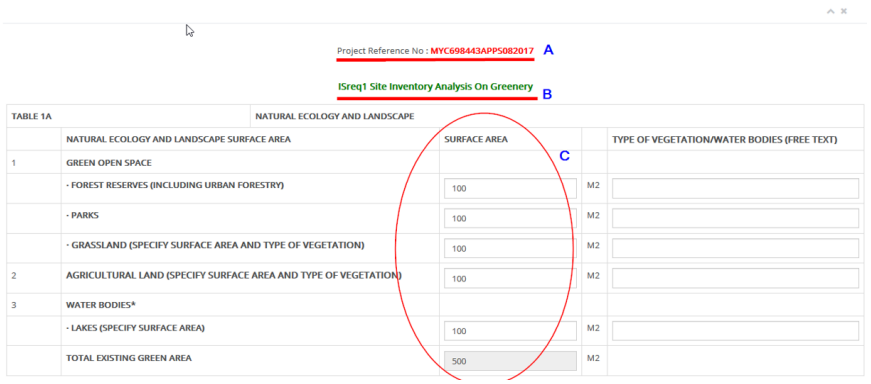
- Assessor click Registration and assessment link from left vertical menu (A)
- Assessor click on *Assessment Accepted* and browser will redirect Assessor to the Assessment Section.
- Assessor to go to STEP 2 to check Points and Carbon Calculator
- Assessor to go to STEP 3 to check Uploaded Materials,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

Assessor Session

- STEP 2, Assessment Target Points Update



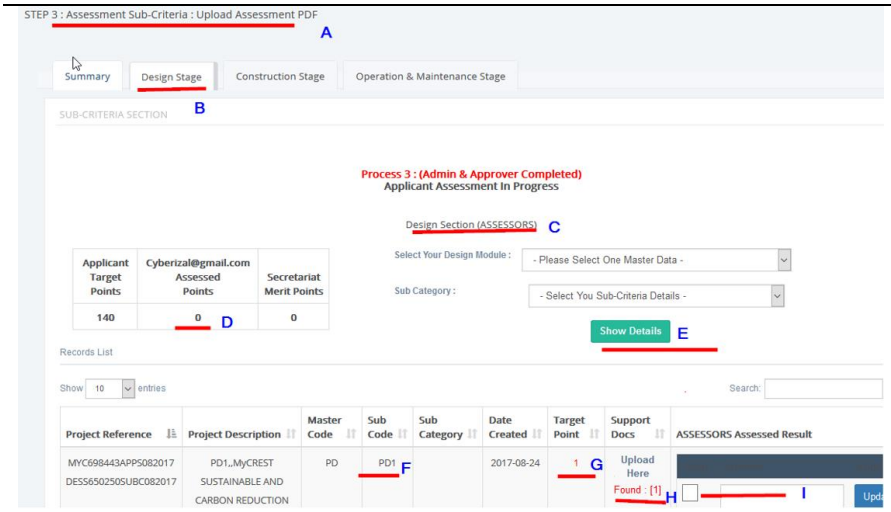
- **A** : Project Reference Number
- **B** : Stage Sub-Criteria ID
- **C** : Target Points Updated by Applicant
- **D** : Click Link to Open Calculator session (Applicant Input) (refer below)



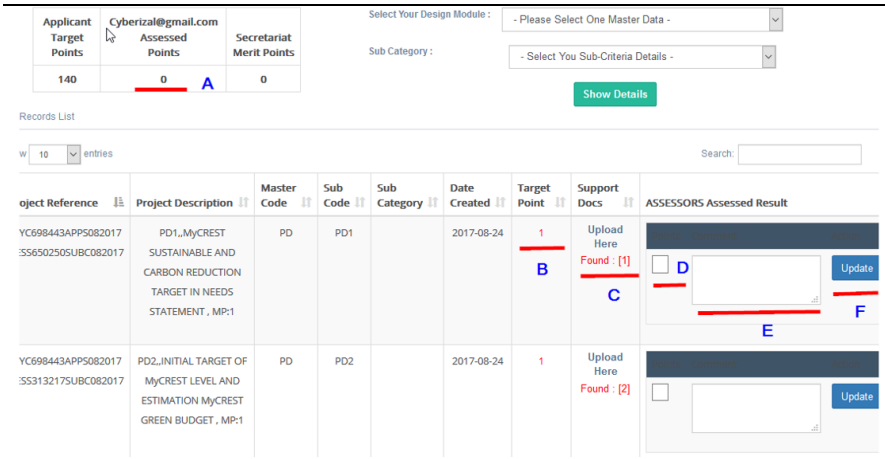
- **A** : Project Reference No.
- **B** : Calculator Reference/Title
- **C** : Input area by Applicant (white box). Grey box will be auto-calculated.

Assessor Session

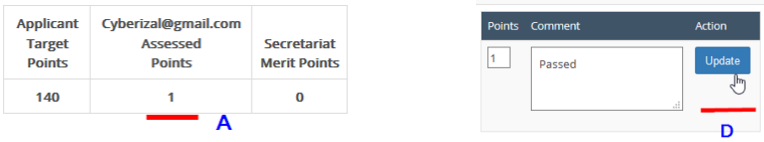
- STEP 3, view upload PDF materials by Applicant.



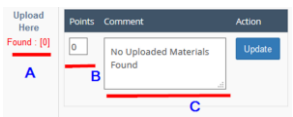
- **A** : Assessor entering session STEP 3, view uploaded PDF materials
- **B** : Session Design Stage
- **C** : Assessor Design Stage
- **D** : Assessor assessment Points will be display here
- **E** : Assessor can select specific points by filtering here
- **F** : Sub-Criteria Code
- **G** : Applicant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



- **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



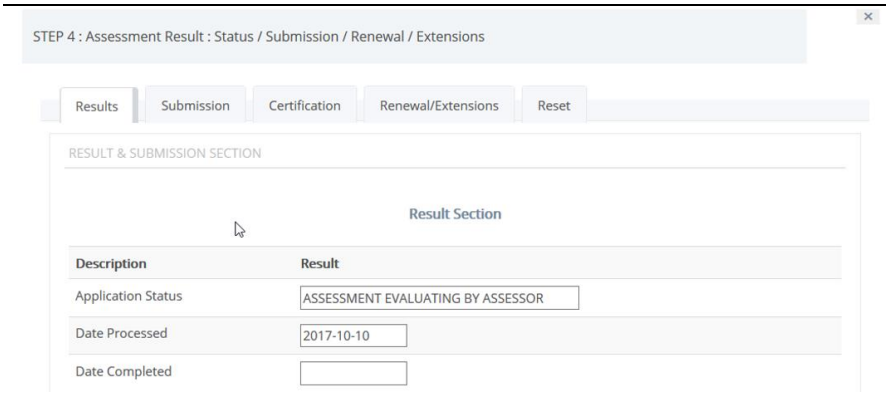
- **A** : Assessor Accumulated Points Updated
- **B** : Assessor single sub-criteria Points Updated
- **C** : Assessor Comment
- **D** : Assessor click Update button to save inputs



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

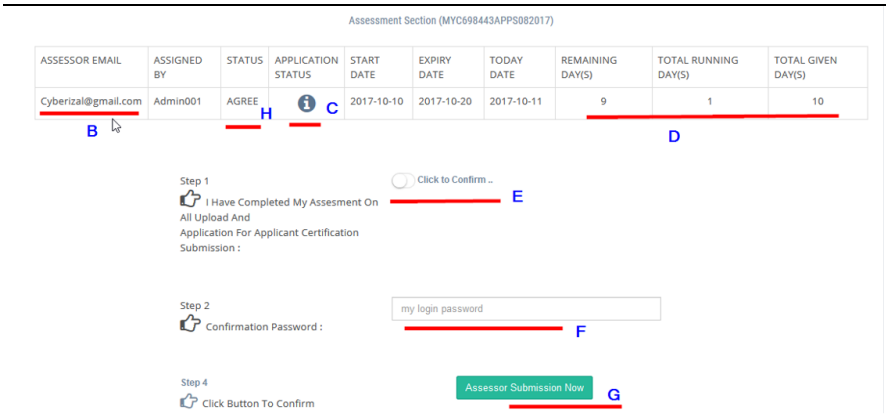
Assessor Session

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



Assessor Session

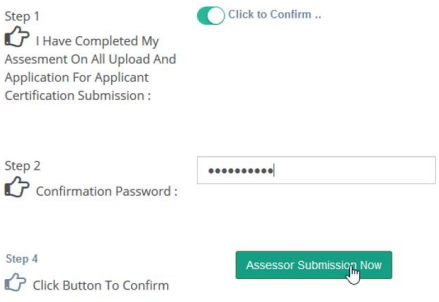
- View the assessment current status application (result)
- **Results** Tab: Current Status Applicant Assessment



Assessor Session

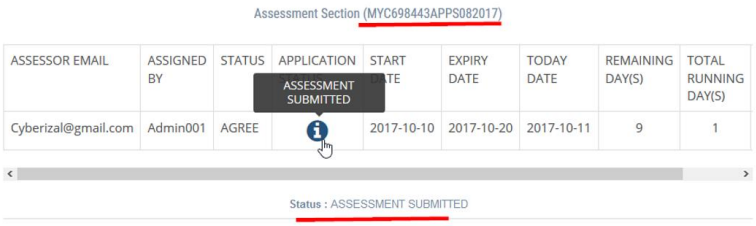
- Confirm and submit the assessment

- **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

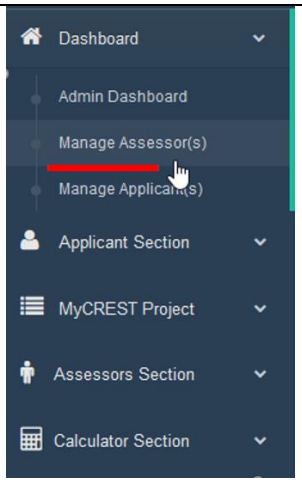


Assessor Session

- Once Assessor submit the Assessment, Status will be change to ASSESSMENT SUBMITTED for the Assessor Assessment session

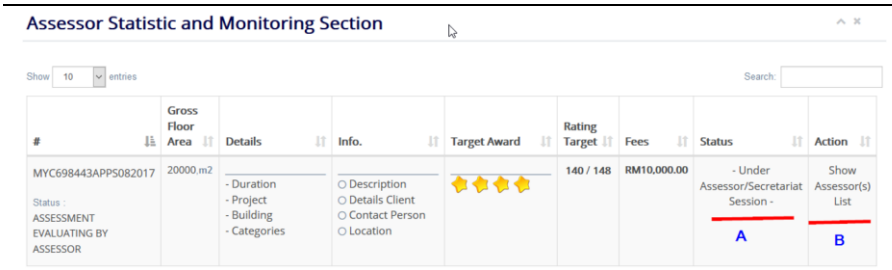
- However, for Applicant, status will be remained ASSESSMENT EVALUATING BY ASSESSOR

ASSESSMENT MONITORING AND UPDATE



Admin Session

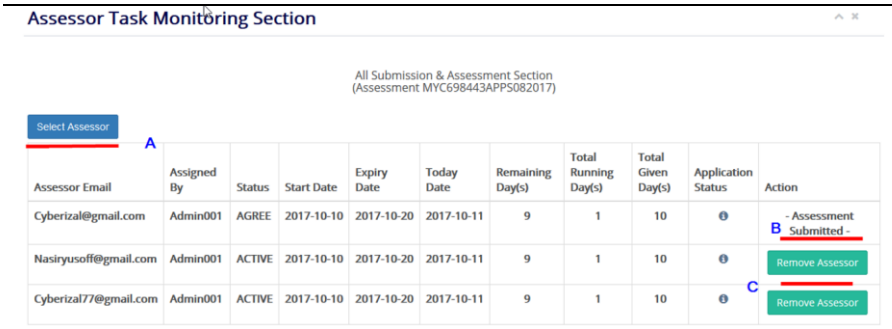
- Admin login to system
- Admin click left vertical menu on Manage Assessor link



Admin Session

- Assessor Statistic

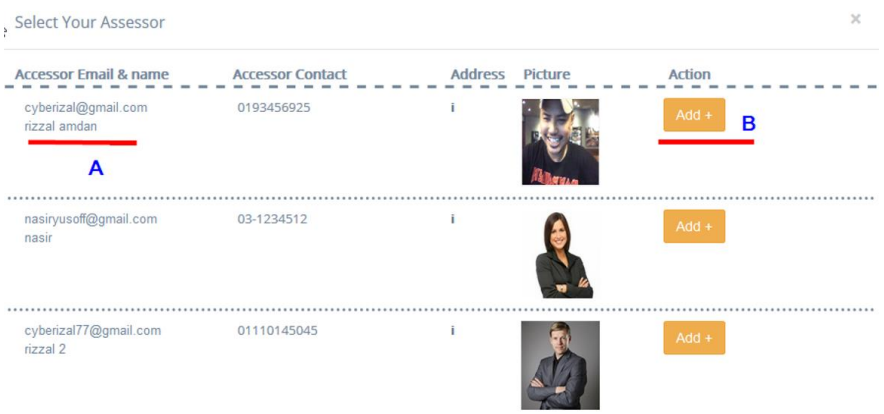
- **A** : Current Assessment Status for Assessment Project
- **B** : View Assessor(s) List in the project selected



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

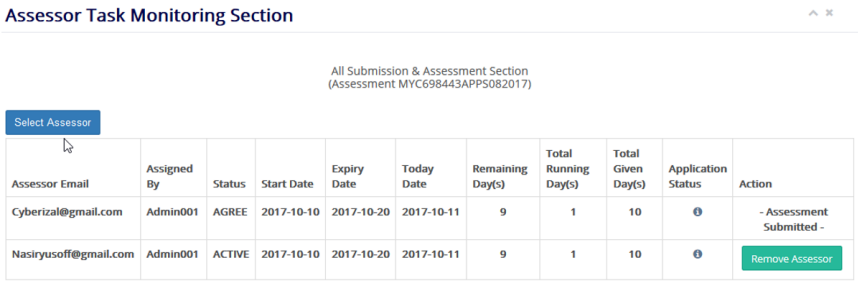


- **A** : Assessor Name, Email address for references
- **B** : Click Add+ to include Assessor in the project

Admin Session

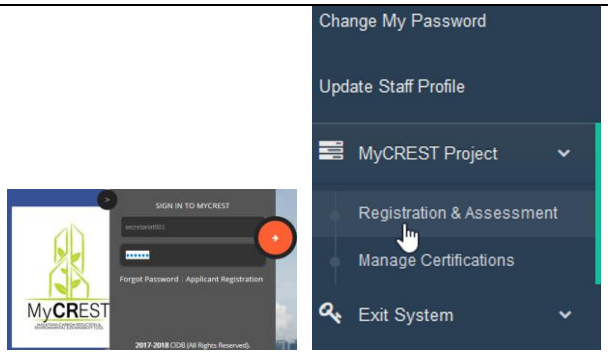
- Selecting Assessor
- Click Remove Button to remove assessor from the project
- Only assessor that has not submit their project only can be removed
- Remove completed.

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



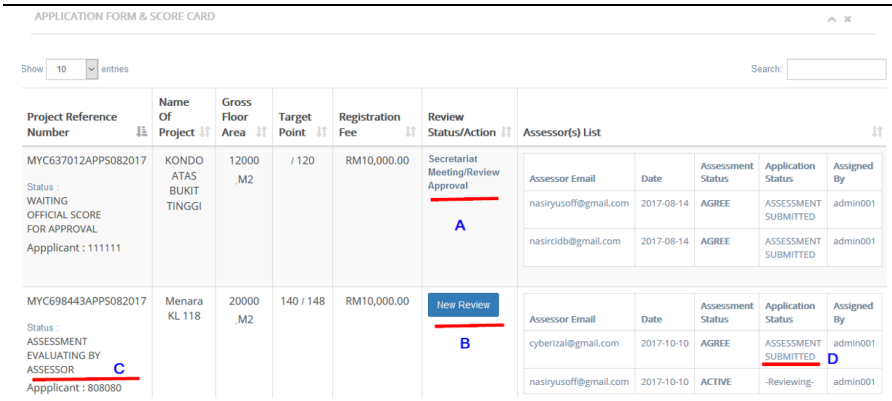
Admin Session

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



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

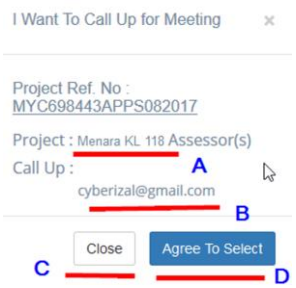
SECRETARIAT SESSION

- 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

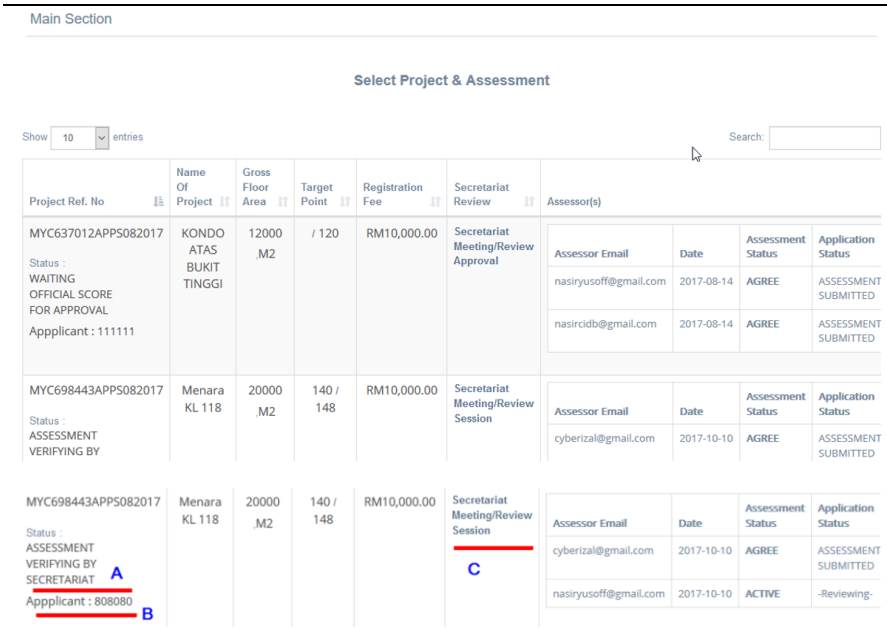
- Set the meeting session with Assessors
- Click button Agree To Select



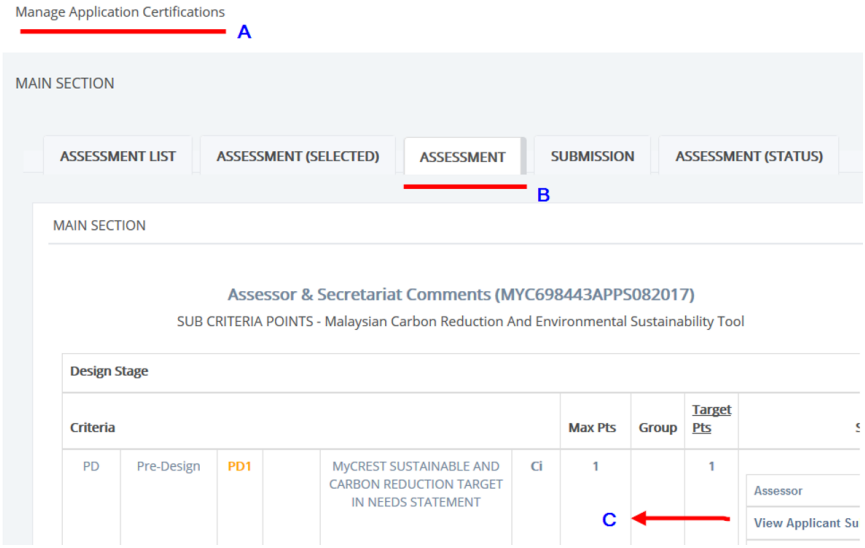
- **A** : Project Name For Reference
- **B** : List of assessor that complete the task and submitted and been called up for secretariat Meeting
- **C** : Cancel and return to list
- **D** : Proceed call for meeting

SECRETARIAT SESSION

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



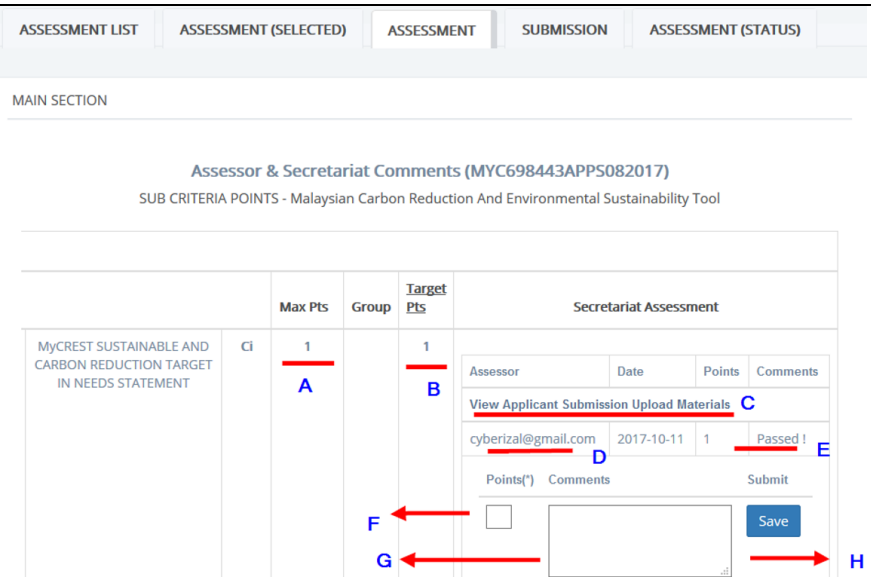
- **A** : Status of the project is Assessment Verifying by Secretariat
- **B** : Applicant registration Number / Username
- **C** : The Assessment in under secretariat Review



SECRETARIAT SESSION

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

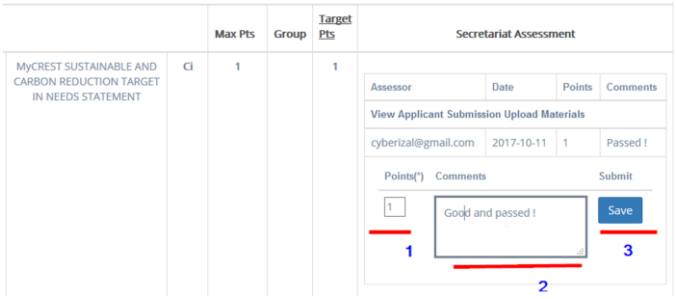
- **A** : Manage Certification Session
- **B** : Browser redirect to ASSESSMENT TAB
- **C** : Secretariat can update details on Assessment Details



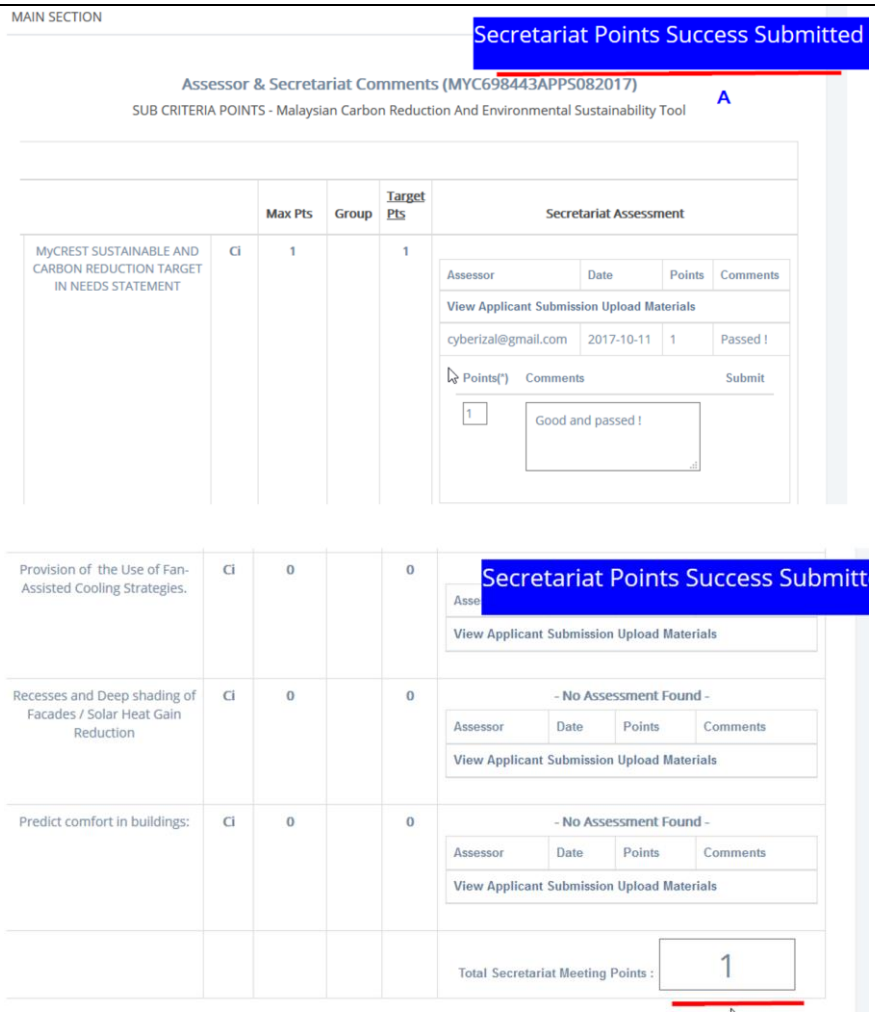
SECRETARIAT SESSION

- 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



- **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



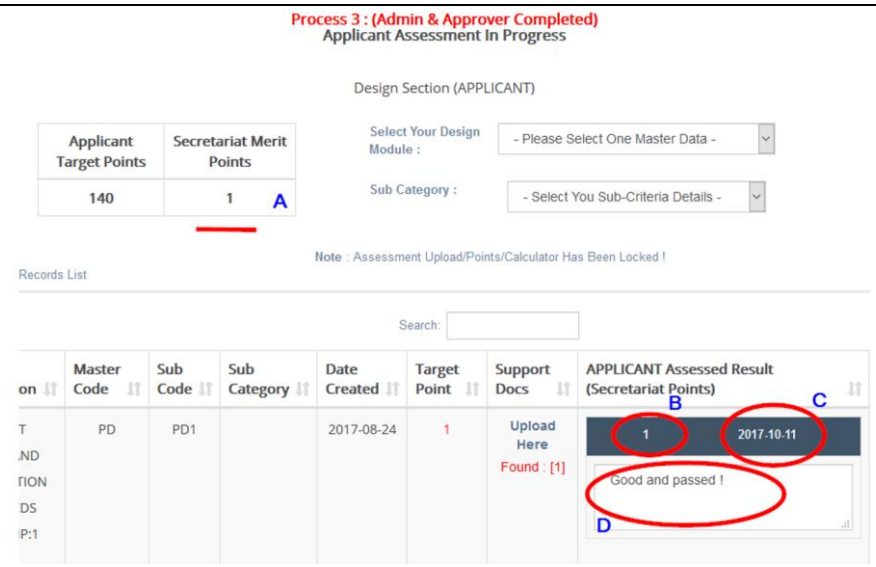
SECRETARIAT SESSION

- **Result Action**: Save button disappear and Notification Success Submitted Appear
- Total Secretariat Meeting Points will be updated down below of Secretariat Assessment Tab

CERTIFICATION

Applicant Session

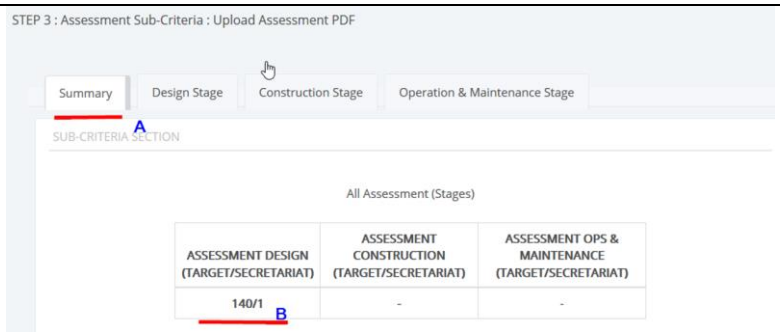
- Applicant login and go to manage project Assessment Link
- Applicant click on Edit & View



Applicant Session

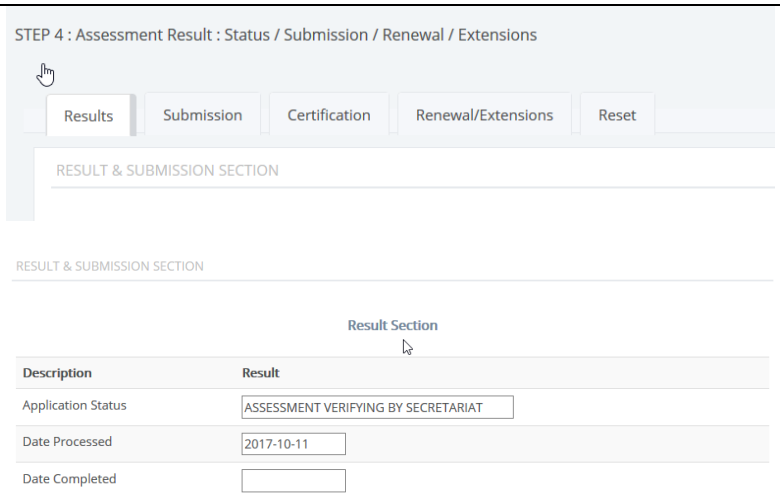
- Browser will redirect Applicant to Assessment tab.

- **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

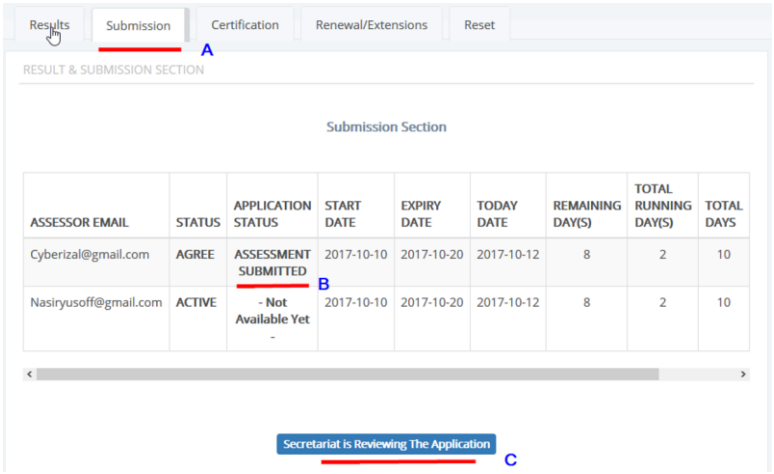


Applicant Session

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

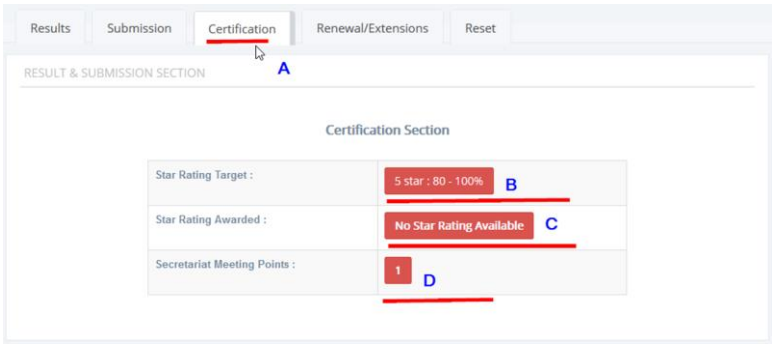


Tab 1 - **Result**: Current Status can be view by Applicant



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)



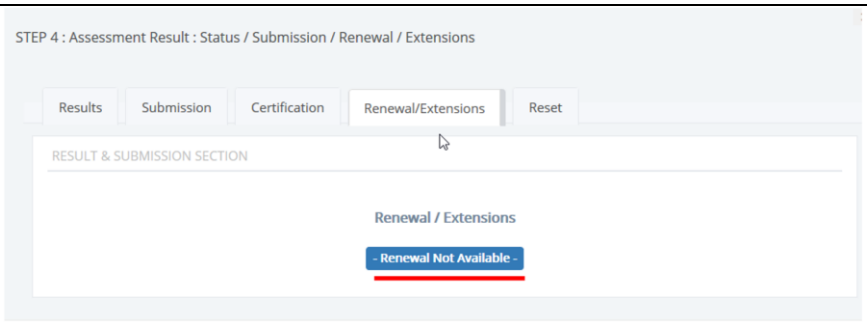
Tab 3 - **Certification** tab

- **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

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.

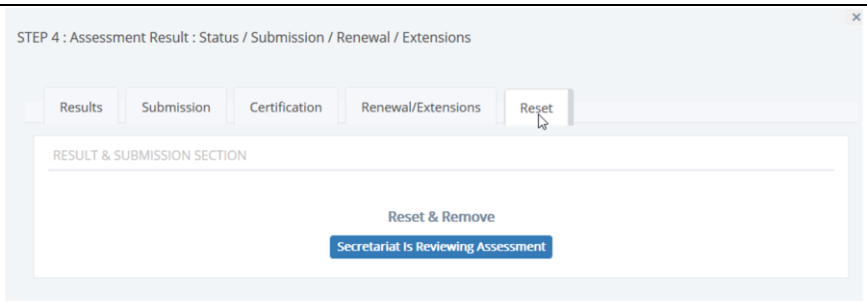
- **D** : Accumulated Points given by Secretariat, the final Points only Activated once status change to WAITING OFFICIAL SCORE FOR APPROVAL
- **Next Action**
  - Final Award and Final Points will be ready when status of Application become WAITING OFFICIAL SCORE FOR APPROVAL
  - once the status change 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

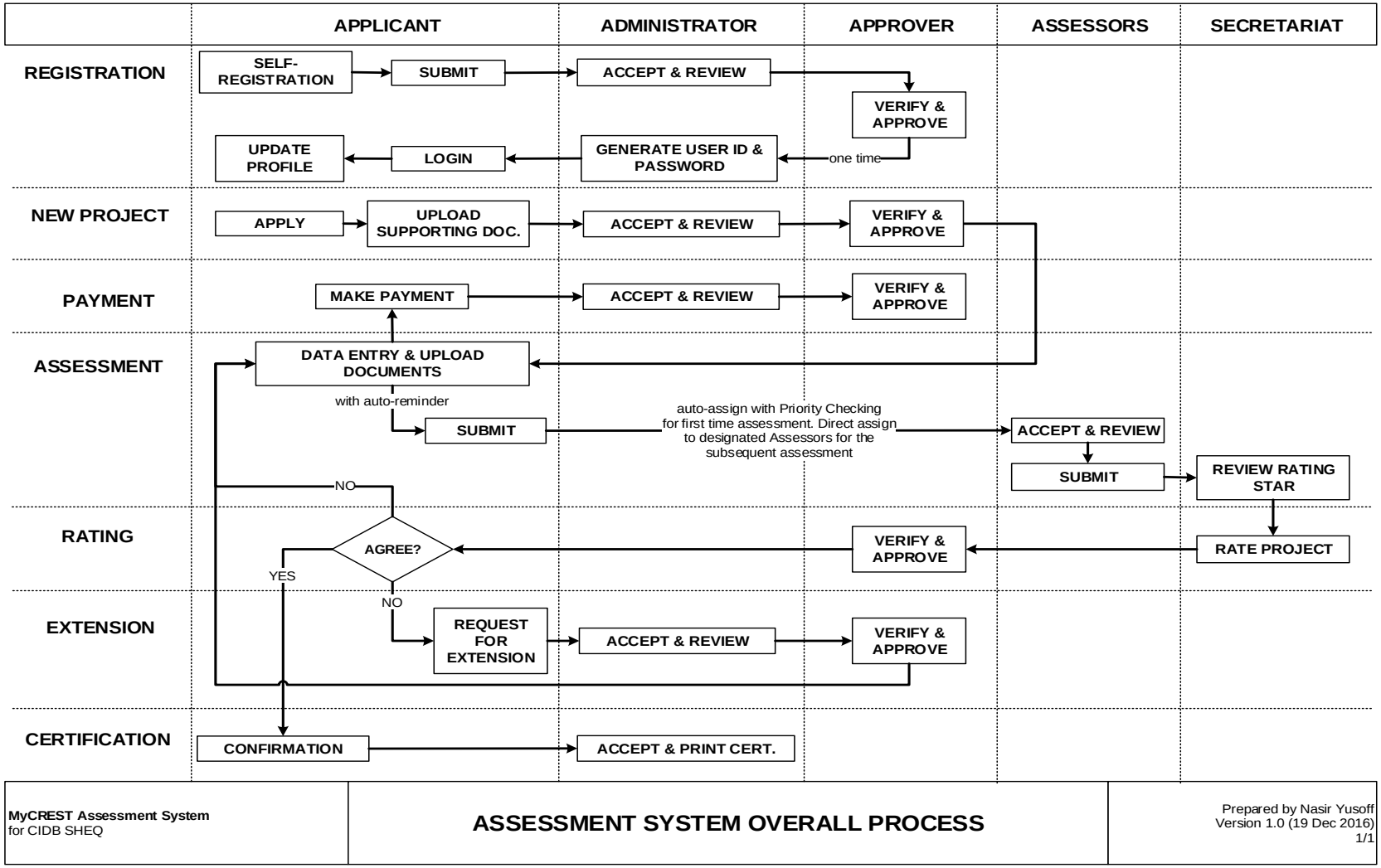


Tab 5 – Reset

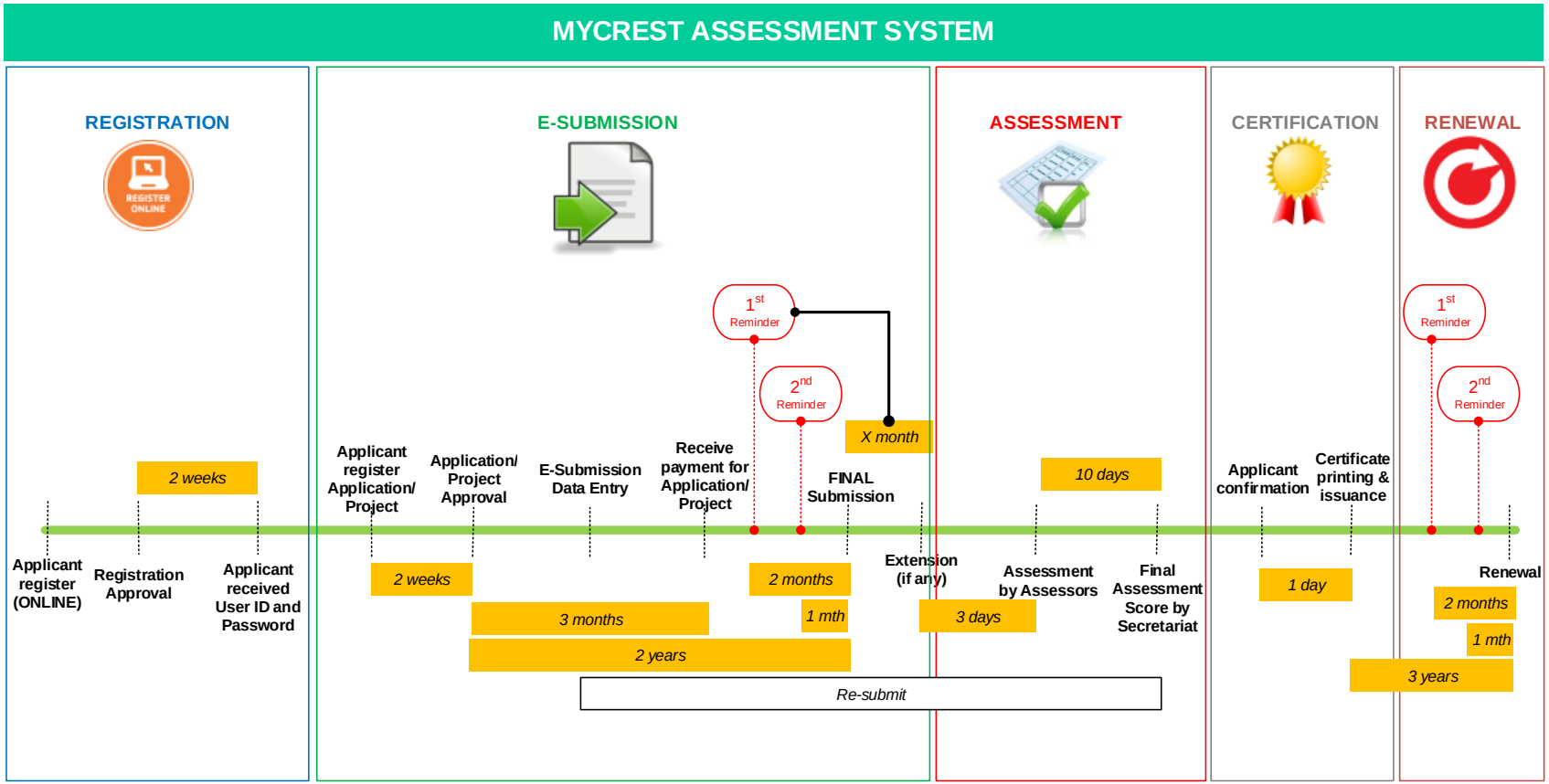
Applicant Session

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

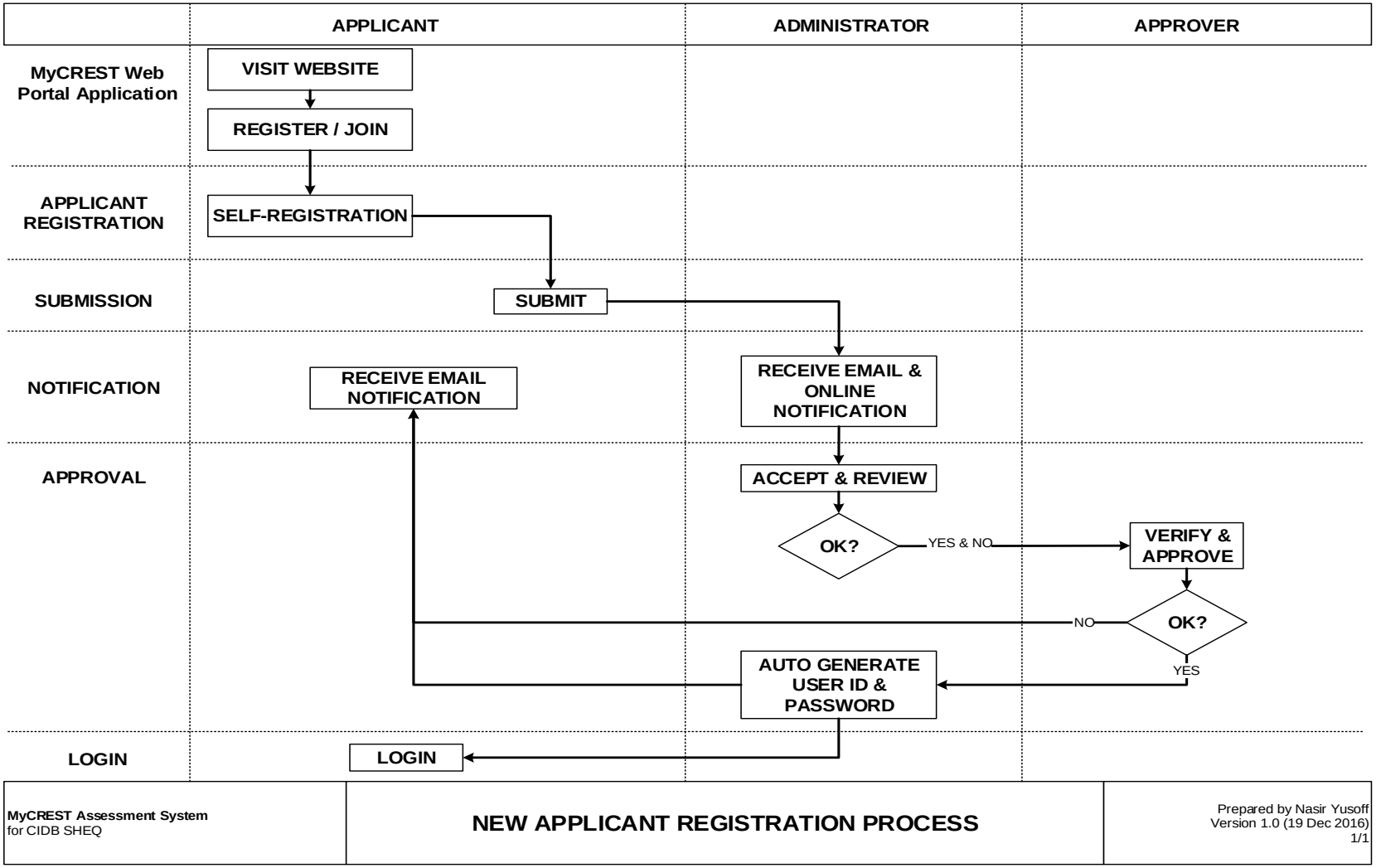
MyCREST Assessment System Overall Process

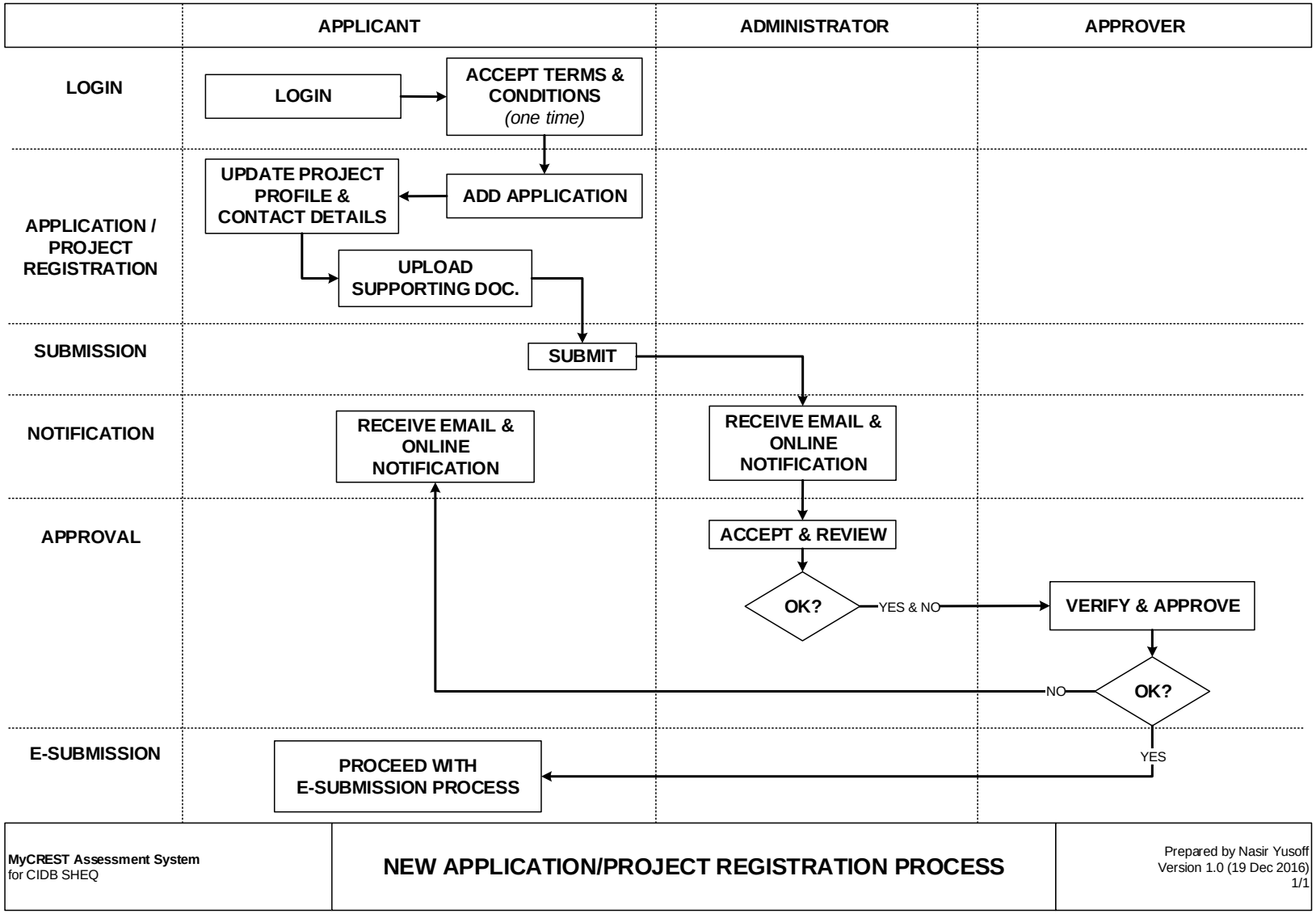


MyCREST Assessment System Timeframe

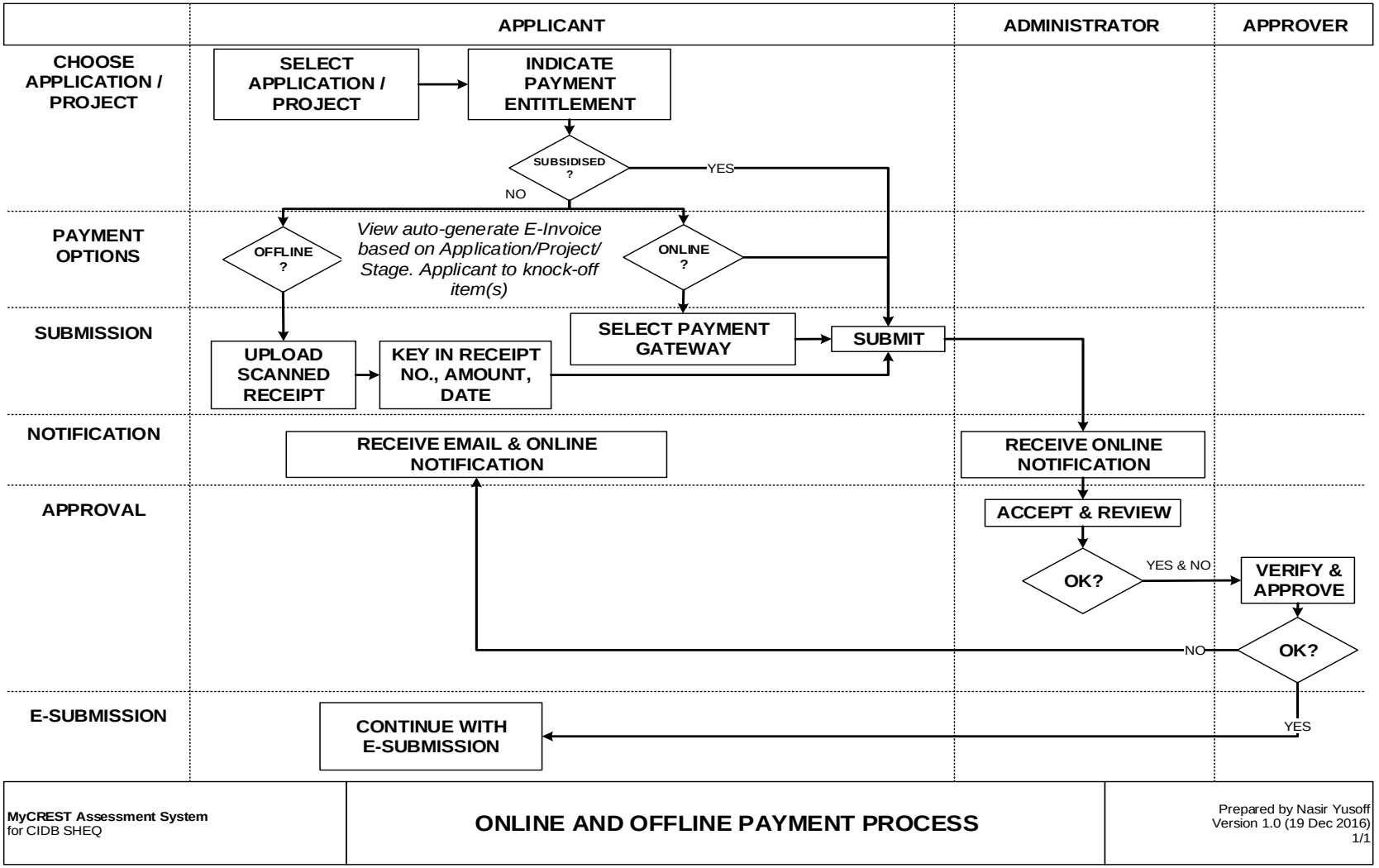


MyCREST New Applicant Registration and New Application/Project Registration Process

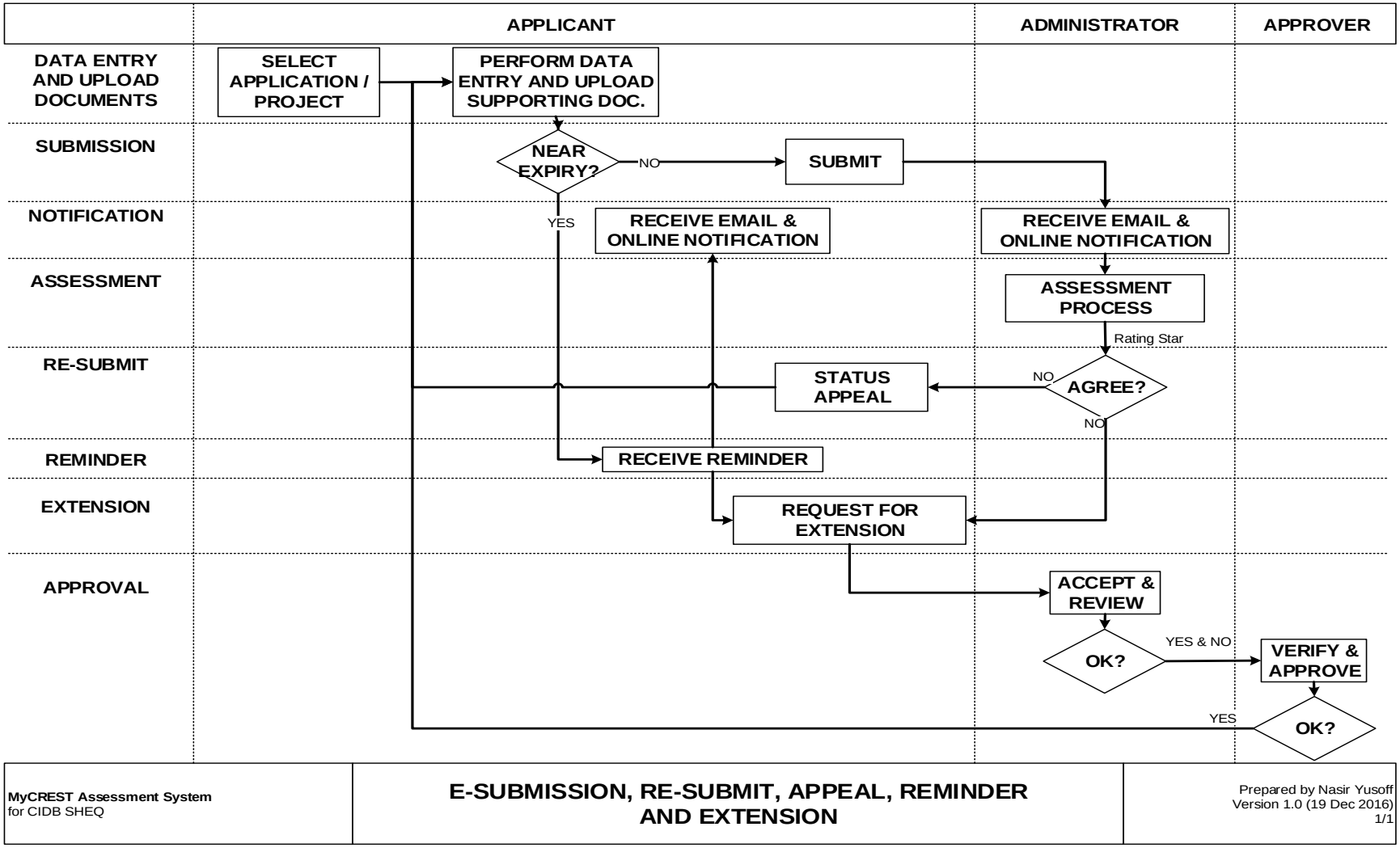


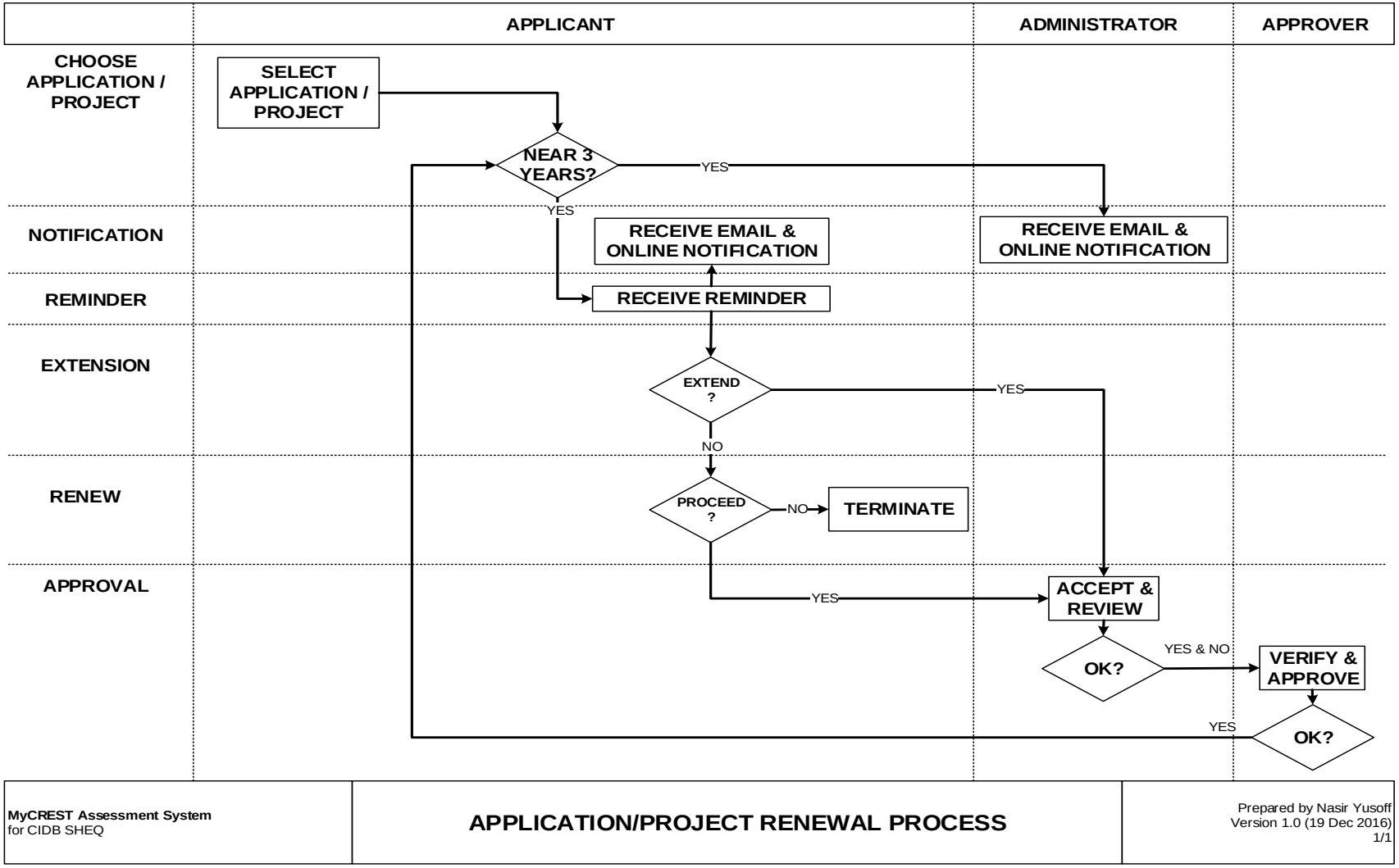
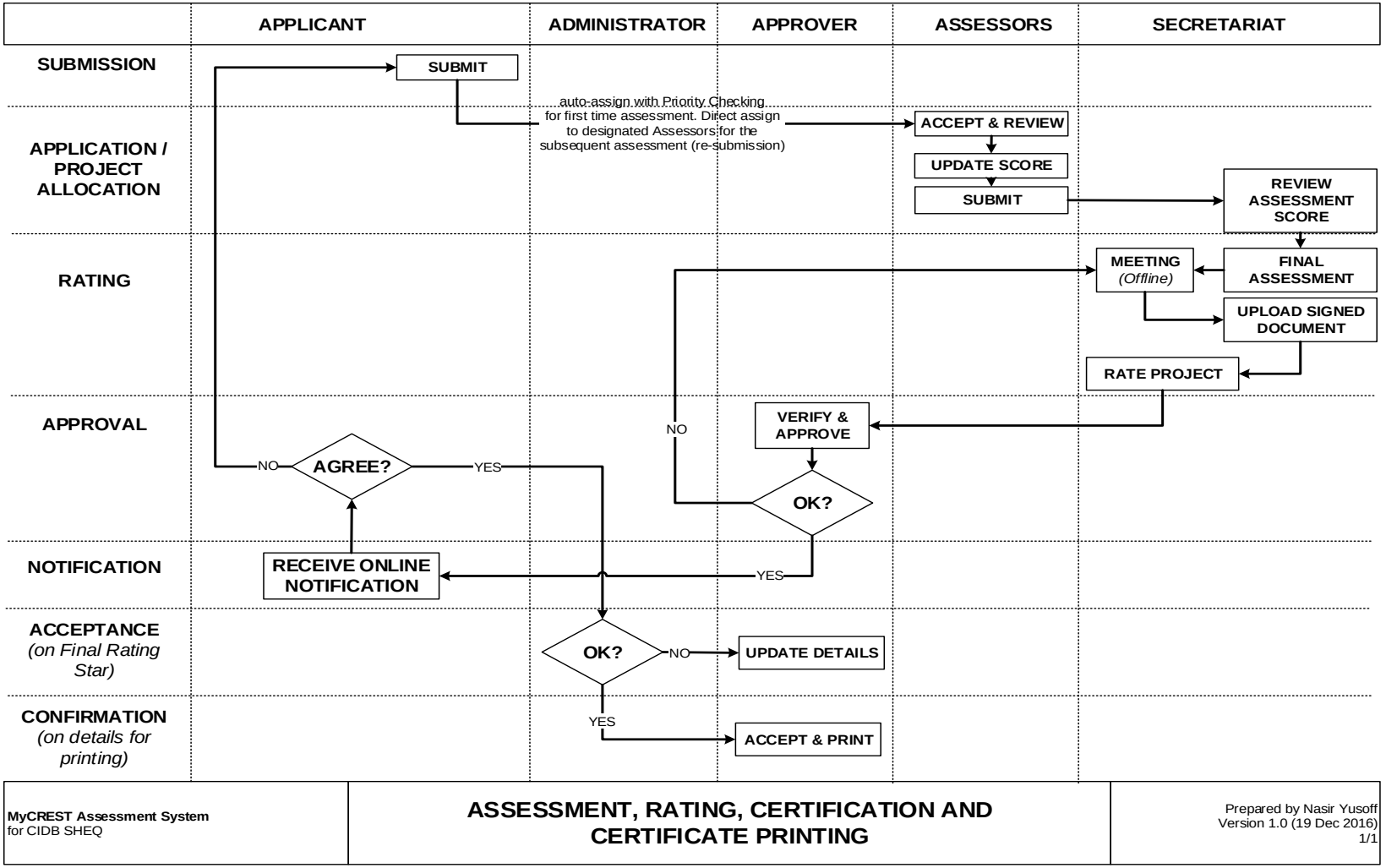

APPLICANT
ADMINISTRATOR
APPROVER
LOGIN
LOGIN
ACCEPT TERMS & CONDITIONS
(one time)
APPLICATION / PROJECT REGISTRATION
UPDATE PROJECT PROFILE & CONTACT DETAILS
ADD APPLICATION
UPLOAD SUPPORTING DOC.
SUBMISSION
SUBMIT
NOTIFICATION
RECEIVE EMAIL & ONLINE NOTIFICATION
RECEIVE EMAIL & ONLINE NOTIFICATION
APPROVAL
ACCEPT & REVIEW
OK?
YES & NO
VERIFY & APPROVE
NO
OK?
YES
E-SUBMISSION
PROCEED WITH E-SUBMISSION PROCESS
MyCREST Assessment System
for CIDB SHEQ
NEW APPLICATION/PROJECT REGISTRATION PROCESS
Prepared by Nasir Yusoff
Version 1.0 (19 Dec 2016)
1/1

MyCREST Online and Offline Payment Process



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




APPLICANT
ADMINISTRATOR
APPROVER
CHOOSE APPLICATION / PROJECT
NOTIFICATION
REMINDER
EXTENSION
RENEW
APPROVAL
SELECT APPLICATION / PROJECT
NEAR 3 YEARS?
YES
YES
RECEIVE EMAIL & ONLINE NOTIFICATION
RECEIVE EMAIL & ONLINE NOTIFICATION
RECEIVE REMINDER
EXTEND ?
YES
NO
PROCEED ?
NO
TERMINATE
YES
ACCEPT & REVIEW
OK?
YES & NO
VERIFY & APPROVE
YES
OK?
MyCREST Assessment System
for CIDB SHEQ
APPLICATION/PROJECT RENEWAL PROCESS
Prepared by Nasir Yusoff
Version 1.0 (19 Dec 2016)
1/1

MyCREST Assessment, Rating, Certification and Certificate Printing Process