(Full Workflow Assessment Process - Multi Roles)

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



# **PROJECT REGISTRATION, APPROVAL AND UPATE**

MYC699860APPS102017	Bernuda Triangle Enterprise	Air- Conditioned Building	New Constructions	89000 ,m2	/ 148	RM20,000.00	Company Info Duration Description Location	Review	Applicant Session     Applicant Register
							<ul> <li>Project Client</li> <li>Contact Person</li> </ul>		NEW project (Bermuda
MYC717694APPS072017 Status : ASSESSMENT EVALUATING BY ASSESSOR	IJM TOWNHOUSE	Air- Conditioned Building	New Constructions	21542 ,m2	/ 148	RM10,000.00	Company Info Duration Description Location Target Award Oroject Client Contact Person	- Applicant Project In Progess - View Appointed Assessor(s)	i nangle Enterprise)
MYC956484APPS062017 PROJECT REGISTRATION APPROVED	RUMAH ATAS BUKIT	Non-Air- Conditioned Building	New Constructions	1560,m2	/ 120	RM2,000.00	Company Info Duration Location Location Target Award Contact Person	- Approver Approval Success-	

MYC699860APPS102017	Bernuda	Air-	New	89000	/ 148	RM20,000.00		Applicant Session
NEW	Triangle	Building	Constructions	,m2			•	Sample of Bermuda
	Enterprise							Triangle Enterprise
								Project

New	89000	/ 148	RM20,000.00	O Company Info	Review	Admin Session
onstructions	,m2			Ouration     Description     Location     Target Award     Project Client     Contact Person		<ul> <li>Admin click on the Review button</li> </ul>

				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	1st Stage - Applicant has been Approved by Admin at first stage and Waiting for Approver to	PROJECT REGISTRATION REVIEWED	
	a button name "Review"	Approve Project Fees		

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STEP 1 : Assessment Profile : Company / Project Update				Admin Session System Redirect page
Company Profile Project Profile Project Details	Project Client Update/Save Project P	roject Document		to update/save Tabs
MAIN SECTION	UPDATE SAVE (MY ASSESSMENT) Admin Approval for Application		•	Admin click on Admin Approval button
	Admin Approval			
MYC699860APP5102017 Bernuda AA-Conditioned New Co PROJECT Triangle REGISTRATION Enterprise	Instructions 89000,m2 / 148 RM20,000.0	0 Company Info Duration Description Cocation Target Award Contact Person	roval	Admin Session Admin will see status "Approved by Admin" – Approval Success
MYC699860APPS102017 Design / Construction BERNU PROJECT / Operation TRIAMO Maintenance FNTERP	DA 89000.M2 / 148 RM20,000.00 GLE RISE Status :	O Duration     O Description	iew	Applicant Session
REGISTRATION REVIEWED ODEN OTHER STAGE - Not Available Yet -	- Not Available -	Ocation     Type Of Building     Categories     Target Award     Expiry Date		Project - Existing & Assessment Menu
			•	Click on Edit & View button
			•	Project Status changed to PROJECT REGISTRATION REVIEWED (Admin)
STEP 2 : Assessment Score Card : Points	& Calculator Update			Applicant Session
Full Scorecard Viewer Full Scoreca	ard Design Full Scorecard Construction Full S	Scorecard O & M Executive Summary	•	STEP 2 & 3 not available, Scorecard
SCORE CARD SECTION				still waiting for
MALAYSIAI	SCORECARD DESIGN - TARGET POINTS (*) N CARBON REDUCTION AND ENVIRONMENTAL SU	) STAINABILITY TOOL		Approver action.
Yo	ur Application still Waiting for Appprover	r Approval		
STEP 3 : Assessment Sub-Criteria : Upload	Assessment PDF			
Summary Assessment Assessment	- Design Stage Assessment - Construction Stage	Assessment - Operation & Maintenance Stage		
SUB-CRITERIA SECTION				
A	Process 2 : (Pending At Approver) pprover Must Verify & Approve Applicant Applic	tation		

MYC6998 Status :	60APPS102017	Bernuda Triangle Enterprise	KUL,50400,Jalan Tun Razak,Kuala Lumpur	Air- Conditioned Building	•	Approver Session Approver Login to make Approval
PROJECT REGISTRA REVIEWED	Tion )				•	Approver click on My <b>CR</b> EST Project menu → Registered & Assessment
	Ahead Maju Sdn Bhd	Rizzal Amdan	Review		•	Approver click Review button
					•	Approver will be redirect to Update/Save tab
					-	Approver click button

Approver click button "Approver to Approve this application"

					Approver Session
Button Name / Status	Description	Result Button Click	Next Status	•	Approver will be redirect to Update/Save tab
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 click button "Approver to Approve this application" List will be empty if no more stage 1 Project need to be approved

Company Profile	Project Profile	Project Details	Project Client	Update/Save Project	Project Document	
MAIN SECTION						
		UPDA	TE SAVE (MY ASSE	SSMENT)		
	Δ	opprover Require	e To Approved A	pplicant Application		
				hburren hburren i		

Approver To Approve this Application

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YC699860APP5	0102017 Design / Constr	iction / BERNUE	A 89000,M2	/ 148 RM20,0	000.00				Edit & View		Applicant Session
ROJECT EGISTRATION PPROVED	Operation Maintenance OPEN OTHER S Not Available Ye	TRIANGI ENTERPR TAGE t -	le ISE	Status - Not A	: Available -		<ul> <li>Ourati</li> <li>Description</li> <li>Location</li> <li>Type Control</li> <li>Categorie</li> <li>Target</li> <li>Expiry</li> </ul>	on ption on Of Building ories Award Date	Edit & View	·	Login and check existing project & assessment
										•	Project Status chang to PROJECT REGISTRATION APPROVED
										•	Click Edit & View button to continue manage project
	Full Scorecard Viewer	Full Scorece	rd Design	ull Scorecard Constr	ruction	Full Score	card 0.8 M	Executiv			Applicant Session
	SCORE CARD SECTION		SCORECA	ARD DESIGN - TAI	RGET POIN	NTS (*) TAL SUSTA	INABILITY T	001		Ē	Click on STEP 2, nex click on Tab 2 – Full score card design
				100047			esian Stane			•	Click Start Design Stage Button to
	System Will Genera Stage Sub-Criteria Calculator) Ma	te Design Upload & erials	MYC699860APPS	102017	ĺ	Start My D	congin olage				generate design stag master data for score card
	System Will Gener; Stage Sub-Criteria Calculator) Ma	te Design Upload & erials	MYC699860APPS	102017		Start My D					generate design stag master data for score card
	System Will Gener; Stage Sub-Criteria Calculator) Ma <b>a</b> j	te Design Upload & erials ops.mycrest.ci /ant to Proceed?	db.gov.my say	ys:	_	Start My D	X			·	generate design stagmaster data for scorecardApplicant SessionChoose OK to procegenerating score car
	System Will Gener; Stage Sub-Criteria Calculator) Ma	te Design Upload & erials ops.mycrest.ci Jant to Proceed?	db.gov.my say	ys:	ж	Start My D	×			•	generate design stag master data for score cardApplicant Session Choose OK to proceed generating score cardThen go back to STE 2- Full score card tab
	System Will Gener: Stage Sub-Criteria Calculator) Ma	te Design Upload & erials	db.gov.my say	ys:	ж	Cancel	x			•	generate design stag master data for score card Applicant Session Choose OK to procee generating score card Then go back to STE 2- Full score card tab
CORE CARD	System Will Gener; Stage Sub-Criteria Calculator) Mai	te Design Upload & erials	db.gov.my say	ys:	ж [	Cancel	x			•	generate design stag         master data for score         card         Applicant Session         Choose OK to proceed         generating score card         Then go back to STE         2- Full score card tab         Applicant Session         Cub card tab         Applicant Session
CORE CARD	System Will Gener: Stage Sub-Criteria Calculator) Mai	te Design Upload & erials pps.mycrest.ci /ant to Proceed? /ant to Proceed? SCO AN CARBON RI Project Ref	db.gov.my say RECARD DESIG EDUCTION AND	ys: N - TARGET POI D ENVIRONMEN MYC699860AP	DK NTS (*) TAL SUST PPS10201	Cancel TAINABILI 7	x			•	generate design stag master data for score card Applicant Session Choose OK to proceed generating score card Then go back to STE 2- Full score card tab Applicant Session Sub-criteria Score car populated into the system with input for Target Points and
CORE CARD	System Will Gener: Stage Sub-Criteria Calculator) Mai	te Design Upload & erials ops.mycrest.ci /ant to Proceed? //ant to Proceed? SCO AN CARBON RI Project Ref	db.gov.my say	ys: N - TARGET POI D ENVIRONMEN MYC699860AP	NTS (*) TAL SUST PPS10201	Cancel TAINABILI	TY TOOL			•	generate design stag master data for score card Applicant Session Choose OK to procee generating score card Then go back to STE 2- Full score card tab Applicant Session Sub-criteria Score car populated into the system with input for Target Points and calculator
CORE CARD	System Will Genera Stage Sub-Criteria Calculator) Mai	te Design Upload & erials ops.mycrest.ci /ant to Proceed? // / / / / / / / / / / / / / / / / / /	db.gov.my say center of the second design center of the se	ys: N - TARGET POI D ENVIRONMEN MYC699860AP	NTS (*) TAL SUST	Cancel TAINABILI	X	TARGET		•	generate design stag master data for score card Applicant Session Choose OK to procee generating score car Then go back to STE 2- Full score card tab Applicant Session Sub-criteria Score ca populated into the system with input for Target Points and calculator
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CORE CARD DESIGN S <sup>7</sup> CRITERIA PD PD	System Will General Stage Sub-Criteria Calculator) Mai al IN SECTION MALAYS TAGE Pre-Design PD Pre-Design PD	te Design Upload & erials pps.mycrest.ci /ant to Proceed? AN CARBON RI Project Ref	db.gov.my say db.gov.my say eccard desigi eduction and ierence No :	ys: VS: VS: VS: VS: VS: VS: VS: VS	NTS (*) TAL SUST PPS10201	Cancel TAINABILI 7 Ci S	TY TOOL GROUP	TARGET         POINTS         Max Pts:         (1)         O	INPUTS - NA - - NA -	•	generate design stag master data for score card Applicant Session Choose OK to procee generating score card Then go back to STE 2- Full score card tab Applicant Session Sub-criteria Score ca 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
он_нс	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)	Elective Points
OH_HC	Healthcare- Occupant & Health	HCS	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) - NA - 0
IS	Infrastructure And Sequestration	IS4		FACTORS IN STORMWATER MANAGEMENT	MAIN	UPDATE POINT NOW
IS	Infrastructure And Sequestration	IS4	4.1	Control Of Stormwater Run-Off On Site	Ci	Max Pts: (1) - NA - 1
IS	Infrastructure And Sequestration	IS4	4.2	Stormwater Design - Quality	Ci	Max Pts: (1) - NA - 1
IS	Infrastructure And Sequestration	IS4	4.3	Integration Of Carbon Sequester Strategies	Cr	Max Pts: (1) - NA - 1
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) - NA - 3



- 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

INS_HC	Healthcare- Infrastructure And Sequestration	HC1	CON SCORE CARD TAR	RGET PO	INTS : GRA	ND TOTAL U	PDATED SUCCESSFUL
						, u	IPDATE POINT NOV
INS_HC	Healthcare- Infrastructure And Sequestration	HC2	EQUIPMENT AND MEDICAL EQUIPMENT EFFICIENCY	5		(0)	Elective Points
ОН_НС	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	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**

- 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

Summary Assessment	Assessment - Design Sta	ge Assessment - Construct	tion Stage Assessment - Op	eration & Maintenance Stage	
SUB-CRITERIA SECTIO	IN				
		All Assessment (Stages)			
	ASSESSMENT DESIGN (TARGET/SECRETARIAT)	ASSESSMENT CONSTRUCTION (TARGET/SECRETARIAT)	ASSESSMENT OPS & MAINTENANCE (TARGET/SECRETARIAT)		

- \* 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

		De	esign Sectio	on (APPLICANT	)					
Applicant Target Points         Secretariat Merit Module :         Select Your Design Module :         - Please Select One Master Data -							~			
7	0	Sul	Sub Category : - Select You Sub-Criteria Deta					lails - V		
w 10 v entries										
oject Reference	Project Description 1	Master Code ↓↑	Sub Code 11	Sub Category J↑	Date Created ↓↑	C Target Point ↓↑	Support Docs	APPLICANT Assessed (Secretariat Points)		
Dject Reference	Project Description	Master Code J1 PD E	Sub Code II PD1	Sub Category J↑	Date Created 11 2017-10-05 F G H	C Target Point 1	Search Support Docs J1 Upload Here Found : [0]	APPLICANT Assessed (Secretariat Points) 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



- 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

MYC699860APPS102017	PD1,,MyCREST	PD	PD1	2017-10-05	1	Upload		Appli
DESS565818SUBC102017	SUSTAINABLE AND			A		Here Found : [1]	•	Targe
	REDUCTION TARGET IN NEEDS				в		•	Total
	STATEMENT , MP:1				_		Nia	4

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

- icant Session
- et Point
- 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)

STEP 4 : Assessment Result : Status / Su	bmission / Renewal / Extensions	Х	Applicant Session
Assessment Results Assessmen RESULT & SUBMISSION SECTION	t Submission Assessment Certification Assessment Renewal/Extensions Assessment Reset	•	Applicant will be able to see Assessment Result on 1st Tab
Description Application Status Date Processed Date Completed	Result Section       Result       PROJECT REGISTRATION APPROVED       2017-10-05	•	Assessment Submission will be on second tab (Assessment Submission)
Description	Result Section Result		
Application Status Date Processed	PROJECT REGISTRATION APPROVED A		
Date Completed	c		
Certification Summary	F     Progress Status (HISTORY)     PROJECT REGISTRATION APPROVED     Progress Date somates     Znd Stage - Applicant Has Been Approved     By Admin At First Stage And Applicant     Fees Has Been Approved By Approver     PROJECT REGISTRATION REVIEWED		
Design Stages Contractor Stages	Operation & Progress Date Strategy Maintenance E The Stages Date Strategy The Stage Applicant Has Been Approved By Admin At First Stage And Waiting For Approver To Approve Project Fees		

- ✤ 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**



- 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

RESULT & SU	BMISSION S	SECTION							
				Submis	sion Sectio	n			
ASSESSOR EMAIL	STATUS	APPLICATION STATUS	START DATE	EXPIRY DATE	TODAY DATE	REMAINING DAY(S)	TOTAL RUNNING DAY(S)	TOTAL DAYS	ASSIGNE BY
				- No Dat	ta Available		► B		

- ✤ 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	Menara KL 140 / 148	RM10,000.00	O Company Info	- Applicant Project In	Admin Session
ASSESSMENT SUBMITTED	<sup>118</sup> B		<ul> <li>Duration</li> <li>Description</li> <li>Location</li> <li>Target Award</li> <li>Project Client</li> <li>Contact Person</li> </ul>	Queue Pool Review	<ul> <li>Admin login to the system and click menu Registration &amp; Assessment</li> </ul>

- ✤ 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

- **Assigning Submitted** Project to the Assessor(s)
- **Click Queue Pool** Review

M/	AIN SECTION					A &				
				UPDATE S	AVE (MY ASSESSME	NT)				
F	ASSESSOR EMAIL		ASSESSOR NAME	ASSESSOR ADDRESS	ID / NO	CONTACT NO 1	CONTACT NO 2	STATUS	IMAGE	ACTIO
	CYBERIZAL@GMAIL.COM	В	RIZZAL AMDAN	O VIEW	770926145491	0193456925	01110145045	APPROVED	Abres	D
	NASIRYUSOFF@GMAIL.CO	M	NASIR	O VIEW	123456-98-1234	03-1234512	03-1244131	APPROVED		C
	CYBERIZAL77@GMAIL.CO	М	RIZZAL 2	O VIEW	770926145491	01110145045	0193456925	APPROVED	A	

- **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
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			Proceed Selected	d Assessor(s)		A	
Con	npany Profile	Project Profile	Project Details	Project Client	Update/Sa	ve Project Pro	ject Documer
All	N SECTION						
			UPDATE SAVI	E (MY ASSESSMENT)			
#	PROJECT RE	FERENCE NO	UPDATE SAVE	E (MY ASSESSMENT) ASSIGN	ED BY	ASSIGNED DATE	STATUS
#	PROJECT RE MYC698443	FERENCE NO	UPDATE SAVI ASSESSOR EMAIL Cyberizal@gmail.com	E (MY ASSESSMENT) ASSIGN Admin0	<b>ED BY</b> 01	<b>ASSIGNED DATE</b> 2017-10-10	STATUS ACTIVE
# 1 2	PROJECT RE MYC698443 MYC698443	FERENCE NO APPS082017 APPS082017	UPDATE SAVI ASSESSOR EMAIL Cyberizal@gmail.com Nasiryusoff@gmail.co	E (MY ASSESSMENT) ASSIGN Admin0 pm Admin0	ED BY 01	ASSIGNED DATE 2017-10-10 2017-10-10	STATUS       ACTIVE       ACTIVE

	DASHBOARD								~	×			Applicant Session
		Project Reg	istration		Ж	anage Project & Ass	sessmen	t	A			•	Applicant click on manage Project & Assessment (A)
MYC698443APP50 ASSESSMENT EVALUATING BY ASSESSOR	2017 Design / Cor / Operation Maintenance 1. Construction 2. Operation M	nstruction M	ENARA KL 2 118	0000 M2	140/148	RM10,000.00 Status : - Not Available	e -	***	<ul> <li>Duration</li> <li>Description</li> <li>Location</li> <li>Type Of Build</li> <li>Categories</li> <li>Target Award</li> <li>Expiry Date</li> </ul>	Edi ding d	t & View	•	Applicant project status change to "ASSESSMENT
													EVALUATING BY ASSESSOR"
												•	Applicant can continue by clicking Edit & View Button on the last column
R										Locke	d Point		Applicant Session
Scorecard	iewer Score	ecard Design	Scor	ecard Con	struction	Scoreca	rd O &	M Ex	ecutive Sumi	mary		•	At this point in STEP 2
SCORE CARE	SECTION												Section, Scorecard
			SCORECA	RD DESIGN	I - TARGE	T POINTS (*)							no longer able to make
	MAL	AYSIAN CARB	ON REDUC		ENVIRON	MENTAL SUST	AINAB	BILITY TOOL					any changes to Target
		Projec	t Reference	No:	MYC6984	143APPS08201	7						Point (Locked)
DESIGN	TAGE												Applicant only can
CONTROL								CROWS	TARGET	INDUTE:		-	view Assessment
PD	Pre-Design	PD1	MyCR	EST SUSTA	NABLE A	ND CARBON	Ci	GROUP	Max Pts:	INPUTS			Points updated by
	0		RE	DUCTION	TARGET IN TEMENT	N NEEDS			(1) 1	- NA -			Secretariat after Assessor(s)
PD	Pre-Design	PD2	INITIAL ESTIM	TARGET O	F MyCRES REST GRE	en Budget	S		Max Pts: (1)	- NA -			completing their Assessment
SCORE CARD F	DINT INPUT									~	×		
Instructions													
S Complete Yo and	EP 1 : ur Project Profile Details	e Inp	STEP 2 : ut Points fo Assessme	or Your nt	U	STEP : pload PDF(Sub Assessor Ass	3 : omitta sessme	ls) for ent	Submit Yo	STEP 4 : Sour Assessm	ient		
Shortcuts - Go to		\$			_				_				
Edit Profile	Sav	e Project	Edi	t Points		Upload PDF		Current St	atus	Submissio	on		
STEP 1 : As	essment Profile :	: Company / F	Project Upd	ate							X		
STEP 2 : As	essment Score C	ard : Points 8	Calculator	Update	A						X		
STEP 3 : As	essment Sub-Cri	teria : Upload	Assessme	nt PDF	в						X		
STEP 4 : As	essment Result :	Status / Subr	nission / Re	enewal / Ex	tensions						X		

- 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:	SUBMITTALS
Project Reference No :	1.DOCUMENT THE INCLUSION OF SUSTAINABLE DEVELOPMENT IN THE NEEDS STATEMENT AND TARGETS IN THE PROJECT DESIGN
MYC698443APPS082017	INTENT DOCUMENT.
Design Stage Ref. No : 🔓	2. DEVELOP THE DESIGN INTENT DOCUMENT AT AN INTEGRATED
DESS650250SUBC082017	DESIGN PROCESS (IDP) CHARATTE WORKSHOP EARLY IN THE DESIGN OR GOAL-SETTING PROCESS.
Description :	3 ESTABLISH STRATEGIES AND GOALS THAT ARE OLIANTIFIABLE AND
PD1,,MyCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS	PERFORMANCE - BASED, EXAMPLES ARE AS FOLLOWS:
STATEMENT , MP:1	A. "THE PROJECT SHOULD REDUCE 30% OF ENERGY CONSUMPTION
Title Of New Documents upload :	BELOW THE MYCREST BASELINE"
	B. "THE PROJECT SHOULD REDUCE WATER CONSUMPTION BY 20%
Browse No file selected.	DELOW THE MITCREST DASELINE
	C. "THE PROJECT SHOULD DEMONSTRATE A REDUCTION OF
	EMBODIED CARBON BY 10% THROUGH THE SPECIFICATION OF
A	PHASE"
Upload Has Been Locked	
For Assessment Process Back Back Back	
Uploaded Su	ipporting Docs Target Points (Pdf)

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

Uplo	ad Has Been Locked					
For A	ssessment Process Back					
	Α	Uploaded Su	pporting Docs Target Points (Pd	f)		
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
	В		Mit Ander Stander			С
2	21816-celta-syllbus(1).pdf		P     1 (1 of 20)     is regulated     and assessn     Credit Fram	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



- 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

✤ A : Statistic Assessor Assessment

Conditioned Constructions

Building

KL 118

В

Status :

ASSESSMENT

ASSESSOR

EVALUATING BY

B : current Applicant Project Status

	- Under
Assess	sor/Secretariat
	Session -

			MALA	SCORECARD DESIGN - TARGET POINTS (*) YSIAN CARBON REDUCTION AND ENVIRONMENTAL SUSTAINABILITY TOOL						Assessor Session
				Project Reference No: MYC698443APP5082017					•	STEP 2, Assessment
DESIGN	STAGE									Target Tomas Opdate
							TARGET			
CRITERI	A					GROUP	POINTS	INPUTS		
PD	Pre-Design	PD1	в	MyCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS STATEMENT	G		Max Pts: (1)	<b>C</b> - NA -		
PD	Pre-Design	PD2		INITIAL TARGET OF MYCREST LEVEL AND ESTIMATION MYCREST GREEN BUDGET	s		Max Pts: (1)	- NA -		
PD	Pre-Design	PD3		GREEN ECO-CHARRETTE	s		Max Pts: (1)	- NA -		
PD	Pre-Design	PD4		USE OF INTEGRATED DESIGN PROCESS	s		Max Pts: (1)	- NA -		
PD	Pre-Design	PD5		POTENTIAL ENVIRONMENTAL IMPACT OF DEVELOPMENT OR RE- DEVELOPMENT	S		Max Pts: (1)	- NA -		
PD	Pre-Design	PD6		FACILITIES MANAGER IN DESIGN TEAM	S		Max Pts: (1)	- NA -		
IS	Infrastructure And Sequestration	Req1	Req1	SITE INVENTORY ANALYSIS ON GREENERY	Cr		Max Pts: Required	⊞ · D		

\_

- 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)

							~ ×
	R						
		Project Referen	te No : M	YC698443APP50820	17 A		
		ISreq1 Site Inv	entory A	analysis On Greene	в		
TABLE 1A		NATURAL ECOLOGY AND LANDSCA	PE				
	NATURAL ECOLOGY AND LANDSCAPE SURF	ACE AREA	/	SURFACE AREA			TYPE OF VEGETATION/WATER BODIES (FREE TEXT)
1	GREEN OPEN SPACE				\ c		
	FOREST RESERVES (INCLUDING URBAN FO	RESTRY)	/	100		M2	
	- PARKS			100		M2	
	· GRASSLAND (SPECIFY SURFACE AREA A	ND TYPE OF VEGETATION)		100		M2	
2	AGRICULTURAL LAND (SPECIFY SURFACE	AREA AND TYPE OF VEGETATION		100		M2	
3	WATER BODIES*						
	LAKES (SPECIFY SURFACE AREA)		$\backslash$	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.

	ub-Criteria : Upload As	sessment PDF								Assessor	r Session	
Summary	Design Stage Co	nstruction Stage	Operation &	Maintenance	Stage				•	STEP 3,	view	
SUB-CRITERIA SE	CTION B									by Applica	ant.	315
			Process 3 Applie	: (Admin & Ap cant Assessm	oprover Com ent In Progra	pleted) ess						
			D	esign Section (	ASSESSORS	С						
Applicant	Cyberizal@gmail.com	Secretariat	Sele	ct Your Design N	Iodule : - F	Please Select	One Master Da	ta - 🗸 🗸				
Target Points	Points	Merit Points	Sub	Category :	- E	Select You S	ub-Criteria Det	ils -				
Target Points 140	Points	Merit Points	Sub	Category :	-	Select You S	ub-Criteria Deta	ils - 🗸				
Target Points 140 Records List	Points	Merit Points 0	Sub	Category :	-	Select You S	ub-Criteria Deta	ils - V				
Target Points 140 Records List	Points 0 D entries	Merit Points 0	Sub	Category :	-	Select You S	ub-Criteria Deta	ils - V				
Target Points 140 Records List Show 10 v Project Reference	Points  Points  Points  Project Desc	Merit Points 0 ription 11 Master Code	Sub Sub Code If	Category : Sub Category II	Date Created 1	Select You S	Show Details	IIS - V E Search: ASSESSORS Assessed Result				

- 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

Cyberizal@gmail.com

Assessed

Points

1



- A : Assessor Accumulated Points Updated
- ✤ B : Assessor single sub-criteria Points Updated

Secretariat

Merit Points

0

C : Assessor Comment

Applicant

Target

Points

140

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



-

CD 4 4								×		Assessor Session
Results	nent Result : S Submissio	tatus / Submission	/ Renewal / Rene	/ Extensions wal/Extensions	Reset			•	•	View the assessment current status
RESULT & S	SUBMISSION SE	CTION								application (result)
		<i>₽</i>		Result Section				•	•	<b>Results</b> Tab: Current Status Applicant
Descriptio	on	Result								Assessment
Applicatio	n Status	ASSES	SMENT EVAI	LUATING BY ASSE	SSOR					
Date Proc	essed	2017-1	0-10							
Date Com	pieted									
			Assessment S	ection (MYC698443APP	S082017)					Assessor Session
SSESSOR EMAIL	ASSIGNED BY	STATUS APPLICATION STATUS	START DATE	EXPIRY TOD/ DATE DATE	AY REMAINING DAY(S)	TOTAL RUNNING DAY(S)	TOTAL GIVEN DAY(S)	•	•	Confirm and submit the
/berizal@gmail.co	m Admin001	AGREE H C	2017-10-10	2017-10-20 2017	-10-11 9	1	10			assessment
	Step 4			Assessor	Submission Now G					
<ul> <li>A : Su</li> <li>B : Cu</li> <li>C : Sta</li> <li>Assess</li> <li>D : Tot</li> <li>remain</li> <li>E : Ass</li> <li>F : Ass</li> <li>G : As</li> </ul>	bmission rrent Ass atus App sment tal given hing day( sessor to sessor ke sessor c	a tabs sessor in se lication: Su days 10, su (s) confirm su ey-in passw lick button t	ession bmit st ummar Ibmissi Jord to proc	atus to Ac y showing ion eed	lmin upload	d completior f days runni	ng and			
A : Su B : Cu C : Sta Asses: D : Tot remain E : Ass F : Ass G : As	bmissior rrent Ass atus Appl sment tal given ning day( sessor to sessor c	A tabs sessor in se lication: Su days 10, su days 10, su days 10, su sy-in passw lick button t Step 1 Step 1 Step 1 Assesment On Al Application For A	ession bmit st ummar Ibmissi /ord to proc	atus to Ac y showing ion eed	lmin upload g number o	d completior f days runni	ng and			Assessor Session Assessor submit assessment
<ul> <li>A : Su</li> <li>B : Cu</li> <li>C : Sta</li> <li>Assess</li> <li>D : Tot</li> <li>remain</li> <li>E : Ass</li> <li>F : Ass</li> <li>G : Ass</li> </ul>	bmission rrent Ass atus Appi sment tal given hing day( sessor to sessor ke sessor c	A tabs sessor in se lication: Su days 10, su (s) confirm su ey-in passw lick button 1 Step 1 C Have Com Assesment On Al Application For A Certification Sub	ession bmit st ummar Ibmissi vord to proc	atus to Ac y showing ion eed	łmin upload g number o	d completior f days runni	ng and		•	Assessor Session Assessor submit assessment Switch ON to confirm
<ul> <li>A : Su</li> <li>B : Cu</li> <li>C : Sta</li> <li>Assess</li> <li>D : Tot</li> <li>remain</li> <li>E : Ass</li> <li>F : Ass</li> <li>G : As</li> </ul>	bmission rrent Ass atus Appl sment tal given ning day( sessor to sessor to sessor c	Step 1 Step 1 Step 2 Step 2 Step 2 Step 2 Step 2 Confirmation	ession bmit st ummar ubmissi vord to proc pleted My Upload And pplicant mission :	atus to Ac y showing ion eed Click to C	lmin upload g number o	d completior f days runni	ng and		1	Assessor Session Assessor submit assessment Switch ON to confirm Key in Password

ASSESSOR EMAIL	ASSIGNED	STATUS	APPLICATION	START	EXPIRY	TODAY	REMAINING	TOTAL
	BY		ASSESSMENT SUBMITTED	DATE	DATE	DATE	DAY(S)	RUNNING DAY(S)
Cyberizal@gmail.com	Admin001	AGREE	Ó	2017-10-10	2017-10-20	2017-10-11	9	1
			4					

### 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**



Assessor Statist	tic and	Monitoring S	ection	al al				~ ×	Admin Session
Show 10 v entries							Search:		<ul> <li>Assessor Statistic</li> </ul>
# 11	Gross Floor Area 🎵	Details 1	Info. 🎼	Target Award ↓↑	Rating Target ↓↑	Fees 👫	Status 🕼	Action 1	
MYC698443APP5082017 Status : ASSESSMENT EVALUATING BY ASSESSOR	20000,m2	- Duration - Project - Building - Categories	<ul> <li>Description</li> <li>Details Client</li> <li>Contact Person</li> <li>Location</li> </ul>	****	140 / 148	RM10,000.00	- Under Assessor/Secretariat Session -	Show Assessor(s) List <b>B</b>	

✤ A : Current Assessment Status for Assessment Project

B : View Assessor(s) List in the project selected

Assessor Task N	Ionitori	ng Seo	tion							^ X		Admin Session
Select Assessor				All Submissi (Assessment	ion & Assessn t MYC698443/	nent Section APPS082017)					•	Assessor Task Monitoring
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	0	- Assessment B Submitted -		
Nasiryusoff@gmail.com	Admin001	ACTIVE	2017-10-10	2017-10-20	2017-10-11	9	1	10	0	Remove Assessor		
Cyberizal77@gmail.com	Admin001	ACTIVE	2017-10-10	2017-10-20	2017-10-11	9	1	10	0	Remove Assessor		

B : Current Assessor to be add to the project

✤ C : Remove Assessor from Assessment project

Select Your Assessor					×	Admin Session
Accessor Email & name	Accessor Contact	Address	Picture	Action		<ul> <li>Selecting Assessor</li> </ul>
cyberizal@gmail.com rizzal amdan A	0193456925	i	ADarasa -	Add + B		<ul> <li>Click Remove Button to remove assessor from the project</li> </ul>
nasiryusoff@gmail.com nasir	03-1234512	ī		Add +		<ul> <li>Only assessor that has not submit their</li> </ul>
cyberizal77@gmail.com rizzal 2	01110145045	L		Add +		project only can be removed
<ul> <li>A : Assessor N</li> <li>B : Click Add+</li> </ul>	ame, Email address to include Assessor	s for refer in the pr	rences roject			<ul> <li>Remove completed.</li> </ul>
	1 10	Remove	e Assessor			
	1 10	Remove	e Assessor			
Remove Assessor C	Confirmation Below Ref No : <u>MYC638443APP5082017</u> Assessor Email : cyberiza <u>17/@gmail.co</u> Date Assigned : 2017.010	m		Confirm Remove Assessor		

MYC698443APP5082017	Menara KL	Air-	New	20000,m2	140/148	RM10,000.00	O Company Info	- Applicant Project In Progess -
SSESSMENT	118	Building	Constructions				O Duration	View Appointed Assessor(s)
Y A SSESSOR							O Location O Target Award	B

✤ A : Project Status

B : Admin view Appointed Assessor(s)

Assessor Task Monitoring Section

All Submission & Assessment Section (Assessment MYC698443APPS082017)

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	0	- Assessment Submitted -
Nasiryusoff@gmail.com	Admin001	ACTIVE	2017-10-10	2017-10-20	2017-10-11	9	1	10	0	Remove Assessor

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



now 10 🗸 entries								s	earch:	
Project Reference Number 티트	Name Of Project Jî	Gross Floor Area Ĵĵ	Target Point ↓↑	Registration Fee 11	Review Status/Action J1	Assessor(s) List				ţţ
MYC637012APPS082017	KONDO ATAS	12000 .M2	/ 120	RM10,000.00	Secretariat Meeting/Review Approval	Assessor Email	Date	Assessment Status	Application Status	Assigned By
WAITING OFFICIAL SCORE	TINGGI					nasiryusoff@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED	admin001
Appplicant : 111111						nasircidb@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED	admin001
//YC698443APPS082017	Menara	20000	140 / 148	RM10,000.00	New Review			Assessment	Application	Assigned
Status :	KL I IO	,M2				Assessor Email	Date	Status	Status	Ву
ASSESSMENT EVALUATING BY					В	cyberizal@gmail.com	2017-10-10	AGREE	ASSESSMENT SUBMITTED	admin001
						nasiryusoff@gmail.com	2017-10-10	ACTIVE	-Reviewing-	admin001



View list of Application

**	Α	: S	tatus	when	а	project	under	secretaria	t F	Revie	N
						-					

- ✤ 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

Project Reference Number	Name Of Project 1	Gross Floor Area	Target Point	Registration Fee	Review Status/Action 1	Assessor(s) List	<ul> <li>SECRETARIAT SESSION</li> <li>Click New Review</li> <li>button to call up for</li> </ul>
MYC637012APPS082017	KONDO ATAS	12000 ,M2	/ 120	RM10,000.00	Secretariat Meeting/Review Approval	Assessor Email	secretariat meeting
WAITING OFFICIAL SCORE	TINGGI					nasiryusoff@gmail.com	
Appplicant : 111111				Å	Note : Minimum One Assessment has been Submitted by Assessor	nasircidb@gmail.com	
MYC698443APPS082017	Menara KL 118	20000 ,M2	140 / 148	RM10,000.00	New Review	Assessor Email	
ASSESSMENT EVALUATING BY ASSESSOR					Α	cyberizal@gmail.com	
Appplicant : 808080						nasiryusoff@gmail.com	

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

	I Want To Call Up for Meeting	S	ECRETARIAT SESSION
	Project Ref. No : <u>MYC698443APPS082017</u> Project : Menara KL 118 Assessor(s)	•	Set the meeting session with Assessors
	Call Up : A cyberizal@gmail.com Close Agree To Select	•	Click button Agree To Select
.*.	A - Droiget Name For Deference		
***	A . Floject Name For Reference		
*	<b>B</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										SECRETARIAT SESSION
Show 10 v entries				Select Projec	t & Assessmei	nt	S	earch:		<ul> <li>After click on Agree, system will redirect secretariat to Project</li> <li>Accomment List</li> </ul>
Project Ref. No	Name Of Project 11	Gross Floor Area 🕼	Target Point ม1	Registration Fee I1	Secretariat Review	Assessor(s)	45			Screen
MYC637012APPS082017	KONDO ATAS	12000 ,M2	/ 120	RM10,000.00	Secretariat Meeting/Review Approval	Assessor Email	Date	Assessment Status	Application Status	
WAITING OFFICIAL SCORE	TINGGI					nasiryusoff@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED	
Appplicant : 111111						nasircidb@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED	
MYC698443APPS082017	Menara KL 118	20000 ,M2	140 / 148	RM10,000.00	Secretariat Meeting/Review Session	Assessor Email	Date	Assessment Status	Application Status	
ASSESSMENT VERIFYING BY						cyberizal@gmail.com	2017-10-10	AGREE	ASSESSMENT SUBMITTED	
MYC698443APPS082017	Menara KL 118	20000 ,M2	140 <i>1</i> 148	RM10,000.00	Secretariat Meeting/Review Session	Assessor Email	Date	Assessment Status	Application Status	
ASSESSMENT VERIFYING BY					с	cyberizal@gmail.com	2017-10-10	AGREE	ASSESSMENT SUBMITTED	
Appplicant : 808080						nasiryusoff@gmail.com	2017-10-10	ACTIVE	-Reviewing-	
	ofthe	proid	ot in		opt Varify	ing by Coor	atoriat			

A : Status of the project is Assessment Verifying by Secretariat
 B : Applicant registration Number / Username

C : The Assessment in under secretariat Review

N	Anage Applicat	tion Certificatio	ns									S	ECRETARIAT SESSION	
N	AIN SECTION		- A									•	Click on Secretariat Meeting/Review Session link, browser	
	ASSESSM	IENT LIST	ASSESS	MENT (SEL	ECTED)	ASSES	SMENT	SUBMISSIO	N A	SSESSM	ENT (STATUS)		will be redirected to	
							в	3					Manage Application	
	MAIN SEC	TION											ASSESSMENT TAR	
		SUB C	Asse RITERIA	SSOF & SE POINTS - N	e <b>cretaria</b> Malaysian C	<b>t Comm</b> Carbon Re	ents (MYC69 duction And Er	98443APP:	508201 Sustaina	<b>7)</b> bility Too	51			
	Design	Stage												
	Criteria							Max Pts	Group	<u>Target</u> <u>Pts</u>	:			
	PD	Pre-Design	PD1		MyCREST S CARBON RE IN NEED	USTAINAB DUCTION	LE AND Ci TARGET ENT	1		1	Assessor			
* * *	A : Mar B : Bro C : Sec	nage Cer wser redi cretariat c	tificat rect t an up	ion Se to ASS odate o	ession SESSM details	IENT on As	TAB ssessme	nt Deta	ils					
F	ASSESSMENT L	IST ASSE	SSMENT	(SELECTE	D) A	SSESSME	NT SUB	MISSION	ASSE	SMENT	(STATUS)	S	ECRETARIAT SESSION	
												•	Providing Points and	
Μ	AIN SECTION												Comments	
		Ass SUB CRITER	ia point	& Secret	ariat Cor	nments	on And Enviror	13APPS082	2 <b>017)</b> ainability	r Tool				
				Max Pts	Group	<u>Target</u> <u>Pts</u>		Secretari	at Assess	ment				
	MyCREST SUS	TAINABLE AND JCTION TARGET	Ci	1		1	Assessor	D:	ate	Points	Comments			
	IN NEEDS	STATEMENT		Α		В	View Applicar	nt Submission	Upload N	aterials	С			
							cyberizal@gm	nail.com 20	)17-10-11	1	Passed !			
							Points(*)	Comments			Submit			
					F		-				Save			

н

- ✤ A : Maximum Points for sub-criteria given by CIDB
- A : Maximum Forms for sub-citeria 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

G

- 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 Point	s Suc	cess Submitte		Deput Action: Cours
Ass SUB CRITERI	essor A Point	& Secreta IS - Malaysi	a <b>riat Co</b> an Carbo	m <b>ment</b> n Reduct	5 (MYC698443APPS082017) on And Environmental Sustainabilit	r Tool	A		Notification Success
		Max Pts	Group	<u>Target</u> <u>Pts</u>	Secretariat Asses	ment		_	Total Socratoriat
MyCREST SUSTAINABLE AND	Ci	1		1				-	Meeting Points will b
CARBON REDUCTION TARGET IN NEEDS STATEMENT					Assessor Date	Points	Comments		undated down below
					View Applicant Submission Upload I	aterials			of Secretariat
					cyberizal@gmail.com 2017-10-11	1	Passed !		Assessment Tab
					Points(*) Comments		Submit		
					1 Good and passed !	.11			
Provision of the Use of Fan- Assisted Cooling Strategies.	Ci	0		0	Secretariat Poir	nts Su	uccess Submit	t	
					View Applicant Submission Uploa	d Materia	lls		
ecesses and Deep shading of	Ci	0		0	- No Assessmer	t Found			
Facades / Solar Heat Gain Reduction					Assessor Date Poin	s	Comments		
					View Applicant Submission Uploa	d Materia	ls		
		0		0	- No Assessmer	t Found	-		
Predict comfort in buildings:	Ci				Annual Data Data				
Predict comfort in buildings:	Ci				Assessor Date Poin	S	Comments		
Predict comfort in buildings:	Ci				View Applicant Submission Uploa	d Materia	Comments		

# **CERTIFICATION**

SSESSMENT ERIFYING B	APPS082017 T IY T	Design / Constru / Operation Maintenance OPENOTHERSTAGE 1. Construction 2. Operation Mainten	nance	RA KL 200	00,M2 140	0 / 148 <b>RM</b> Sta - N	<b>M10,000.00</b> atus : Not Available -		<ul> <li>Duration</li> <li>Description</li> <li>Location</li> <li>Type Of Building</li> <li>Categories</li> <li>Target Award</li> <li>Expiry Date</li> </ul>	•	Applicant Session Applicant login and go to manage project Assessment Link
		R1 5t	<b>410,000.00</b> atus : Iot Available -	***	<ul> <li>Duration</li> <li>Description</li> <li>Location</li> <li>Type Of Bu</li> <li>Categories</li> <li>Target Awa</li> <li>Expiry Date</li> </ul>	n iilding ard e	Edit & View			•	Applicant click on Edit & View
			Process	s 3 : (Admi	n & Approv	ver Comp	leted)				Applicant Session
A Tar	pplicant get Points	Secretariat M Points	lerit	Design Se Select Y Module	ection (APPL Your Design :	ICANT) - Please	e Select One Ma	ister Data -	~	•	Browser will redirect Applicant to Assessment tab.
				Sub Cat	egory :		at You Out Out	uis Dataila			
	140	1	Α	Sub Cal		- Sele	ct You Sub-Chi	ena Detalis -			
Records Lit	<b>140</b>	1	A	: Assessmen	arch:	- Seler	r Has Been Locki	ena Details -			
Records Li	140 st Master Code	1 Sub Code II Cate	A Note	: Assessmen Sei te eated J1	arch: Target	- Seler ts/Calculator Support Docs	r Has Been Locke	IT Assessed I at Points)	Result		

- C : Date Points Updated
   D : Comments from Secretariat

Summary	Design Stage Construction	on Stage Operation & N	Maintenance Stage	<ul> <li>On Summary STEP 3 section</li> </ul>
SUB-CRITERIA	ACTION			Applicant can
		All Assessment (Stages)		Points update Secretariat
	ASSESSMENT DESIGN (TARGET/SECRETARIAT)	ASSESSMENT CONSTRUCTION (TARGET/SECRETARIAT)	ASSESSMENT OPS & MAINTENANCE (TARGET/SECRETARIAT)	
	140/1		22	

STEP 4 : Assessm	ent Result : Status / Submission / Ren	iewal / Extensions								
Results	Submission Certification	Renewal/Extensions	Reset							
RESULT & SU	JBMISSION SECTION									
ESULT & SUBMISSIO	N SECTION									
	Docult Co	ction								
	Result Ser	2 2								
Description	Result									
Application Status	ASSESSMENT VERIFYING BY	SECRETARIAT								
Date Processed	2017-10-11									

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

			Submissio	n Section				
ASSESSOR EMAIL	STATUS	APPLICATION STATUS	START DATE	EXPIRY DATE	TODAY DATE	REMAINING DAY(S)	TOTAL RUNNING DAY(S)	TOTA DAYS
Cyberizal@gmail.com	AGREE	ASSESSMENT SUBMITTED	2017-10-10	2017-10-20	2017-10-12	8	2	10
Nasiryusoff@gmail.com	ACTIVE	- Not Available Yet	2017-10-10	2017-10-20	2017-10-12	8	2	10

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)

SULT & SUB			
		Certification Section	
	Star Rating Target :	5 star : 80 - 100% B	
	Star Rating Awarded :	No Star Rating Available	
	Secretariat Meeting Points :	1 0	

#### 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.

STEP 4 · Assessment Result · Status / Submission / Renewal / Extensions		Applicant Session
	•	RENEWAL or
Results Submission Certification Renewal/Extensions Reset		EXTENSION
RESULT & SUBMISSION SECTION		Renewal or
Renewal / Extensions - Renewal Not Available -		Extensions option will be appearing here if Applicant eligible
Tab 4 – Renewal/Extension		
x STEP 4 : Assessment Result : Status / Submission / Renewal / Extensions		Applicant Session
	•	RESET
Results Submission Certification Renewal/Extensions Reset	•	If Reset available,
RESULT & SUBMISSION SECTION		Applicant able to
Reset & Remove Secretariat is Reviewing Assessment		select and proceed here
Tab C Deast		

### **MyCREST Assessment System Overall Process**



<sup>1</sup> 

### **MyCREST Assessment System Timeframe**



### MyCREST New Applicant Registration and New Application/Project Registration Process





### **MyCREST Online and Offline Payment Process**



#### APPLICANT ADMINISTRATOR APPROVER DATA ENTRY SELECT PERFORM DATA AND UPLOAD **APPLICATION /** ENTRY AND UPLOAD DOCUMENTS SUPPORTING DOC. PROJECT SUBMISSION NEAR SUBMIT EXPIRY? NOTIFICATION **RECEIVE EMAIL & RECEIVE EMAIL &** YES ONLINE NOTIFICATION **ONLINE NOTIFICATION** ASSESSMENT ASSESSMENT PROCESS Rating Star **RE-SUBMIT** STATUS NO, AGREE? APPEAL NÒ RECEIVE REMINDER REMINDER EXTENSION REQUEST FOR EXTENSION ACCEPT & APPROVAL REVIEW YES & NO VERIFY & OK? APPROVE YES OK? E-SUBMISSION, RE-SUBMIT, APPEAL, REMINDER Prepared by Nasir Yusoff MyCREST Assessment System Version 1.0 (19 Dec 2016) for CIDB SHEQ AND EXTENSION 1/1

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



### MyCREST Assessment, Rating, Certification and Certificate Printing Process

