

User Manual

(Web Portal Application for Public User)

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



For :



Prepared by:



Confidential Clause

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1. GENERAL INFORMATION

MyCREST, or the **Malaysian Carbon Reduction and Environmental Sustainability Tool**, aims to guide, assist, quantify the built environment's impact in terms of reduced carbon emissions and environmental impact, thus reducing the influences, while taking into account a more holistic lifecycle view of the built environment. It also aims to integrate socioeconomic considerations relating to the built environment and urban development.

MyCREST aims to reduce the industry's carbon emission and impact to the environment, by guiding construction industry players and stakeholders to design, construct and operate buildings that integrate low carbon with sustainable practices.

1.1 System Overview

The primary objective for this portal development is to provide easy access and promote program certification. The web portal will comprise of vital information on content management such as Menu, Banner, Gallery, Guideline, Newsletter, Contact, etc.

1.1.1 *System Name*

MyCREST Web Portal Application.

1.1.2 *System Platform and Accessibility*

Web-based and accessible from major/popular internet browser such as Google Chrome, Firefox Mozilla, Internet Explorer, Opera, etc.

1.1.3 *System Overview*

This MyCREST Web Portal Application consists of the following sections and elements:

- 1) Menu
 - 2) Banner
 - 3) Featured Video
 - 4) Featured Writing
 - 5) Newsletter
 - 6) Guideline
 - 7) About Us
-

- 8) Frequent Asked Questions (FAQ)
- 9) Successful Stories
- 10) Contact Us
- 11) Footer
- 12) Terms and Conditions
- 13) Privacy Policy
- 14) Events
- 15) Gallery
- 16) Qualified Professionals

1.1.4 *Access Control*

The **Public User** able to navigate and browse the published web pages and content.

1.2 Point of Contact

Below is the point of organizational contact (POC) for informational and troubleshooting purposes.

1.2.1 *Operations and Services Related*

Name : Bahagian Pembinaan Mampan,
Level 11, Sunway Putra Tower,
Lot 100, Jalan Putra,
50350 Kuala Lumpur
Tel. No. : 03-4040 0040 / 03-4040 0032
Email : mycrest@cidb.gov.my

1.2.2 *Technical and Support Related*

Name : CIDB E-Construct Services Sdn. Bhd. (CIDBEC)
Department : Operations Unit (Helpdesk)
Tel. No. : 03-4040 0399
Email : support@cidbec.com.my

2. GETTING STARTED

2.1 Web Browser and Website Address

Step Procedure

- 1 Select and open any internet browser e.g. Google Chrome, Firefox Mozilla, Internet Explorer, Opera, etc.



- 2 At the address bar, type the website address.
Website Address: <https://mycrest.cidb.gov.my>



3. USING THE MyCREST WEB PORTAL APPLICATION (FRONT-END)

3.1 Menu Navigation - Homepage

Step Procedure

- 1 Open any browser and type **mycrest.cidb.gov.my** and click enter

- 2

- Mouse over to Home and click



3.2 About Us

Step Procedure

- 1

- Mouse over to menu navigation and click



3.3 Guidelines

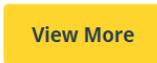
Step Procedure

1

- Mouse over to menu navigation and click

**2**

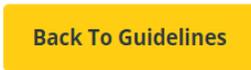
- Click

A yellow rectangular button with the text "View More" in black.

to view more of the guideline

3

- Click

A yellow rectangular button with the text "Back To Guidelines" in black.

to back to Guideline page

4

- Click any of the Guidelines link provided to see more of the information where it can be downloaded
 - 01 Introduction
 - 02 Design Stage
 - 03 Construction Stage
 - 04 Operation and Maintenance



01 Introduction



02 Design Stage



03 Construction Stage



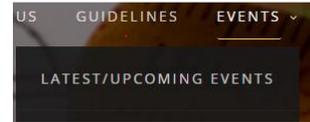
04 Operation And Maintenance

3.4 Events

Step Procedure

1

- Mouse over to menu navigation and click



2

- Sort the event by date and years dropdown box



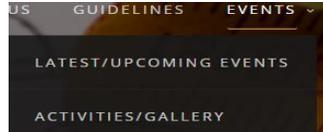
and click **Show** to

show the selected event

- Click Previous  button or Next  button to see the previous or next events

3

- Mouse over to Events and click Activities/Gallery



4

Event Activities

- Click  to view the gallery and activities

3.5 Frequently Asked Questions (FAQ)

Step Procedure

1

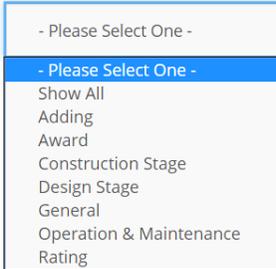
- Mouse over to menu navigation and click



2

- Choose any category related to the FAQ

Category :



- Please Select One -
- Please Select One -
Show All
Adding
Award
Construction Stage
Design Stage
General
Operation & Maintenance
Rating

3

- Click  to expand the FAQ and click  to close the FAQ

3.6 Contact Us

Step Procedure

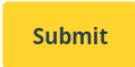
1

- Mouse over to menu navigation and click



2

- Fill in the details as provided in the text box field
 - a) Name
 - b) Company Name/Institutions
 - c) Email
 - d) Phone No
 - e) Comments/Questions

- Click  to submit the details

3.7 Qualified Professional

Step	Procedure
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- | | |
|---|---|
| 1 | ▪ Mouse over to menu navigation and click |
|---|---|



2	
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- | | |
|--|---|
| | ▪ Click <input type="text" value="Search:"/> to search the name of Qualified Professional |
|--|---|

3.8 Footer - Terms & Conditions

Step	Procedure
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1	
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- | | |
|--|--|
| | ▪ Scroll down the page to footer and click |
|--|--|



3.9 Footer – Privacy Policy

Step	Procedure
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1	
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- | | |
|--|--|
| | ▪ Scroll down the page to footer and click |
|--|--|



3.10 Footer – Social Media

Step	Procedure
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1	
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- | | |
|--|--|
| | ▪ Scroll down the page to footer and click  and a new tab will open MyCREST Facebook page |
|--|--|

2	
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- | | |
|--|--|
| | ▪ Click  and a new tab will open MyCREST YouTube page |
|--|--|

3.11 Footer – Quick Links

Step	Procedure
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- | | |
|---|---|
| 1 | <ul style="list-style-type: none">▪ Scroll down the page to footer and click the links where it directly go to related page1) Guidelines2) Events3) Gallery4) Contact5) Qualified Professional6) FAQ7) Login8) Registration |
|---|---|

QUICK LINKS

- | | |
|---|---|
| <ul style="list-style-type: none">○ Guidelines○ Events○ Gallery○ Contact | <ul style="list-style-type: none">○ Qualified Professional○ FAQ○ Login○ Registration |
|---|---|