

User Manual (Assessment System for Applicant)

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



For :



Prepared by:



**Our Ref.: ECSB/2017/80.32.0-3018/RA/pm
24 Oct 2017**

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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 portal will comprise of vital information such as Tools, Registration Procedure, Rating & Fee, Events, News, Online Payment, etc. Automating the business processes to become more effective and can be accessed from anywhere at anytime.

1.1.1 System Name

MyCREST Assessment System.

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 Assessment System consists of the following modules and functions:

- 1) Applicant Registration
- 2) Project Registration
- 3) Payment
- 4) Submission
- 5) Carbon Calculator
- 6) Rating

- 7) Re-submit
- 8) Certification
- 9) Reminder, Extension and Renewal

1.1.4 *Access Control*

Functionalities that permitted for the **Applicant** to perform the addition and editing of the relevant 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

1.3 Authorization Use Permission System

- a) Developer (Applicant)
- b) Owner of building/project (Applicant)
- c) Registered and Approved Assessor
- d) Secretariat (CIDB Staff)
- e) Qualified Professional/Facilitator

1.4 Other Related Documentations/References

There are several types of documentations available including

- a) User Manual for MyCREST Assessment System – for Applicant
- b) User Manual for MyCREST Assessment System – for Assessor
- c) User Manual for MyCREST Assessment System – for Secretariat
- d) User Manual for MyCREST Assessment System – for System Administrator
- e) User Manual for MyCREST Assessment System – for Master Administrator
- f) Attachment on Score-card Reference Inputs
- g) Attachment on Total Score and Carbon Calculator
- h) Attachment on Full Workflow Assessment Process - Multi Roles
- i) Attachment on Reporting and Dashboard

2. SYSTEM SUMMARY

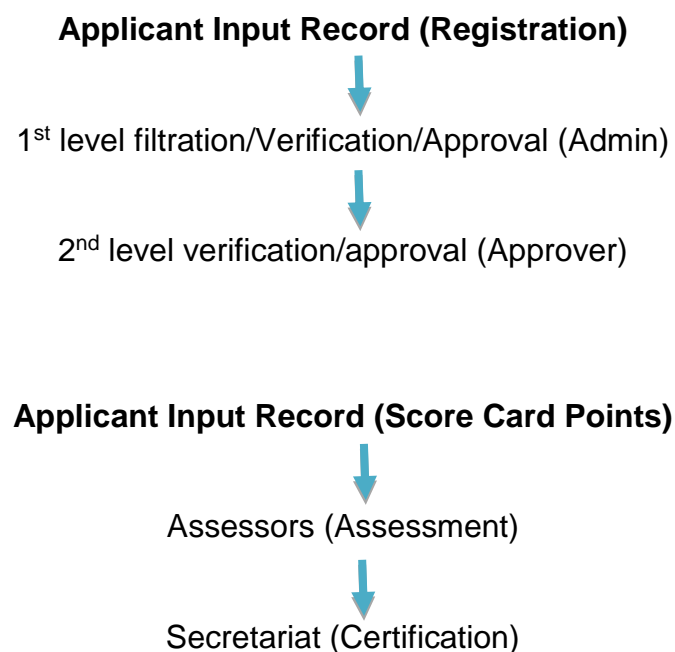
2.1 System Requirement

The most common set of requirements defined by any operating system or software application is the physical computer resources, also known as hardware. A hardware requirements list is often accompanied by a hardware compatibility list (HCL), especially in case of operating systems. An HCL lists tested, compatible, and sometimes incompatible hardware devices for a particular operating system or application. The following sub-sections discuss the various aspects of hardware requirements.

- a) At least CPU was produced 2007 onwards
- b) Windows XP SP3 and above (Windows 7,8,10 recommended)
- c) Modern Web Browser support JavaScript such as Google Chrome, Mozilla Firefox, Opera

2.2 Data Flows

All Inputs from Applicant will be directly POST to database for Record Keeping and data manipulation purposes



2.3 User Access Levels

There are several id and roles involved for this MyCREST System.

ID / Username (example)	Roles	Description
MASTER	MASTER Admin	<ul style="list-style-type: none"> ▪ Manage user access ▪ Manage team member profile ▪ Change everybody password
Admin001	Administrator	<ul style="list-style-type: none"> ▪ To do 1st level approval
Approval001	Approver	<ul style="list-style-type: none"> ▪ To do 2ND level approval
XXXXX-X (company registration number)	Applicant	<ul style="list-style-type: none"> ▪ Self-registration before creating Projects (refer 3.2 & 4.1) ▪ Create & manage Projects ▪ Create & manage Assessments
(email address)	Assessors	<ul style="list-style-type: none"> ▪ To give Assessment Rating for each sub-criteria required by the Applicant
Secretariat001	Secretariat	<ul style="list-style-type: none"> ▪ To call up meeting among Assessors for final score point and certifications

3. GETTING STARTED

3.1 Web Browser and Website Address

Step	Procedure
------	-----------

- | | |
|---|--|
| 1 | <ul style="list-style-type: none">Select and open any internet browser e.g. Google Chrome, Firefox Mozilla, Internet Explorer, Opera, etc. |
|---|--|



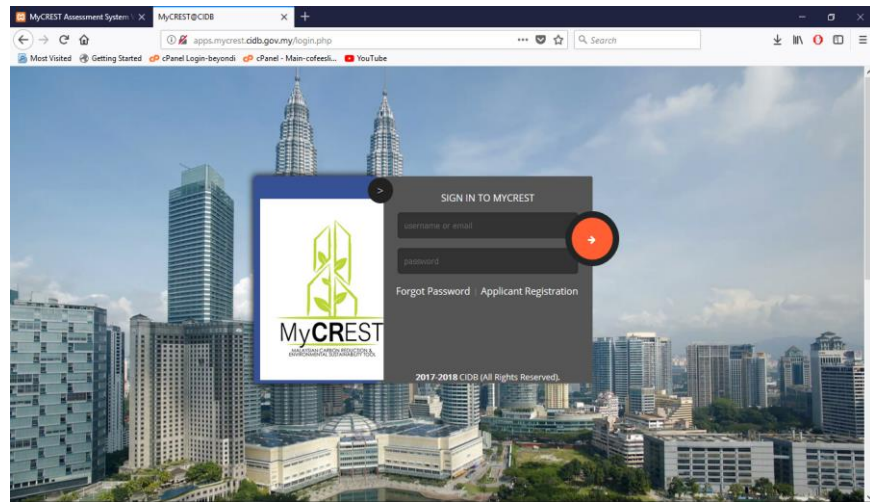
- | | |
|---|---|
| 2 | <ul style="list-style-type: none">At the address bar, type the website address (to access direct login page). |
|---|---|

Website Address: <https://apps.mycrest.cidb.gov.my>



- This is direct login for Applicant without visiting MyCREST Official Website

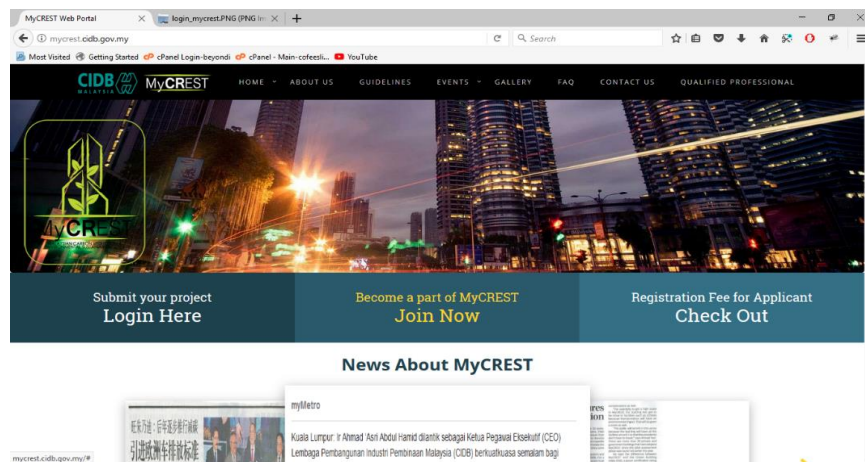
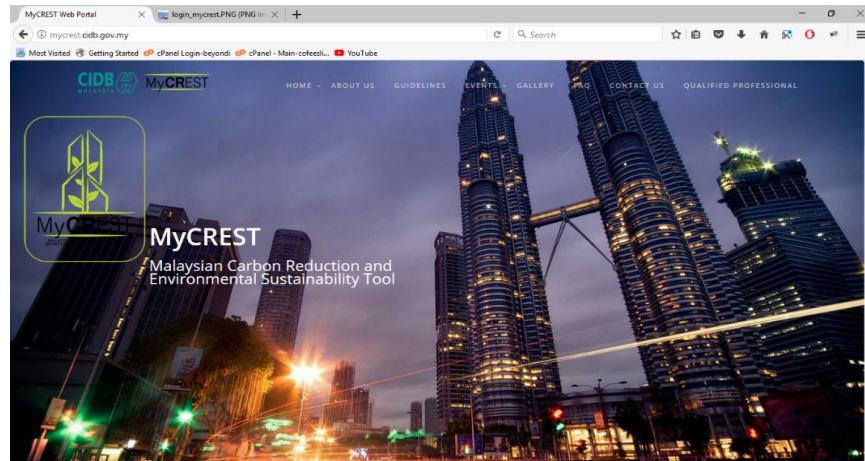




3.2 Obtain User Account

Step Procedure

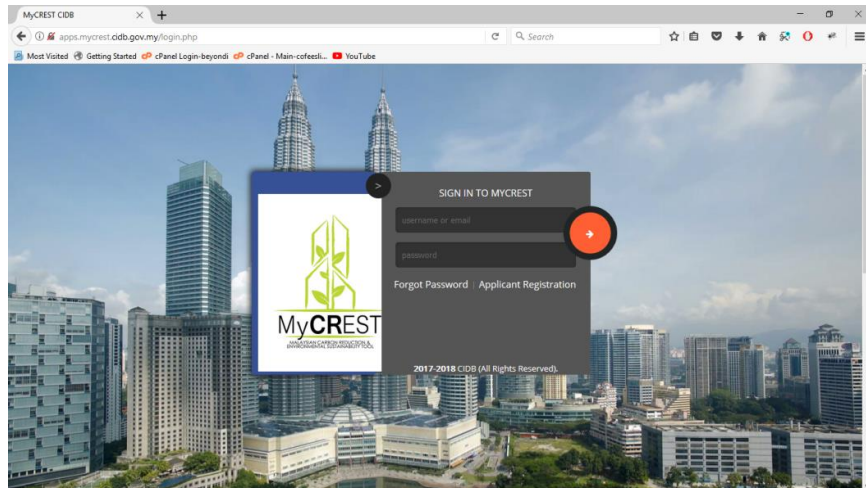
1. The Applicant is required to enquire the user account from the **CIDB MAMPAN** through online and self-registration from the official website mycrest.cidb.gov.my (**Click Join Now**)



3.3 Logging On

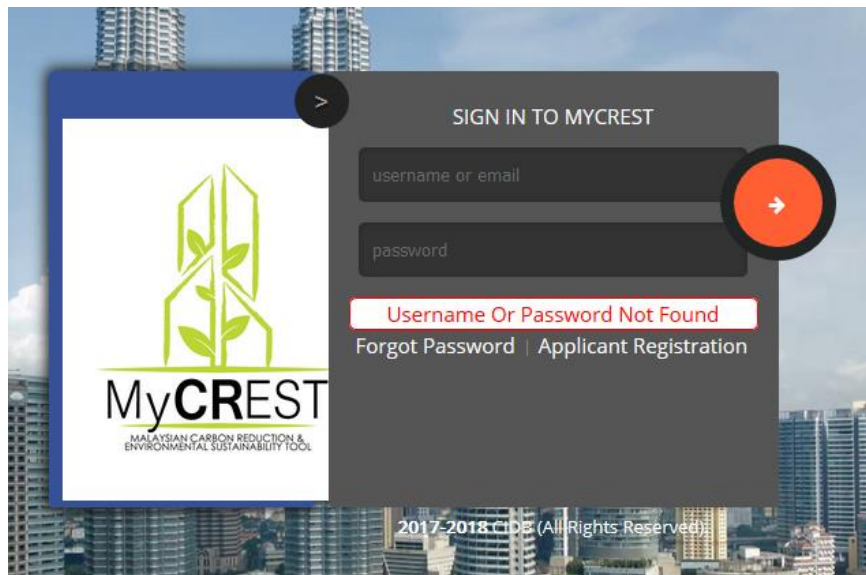
Step Procedure

- 1 ■ Key in the provided username and password.



- System will display the default dashboard if successful login.

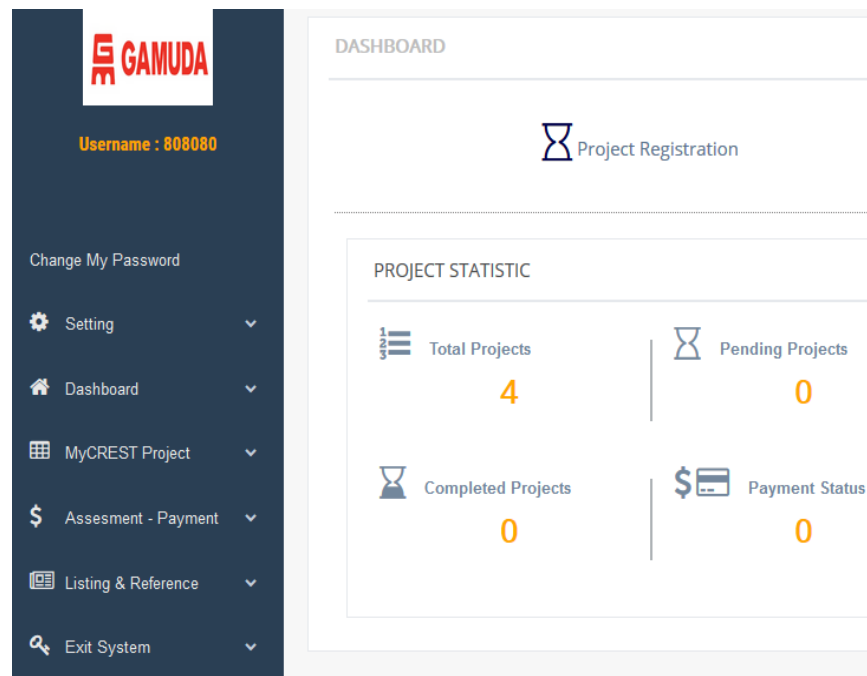
- 2 ■ An error message will be displayed if username or password is entered wrongly.



3.4 System Menu

Step Procedure

- 1 From the default dashboard, Applicant able to view and navigate the menu options (vertical) on left side of the webpage that includes:
 - a) Setting
 - b) Dashboard
 - c) Projects & Assessments
 - d) Payment
 - e) Exit System



3.5 Change Password

Step Procedure

- 1 ■ After Applicant successfully login on to the system, The Applicant is required to access the MyCREST Assessment System to change the password.

(This is only for 1st time due to password was generated by system and sent through email to the applicant)

- 2 ■ Key in the provided username and password during login.

- 3

- ❖ A : Input Existing Password
- ❖ B & C : Input new password and re-type password
- ❖ D : Click update password

- From the menu options, click on “Change My Password”
- Applicant may change password at any time and no limitations on the changes, if **applicant forgot the password**, the new generated password will be sent to applicant email by clicking forgot password link on login page.

- 4


- Key in the
 - a) Old Password

- b) New Password
- c) Re-type New Password
- The password shall follow the following rules:
 - a) Minimum 8 characters
 - b) Contain one (1) letter
 - c) Contain one (1) number

5

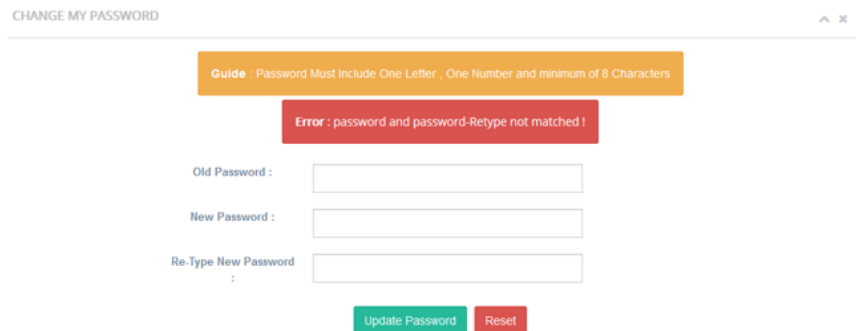
- Click  when completed.

6

- To reset the entries, click  button.

7

- An error message will be displayed if the old and new passwords are not matched



CHANGE MY PASSWORD ^ x

Guide - Password Must Include One Letter , One Number and minimum of 8 Characters

Error : password and password-Retype not matched !

Old Password :

New Password :

Re-Type New Password :

3.6 Exit System

Step Procedure

1

- From the (vertical) shortcut menu, click on “Logout”.

4. USING THE SYSTEM (ONLINE)

This system is available online for Contractors, Consultant, Owner of Building who want to apply for MyCREST Certification. They can visit the portal and register as an Applicant, Username will be their company registration number and Password will be send to their registered email address. After registration done, Applicant will wait for Approval, only after approval, password will be send. Once login success, Applicant can register their project and assessments.

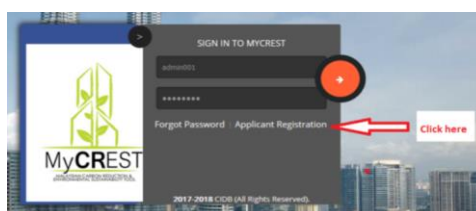
4.1 Applicant Registration

Applicant has to apply their application through MyCREST Applicant Registration to get username and password for logging in to the system. Once Registration successfully approved by Administrator, the Applicant will be able to register their project for respective buildings for rating Certification purposes.

4.1.1 Online Registration

Step	Procedure
------	-----------

- | | |
|---|-------------------------------------|
| 1 | ▪ Click Applicant Registration link |
|---|-------------------------------------|



2 ■ Fill up particulars

MYCREST APPLICANT REGISTRATION

Company Name *

CIDB Registration No (optional)

Company Type

All Company Type Require Compulsary SSM Registration No.

Email Address *

Company Website Address *

Company Registration Date

Contact Name (1)* **Contact Number ***

Contact Name (2) **Contact Number**

3 ■ Select Type of Company (Input SSM Reg. No. if required)

MYCREST APPLICANT REGISTRATION

Company Name *

CIDB Registration No (optional)

Company Type

All Company Type Requ

Company Reg. No (SSM) *

Email Address *

Company Website Address *

Company Registration Date

Company Reg. No.

- Please Select One -

Government Client (private)

Consultant - Architect

Consultant - Engineer (Electrical and/or Mechanical)

Consultant - Engineer (Civil Structure)

Consultant - QS

Consultant - Others

Contact Name (1)* **Contact Number ***

4 ▪ Click Confirm button to validate and register

Email Address *

Company Website Address *

Company Registration Date

Contact Name (1)* Contact Number *

Contact Name (2) Contact Number

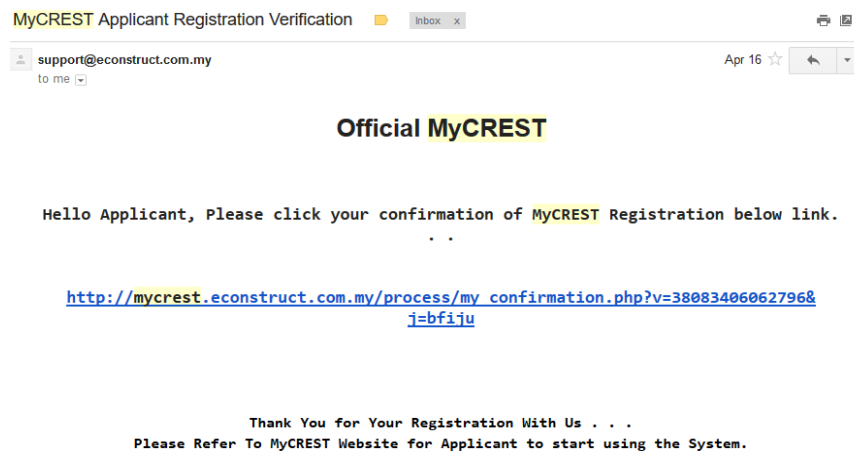
5 ▪ System will send an email to the registered Applicant for confirmation and verification.

4.1.2 *Registration Approval*

Once Admin and approver has approved Applicant Registration

Step Procedure

1 ▪ Applicant receive email with ID and Password; and activation link

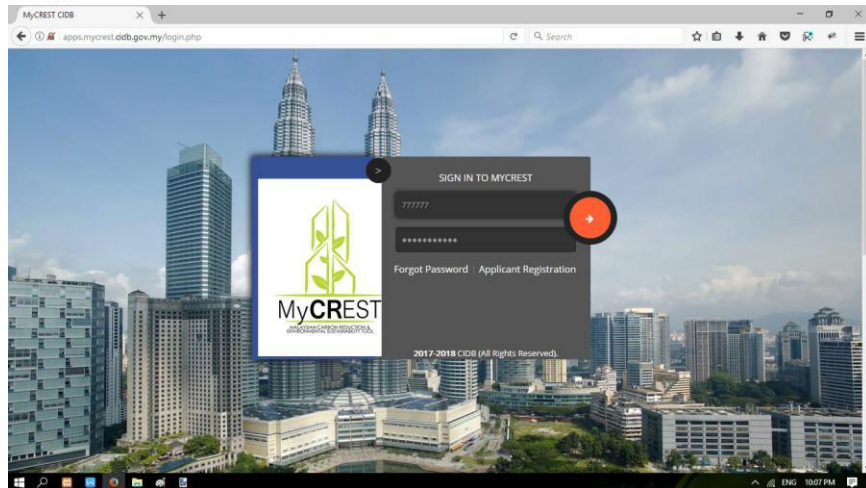


4.1.3 Application Login

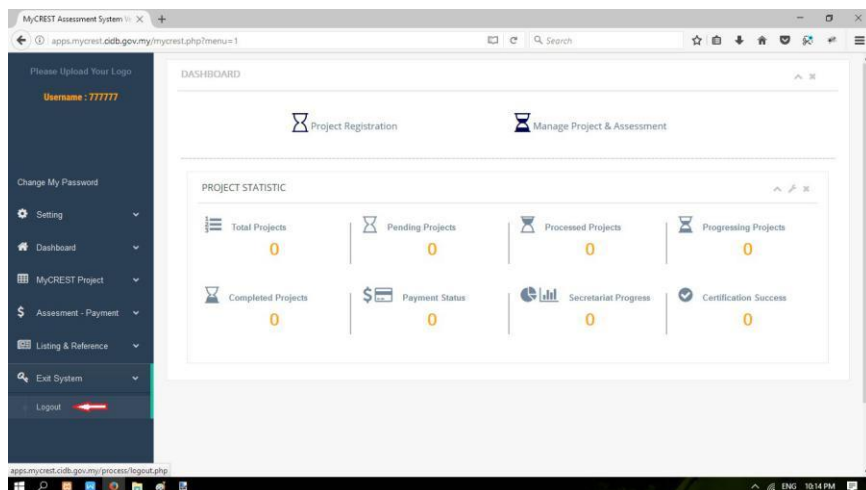
This section show how Applicant can login and logout from the system.

Step Procedure

- 1 ■ Applicant login system with ID and Password



- 2 ■ Applicant able to view dashboard & Applicant can log-out from exit system menu below.
 - Click on logout link.

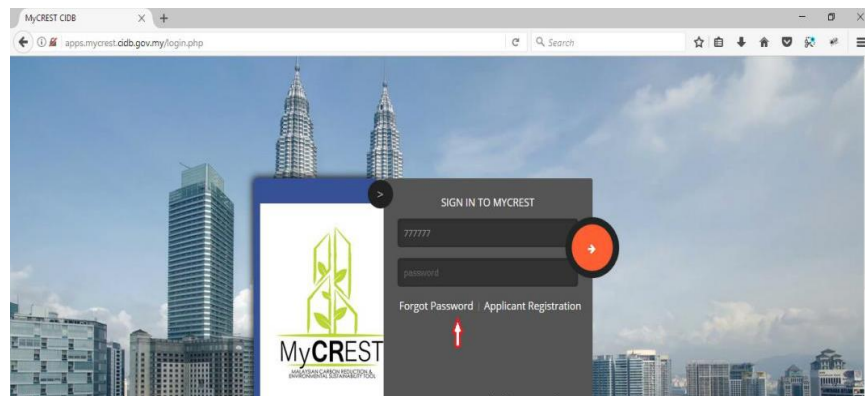


4.1.4 User Profile

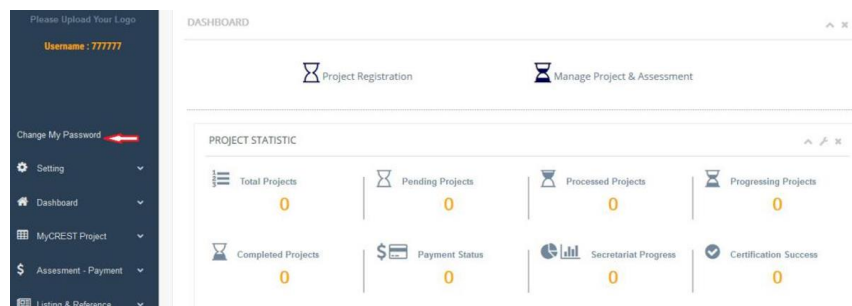
This section provided functions to Applicant for their setting on company profiles. Applicant able to upload multiple reference documents, upload company logo and edit company details.

Step Procedure

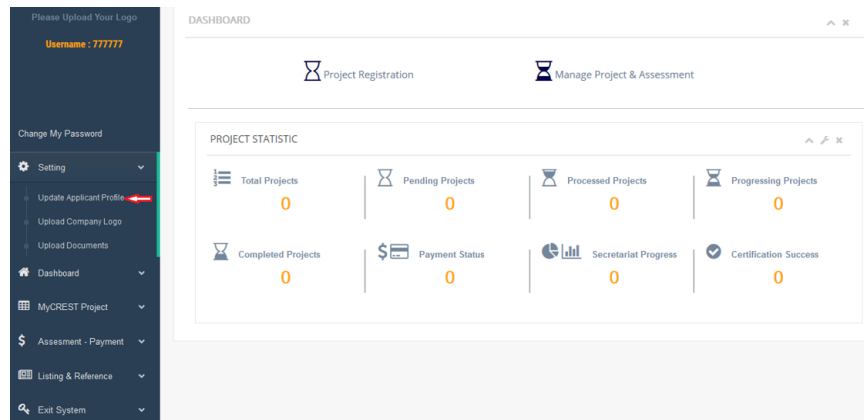
- 1 ▪ Login to the application.
- 2 ▪ If Applicant forgot password, recover password ("Forgot Password") can be access at main login page.
 - Click on forgot password link.
 - Applicant will be receiving email with new password



- 3 ▪ If applicant require to change password, Applicant must login and click on left vertical menu to Change Password.



- 4 ■ Applicant to update profile data, click setting menu to manage own profile.



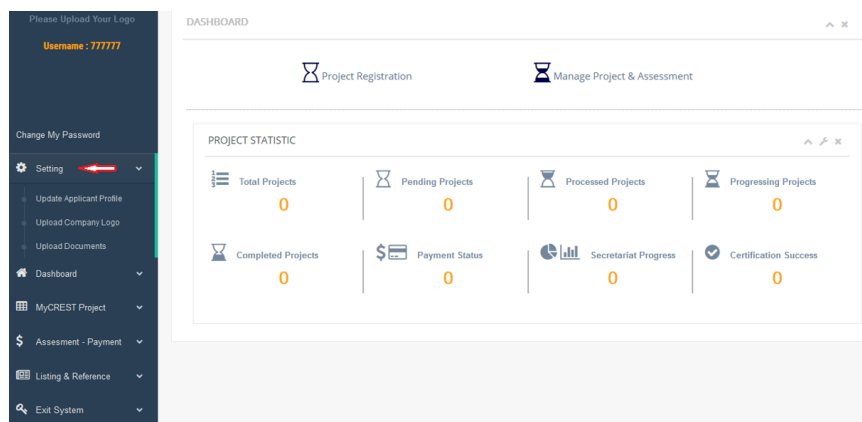
- Applicant will be redirect to page MY PROFILE.
- Company name, email address, company website address, contact numbers, contact person can be edited.
- Applicant click on Update button to make changes.

The screenshot shows the 'MY PROFILE' page. It contains a form with the following fields and values:

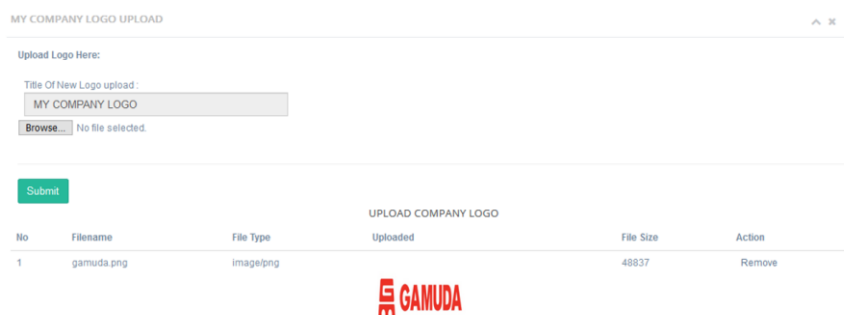
Date Of Registration :	0000-00-00
Company Registration Number :	808080
Company Name:	GAMUDA BERHAD
Company Status:	Contractors
Email Address:	nasiryusoff@gmail.com
Company Website Address:	http://www.gamuda.com.my
Company Contact Person 1:	ALBERT TAN
Company Contact Person 2:	ALICE JACKSON
Company Contact Number 1:	04-12345678
Company Contact Number 2:	04-56565699

At the bottom of the form are two buttons: 'Update' (green) and 'Reset' (red).

- 5 ▪ Click on Upload company logo link menu, to change logo

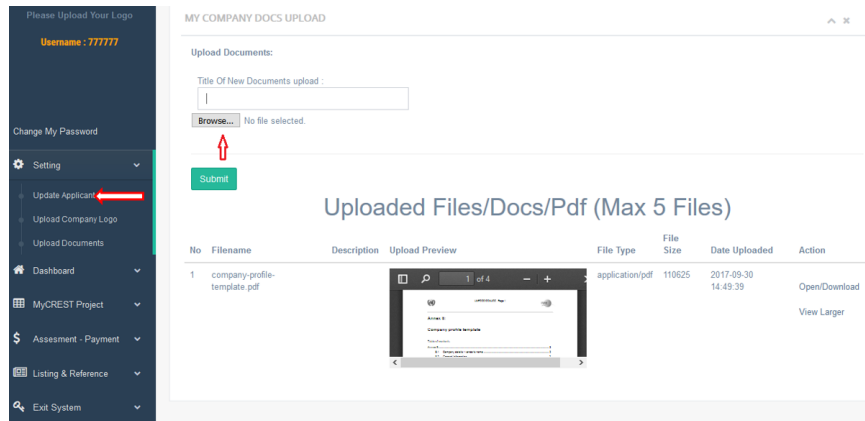


- Applicant will be redirect to MY COMPANY UPLOAD LOGO page



- Click browse, select your company logo image
- Make sure the size not exceeding 50,000 kb
- And click Submit, the logo will be appearing on below page if user successfully save and system will automatically change the logo after successful upload

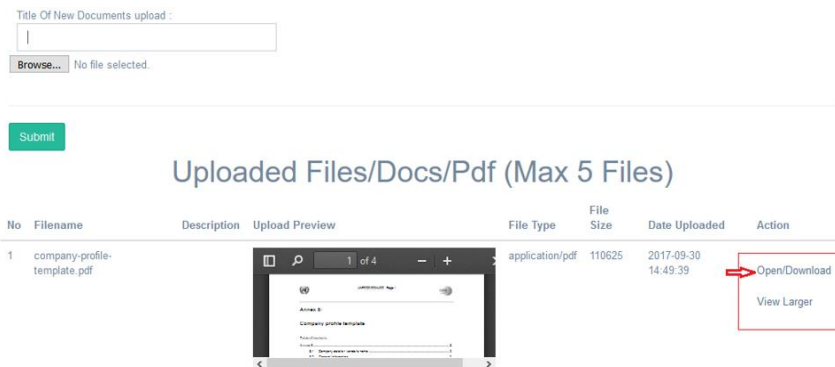
- 6 ▪ Upload and manage multiple supporting doc.
- Click on upload documents menu link and Applicant will be redirect to MY COMPANY DOCS UPLOAD



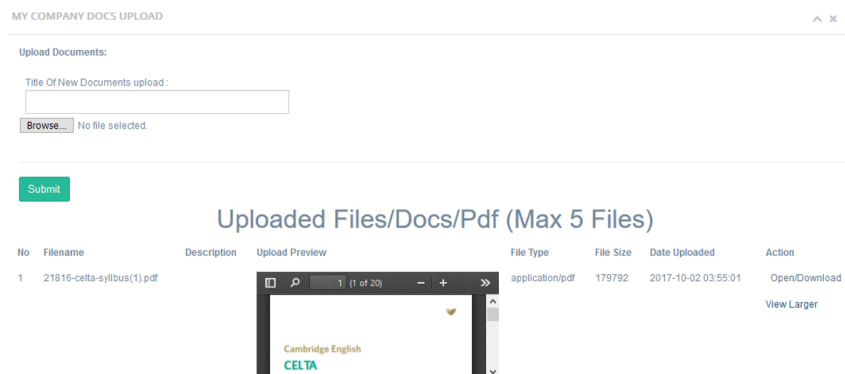
- Applicant can browse and select their company docs (PDF files) for Admin approval and verification
- Applicant click submit to upload selected file
- Applicant can upload multiple files for Admin References

7

- View uploaded supporting doc.

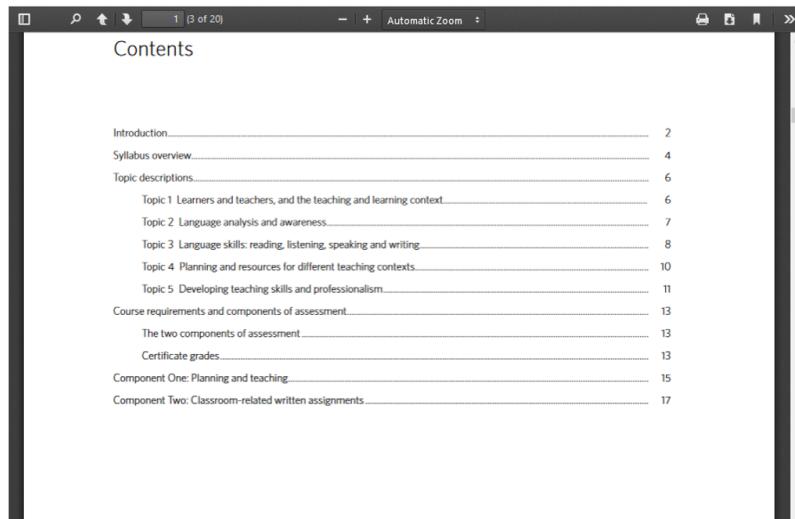


- To direct download or open in browser, Applicant can click Open/Download link
- To view the document larger in same browser, Applicant can click View Larger



- If Applicant Click View Larger, browser will open new tab to show full page PDF files that have been uploaded (see below image)

MY COMPANY DOCS UPLOAD



4.2 Project Registration

Projects and assessment management that allow Administrator, Assessors, Secretariat to verify Applicant's Project and Assessments Points

4.2.1 Register Project

This section allowed Applicant to create and register their Project and Assessments.

Step Procedure

- 1
 - Create new Project
 - Click on MyCREST Project and Register new Project menu link

The screenshot shows the 'APPLICATION FORM & SCORE CARD' interface. On the left is a dark sidebar with the 'GAMUDA' logo and user information (Username: 000090). The main area contains the following fields:

- PROJECT REFERENCE NO.: START OF NEW PROJECT
- NAME OF PROJECT *: your project name
- COUNTRY: - Please Select One -
- LOCATION LOT/UNIT *: Lot/Unit/place
- LOCATIONS/ADDRESS: [text input]

Below these fields is the 'DETAILS INFORMATION INPUT' section with three tabs: PROJECT SECTION, CLIENT SECTION, and SAVE NEW PROJECT. The 'SAVE NEW PROJECT' tab is active, showing a 'Main Section' with a dropdown for 'Is This HealthCare Building Related : - Please Select One -'.

- 2
 - Fill up Project details

The screenshot shows the 'DETAILS INFORMATION INPUT' section with the 'SAVE NEW PROJECT' tab selected. It includes the following fields:

- Is This HealthCare Building Related : - Please Select One -
- type of building *: - Please Select One -
- type of development *: - Please Select One -
- gross floor area *: This size will determine your Registration Fees
- View Fees Table
- gross floor area type *: - Please Select One -
- Fees : [text input]
- Estimated date of project begin : [calendar icon]

3 ■ Select Type of Building, Type of Development, Building Category

Is This HealthCare Building Related :

type of building * :

type of development * :

gross floor area * :

View Fees Table

gross floor area type * :

Fees :

Estimated date of project begin

Estimated Date of Project completed

Duration of Project : days

Year & Month :

4 ■ Mandatory fields e.g. Project Name, Gross Floor Area, etc. (blue color is mandatory)

APPLICATION FORM & SCORE CARD

Project Reference No : ?

name of project * :

Country :

Location Lot/Unit * :

locations/Address :

DETAILS INFORMATION INPUT

Project Section Client Section Save New Project

Main Section

Is This HealthCare Building Related :

type of building * :

5 Auto-display Fees based on Gross Floor Area

gross floor area * :

View Fees Table

gross floor area type * :

Fees :

Estimated date of project begin

Estimated Date of Project completed

Duration of Project : days

Year & Month :

project description

Rating Target * :

6 Auto-calculated duration when select Project Start Date and Project End Date

View Fees Table

gross floor area type * :

Fees :

Estimated date of project begin

Estimated Date of Project completed

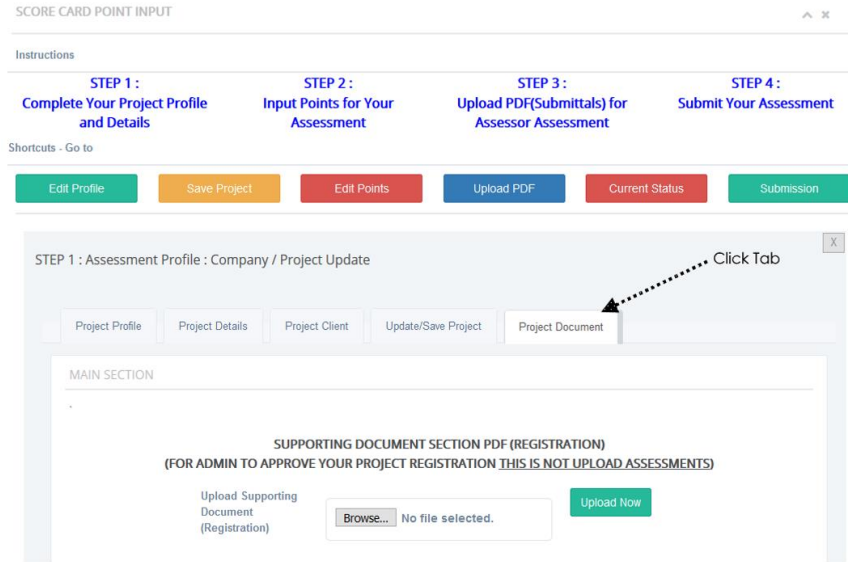
Duration of Project : days

Year & Month :

project description

Rating Target * :

- 7 Upload and manage Company supporting Project doc. (only after Project created)



- Browse for required file and click Upload Now button

- 8 Indicator Project Subsidised or Not-subsidised

- 9 Mandatory fields for Client Name, Contact Person, Contact No. & Email

CLIENT SECTION SAVE NEW PROJECT

Client Section

Client Name * :

client contact person * :

client address * :

client postal code :

client state :

client country :

client phone 1 * :

client phone 2 :

client fax no 1 :

client fax no 2 :

client email * :

- 10 For Client details, fill up as necessary

- 11 Save and auto-generated Project Ref. No,
 - Choose the Application Type and click button to generate
(Notice: Payment shall be done within 3 months and a reminder will be send one week before expiry date)
 - If there is no payment after reminder email has been sent and 3 months has been expired, system will block Applicant's login access

DETAILS INFORMATION INPUT

PROJECT SECTION CLIENT SECTION **SAVE NEW PROJECT**

Register & Save Assessment

APPLICATION TYPE 1 DESIGN / CONSTRUCTION / OPERATION MAINTENANCE <input checked="" type="radio"/>	APPLICATION TYPE 2 OPERATION & MAINTENANCE ONLY <input type="radio"/>
---	--

PLEASE CHOOSE ONE

Thank You , All Compulsary Input Validated !

Second Step : [Proceed Save Application](#)

Info : Please Check Your Status by going to menu Current > Application

- Project created with NEW status and Reference No Generated

APPLICATION FORM & SCORE CARD

PROGRESS FLOW

- Load All
- Click Icon (!?) For Filter

Show: 10 entries Search:

PROJECT STATUS	PROJECT TYPE	NAME OF PROJECT	GROSS FLOOR AREA	RATING TARGET	REGISTRATION FEE	TARGET AWARD	DETAILS
MYCS91611APPS102017 NEW	Design / Construction / Operation Maintenance OPEN OTHER STAGE - Not Available Yet -	BANGUNAN MENARA MENTARI	10000,M2	/ 148	RM5,000.00 Status : - Not Available -		<input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Type Of Building <input type="radio"/> Categories <input type="radio"/> Target Award <input type="radio"/> Expiry Date

Showing 1 to 1 of 1 entries

Previous Next

- NEW status and reference number can be found on first column

STEP 1 : Assessment Profile : Company / Project Update

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

MAIN SECTION

PROJECT INFORMATION

Project Reference No: MYC591611APPS102017

Project Expiry Date: 2017-10-03

name of project: Bangunan Menara Mentari

Country: Malaysia, MY

Location Lot Unit: 2

Location Address: SGR.47500.PJS 7.9.11 (Bandar Sunway),S

- Project details can be view in STEP 1 Section tabs menu such as project profile, project details, project client, update project and project document

STEP 1 : Assessment Profile : Company / Project Update

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

MAIN SECTION

PROJECT INFORMATION

Project Reference No: MYC698443APPS082017

Project Expiry Date: 0000-00-00

name of project: Menara KL 118

Country: Malaysia, MY

- ❖ Tab 1 : Project Profile
- ❖ Tab 2 : Project Details
- ❖ Tab 3 : Project Client
- ❖ Tab 4 : Update/Save Project
- ❖ Tab 5 : Project Supporting Document

12 Retrieve registered Project to check status

The screenshot shows the MyCREST application interface. On the left is a dark sidebar menu with options: 'Please Upload Your Logo', 'Username: 777777', 'Change My Password', 'Setting', 'Dashboard', 'MyCREST Project', 'New Registration', 'Registered & Assessment' (highlighted with a red arrow), 'Assessment - Payment', 'Listing & Reference', and 'Exit System'. The main content area is titled 'APPLICATION FORM & SCORE CARD' and features a 'PROGRESS FLOW' section with 9 numbered steps. Below this is a table with columns: PROJECT STATUS, PROJECT TYPE, NAME OF PROJECT, GROSS FLOOR AREA, RATING TARGET, REGISTRATION FEE, TARGET AWARD, and DETAILS. The table contains one entry for project MYC591611APPS102017, which is in a 'NEW' status. A red box highlights the text 'OPEN OTHER STAGE - Not Available Yet -' in the Project Type column. The registration fee is listed as RM5,000.00 and the status is '- Not Available -'. A search bar and pagination controls are also visible.

- Click on registered project & assessment link menu
- Applicant can edit and update on STEP 1 tabs after project has been generated by system.

The screenshot shows the 'STEP 1: Assessment Profile: Company / Project Update' form. At the top, there are several action buttons: 'Edit Profile', 'Save Project', 'Edit Points', 'Upload PDF', 'Current Status', and 'Submission'. Below these is a tabbed interface with tabs for 'Project Profile', 'Project Details', 'Project Client', 'Update/Save Project' (active), and 'Project Document'. The main section is titled 'MAIN SECTION' and contains a large text area. Below the text area is a green button labeled 'UPDATE SAVE (MY ASSESSMENT)' with the text 'Update & Save All' inside it. At the bottom of the form, there are four steps listed: 'STEP 2: Assessment Score Card : Points & Calculator Update', 'STEP 3: Assessment Sub-Criteria : Upload Assessment PDF', and 'STEP 4: Assessment Result : Status / Submission / Renewal / Extensions'. Each step has a close button (X) in the top right corner.

- Click on update and save all button after making changes
- After Applicant finish STEP 1 and applicant can continue to STEP 2 for Score Card Points Inputs.

4.3 Payment

The Payment shall be done within 3 months and a reminder will be sent through email one (1) week before the 3 months expiry date .

4.3.1 Payment Options

There are two (2) ways of making payment

- a) Offline Payment; and
- b) Online Payment

4.3.2 Offline Payment

This can be done over counter for manual pay and manual receipt issuance.

Step Procedure

- 1
 - Applicant click on Assessment – Payment link menu
 - Applicant search payment by reference number

- 2
 - If payment not found (image below)

No Payment Record Found

- If payment made (image below)

- F : click Update Payment button
- **Applicant Action:** click on Update Payment button
- **Result Action:** Payment displayed

Payment Record Found **G**

Project Reference No	Payment Paid	Payment Reference No	Payment Method	Payment Bank	Payment Summary	Officer ID	Payment Amount	Payment Status
MYC698443APP5082017	10000.00	myc/001/2017	CASH	MAYBANK BERHAD	paid in full	808080	10000.00	Pending Approval

H

Payment Form (Make Payment Here)

Amount To Be Paid * **A**

Payment Reference No * **B**

Payment Method * **C**

Payment Bank * **D**

Payment Summary * **E**

Note : Payment successfully Updated **I**

F

- **Applicant Session:** Input and select **A, B, C, D, E** and click **F**
 - ❖ **G** : browser update status payment found
 - ❖ **H** : details of payment shown in the list
 - ❖ **I** : payment update status displayed

4.3.3 Payment Approval

This is payment approval done by Finance roles

Step Procedure

- 1
 - Finance approved payment made
 - In the payment status column, Approved status will appear after approval from Finance

Payment Record Found

Project Reference No	Payment Paid	Payment Reference No	Payment Method	Payment Bank	Payment Summary	Officer ID	Payment Amount	Payment Status
MYC591611APPS102017	5000.00	PYT001/10/2017	CASH	MAYBANK BERHAD	Full payment	777777	5000.00	Approved

- 2
 - Applicant retrieve Project and view payment status
 - Status of payment can be viewed on Registration fees (6th column)

APPLICATION FORM & SCORE CARD

PROGRESS FLOW

• Load All

• Click icon (!?) For Filter

Show 10 entries

PROJECT STATUS	PROJECT TYPE	NAME OF PROJECT	GROSS FLOOR AREA	RATING TARGET	REGISTRATION FEE	TARGET AWARD	DETAILS
PROJECT REGISTRATION APPROVED	Design / Construction / Operation / Maintenance	BANGUNAN MENARA MENTARI	10000.M2	/ 148	RM5,000.00	Status : Approved	<ul style="list-style-type: none"> ○ Duration ○ Description ○ Location ○ Type Of Building ○ Categories ○ Target Award ○ Expiry Date

Showing 1 to 1 of 1 entries

Previous 1 Next

4.4 Submission

Applicant allowed to submit as many submissions of assessment they applied for rating and certifications.

4.4.1 Submission Data Entry

Completion of Project before Project submitted (submission) to Admin and assessors.

Step Procedure

- 1
 - Select Project with Approval status
 - Status: **PROJECT REGISTRATION APPROVED**

MYC698443APPS082017	Design / Construction / Operation / Maintenance	MENARA KL 118	20000.M2	141 / 148	RM10,000.00	<ul style="list-style-type: none"> <input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Type Of Building <input type="radio"/> Categories <input type="radio"/> Target Award <input type="radio"/> Expiry Date
PROJECT REGISTRATION APPROVED	<div style="border: 1px solid red; padding: 2px; display: inline-block; color: red;">OPEN OTHER STAGE</div> - Not Available Yet -				Status : - Not Available -	

- Click **Edit & View** button at the end of the row

- Duration
- Description
- Location
- Type Of Building
- Categories
- Target Award
- Expiry Date

Edit & View

- Start with **STEP 1** task

SCORE CARD POINT INPUT ^ x

Instructions

STEP 1 :
Complete Your Project Profile and Details

Shortcuts - Go to

← COMPLETE STEP 1

STEP 2 :
Input Points for Your Assessment

STEP 3 :
Upload PDF(Submittals) for Assessor Assessment

STEP 4 :
Submit Your Assessment

Edit Profile
Save Project
Edit Points
Upload PDF
Current Status
Submission

STEP 1 : Assessment Profile : Company / Project Update X

← CLICK ON STEP 1 DETAILS

STEP 2 : Assessment Score Card : Points & Calculator Update X

STEP 3 : Assessment Sub-Criteria : Upload Assessment PDF X

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

- Complete all tabs in STEP 1 (TAB 1 - 5)

- 2 ■ Applicant completing TAB 1 until TAB 5 in STEP 1

❖ TAB 1 – Project Profile

❖ TAB 2 – Project Details

❖ TAB 3 – Project Client

❖ TAB 4 – Update/Save Project

❖ TAB 5 – Project Document



- 3 ■ After Applicant completing STEP 1 (TAB 1 - 5), Applicant can continue to STEP 2.
- **STEP 2** – Assessment Score Card: Points & Calculator update
- Choose which score card to generate
 - 1) Design Stage
 - 2) Construction Stage
 - 3) O & M Stage

DESIGN STAGE

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

Project Reference No : UPDATE POINT NOW

DESIGN STAGE				GROUP	TARGET POINTS	INPUTS
PD	Pre-Design	PD1	MyCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS STATEMENT	CI	Max Pts: (1) <input type="text" value="1"/>	- NA -
PD	Pre-Design	PD2	INITIAL TARGET OF MyCREST LEVEL AND ESTIMATION MyCREST GREEN BUDGET	S	Max Pts: (1) <input type="text" value="1"/>	- NA -
PD	Pre-Design	PD3	GREEN ECO-CHARRETTE	S	Max Pts: (1) <input type="text" value="1"/>	- NA -
PD	Pre-Design	PD4	USE OF INTEGRATED DESIGN PROCESS	S	Max Pts:	

Terms Descriptions:

- ❖ **Project Reference No.**
Assessment Reference No.
- ❖ **UPDATE POINT NOW button**
Update all target points in the Full Score Card
- ❖ **Max Pts: (X)**
Maximum Points given for specific criteria
- ❖ **Criteria Target Points Input Box**
Points expected from Applicant not exceeding Max Pts (this later will be assessed by Assessor)
- ❖ **INPUTS column**
If inventory/calculator is available

STEPS:

- Input (key-in) Target Points
- Click Update button
- Wait for loading finish
- View Grand Total Target Points s

DESIGN STAGE									
CRITERIA									
PD	Pre-Design	PD1		MyCREST SUSTAINABLE AND CAR REDUCTION TARGET IN NEED: STATEMENT					
PD	Pre-Design	PD2		INITIAL TARGET OF MyCREST LEVEL ESTIMATION MyCREST GREEN BUI					
PD	Pre-Design	PD3		GREEN ECO-CHARRETTE	S			Max Pts: (1)	- NA -

STEP 1 - INPUT POINTS >>

STEP 2 - CLICK UPDATE POINT >>

STEP 3 - WAIT UNTIL LOADING DONE

- Successful notifications displayed if data saved properly

SCORE CARD TARGET POINTS : GRAND TOTAL UPDATED SUCCESSFULLY

UPDATE POINT NOW

- View/check Grand Total of Target Points

SCORE CARD TARGET POINTS : GRAND TOTAL UPDATED SUCCESSFULLY

UPDATE POINT NOW

						1	Points	
CONTROL & STRATEGIES TO REDUCE MOULD OCCURANCE FOR HEALTHCARE	S					Max Pts: (1)	Elective Points	
INDOOR LEISURE AREAS	S					Max Pts: (1)	Elective Points	
DAYLIGHT & VIEWS: LIGHTING & CIRCADIAN RHYTHMS	S					Max Pts: (1)	Elective Points	
PBT SOURCE DECREASE - MERCURY IN LAMPS	S					Max Pts: (1)	Elective Points	
						148	141	GRAND TOTAL OF TARGET POINTS

4

- Key in Target Point (should less or equal to Max. Point)
- Blue box means Grouping. Applicant should **only select one box** to key-in point from multiple boxes in same blue box group

WE	Water Efficiency Factors	WE3	3.1	Install Individual Sub-meters To Monitor The Major Water Usage	CI			Max Pts: (1)	- NA -
WE	Water Efficiency Factors	WE3	3.2	Linking All Private Meters To The EMS For Leak Detection	CI			Max Pts: (1)	- NA -
WE	Water Efficiency Factors	WE4		RECYCLED GREY WATER	MAIN				- NA -
WE	Water Efficiency Factors	WE4	4.1	Recycle Grey Water ≥10%	CI	WE4A		Max Pts: (1)	- NA -
WE	Water Efficiency Factors	WE4	4.2	Recycle Grey Water ≥20%	CI	WE4A		Max Pts: (2)	- NA -
SC	Social And Cultural Sustainability	SC1		DESIGN FOR SOCIAL RESPONSIBILITY	S			Max Pts: (1)	- NA -

- 5
 - Applicant checks Final Grand Total Target Points. Changes still can be made until submission has been completed.
 - Go to – STEP 2 : to make changes to the Target Points
 - Go to – STEP 3 : Assessment upload PDF
 - To start upload PDF for supporting Target Points - (Assessment Sub-Criteria), there are 4 tabs available:
 - a) Summary
 - b) Design Stage Assessment
 - c) Construction Assessment
 - d) Operation & Maintenance Assessment

STEP 3 : Assessment Sub-Criteria : Upload Assessment PDF X

Summary Assessment
Assessment - Design Stage
Assessment - Construction Stage
Assessment - Operation & Maintenance Stage

SUB-CRITERIA SECTION

All Assessment (Stages)

ASSESSMENT DESIGN (TARGET/SECRETARIAT)	ASSESSMENT CONSTRUCTION (TARGET/SECRETARIAT)	ASSESSMENT OPS & MAINTENANCE (TARGET/SECRETARIAT)
141/0	-	-

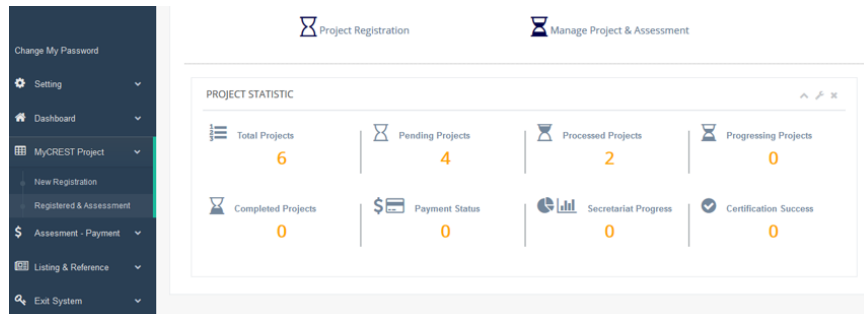
- Display Target Point / Secretariat Point for every Stages in same Project if Design Stage has been generated.

6

- Assessment – Design Stage
- Below is image of STEP 3 section for upload assessment PDF
- Condition:
 - a) Project reviewed and approved by the Administrator and Approver; and
 - b) Design Stage Assessment has been generated
- Login into the MyCREST Assessment System



- Applicant click on left menu Registered and Assessment link



- System display listing of Project available

PROJECT STATUS	PROJECT TYPE	NAME OF PROJECT	GROSS FLOOR AREA	RATING TARGET	REGISTRATION FEE	TARGET AWARD	DETAILS	ACTION
PROJECT REGISTRATION APPROVED	Design / Construction / Operation Maintenance OPEN OTHER STAGE - Not Available Yet -	MULTI-TRADE TWIN TOWER	80500 M2	/ 148	RM20,000.00 Status : - Not Available -	★★★★★	<input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Type Of Building <input type="radio"/> Categories <input type="radio"/> Target Award <input type="radio"/> Expiry Date	Edit & View
NEW	Design / Construction / Operation Maintenance OPEN OTHER STAGE - Not Available Yet -	MENARA KL 118	20000 M2	/ 148	RM10,000.00 Status : - Not Available -	★★★★★	<input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Type Of Building <input type="radio"/> Categories <input type="radio"/> Target Award <input type="radio"/> Expiry Date	Edit & View
NEW	Design / Construction / Operation Maintenance OPEN OTHER STAGE - Not Available Yet -	MENARA SIGNATURE TUN RAZAK	90000 M2	/ 148	RM20,000.00 Status : - Not Available -	★★★★★	<input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Type Of Building <input type="radio"/> Categories <input type="radio"/> Target Award <input type="radio"/> Expiry Date	Edit & View

7

- To start generate Assessment for created project, look for status **PROJECT REGISTRATION APPROVED** (as highlighted below image) and click on **Edit & View** button

PROJECT STATUS	PROJECT TYPE	NAME OF PROJECT	GROSS FLOOR AREA	RATING TARGET	REGISTRATION FEE	TARGET AWARD	DETAILS	ACTION
PROJECT REGISTRATION APPROVED	Design / Construction / Operation Maintenance OPEN OTHER STAGE - Not Available Yet -	MULTI-TRADE TWIN TOWER	80500 M2	/ 148	RM20,000.00	★★★★★	<input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Type Of Building <input type="radio"/> Categories <input type="radio"/> Target Award <input type="radio"/> Expiry Date	Edit & View
NEW	Design / Construction / Operation Maintenance OPEN OTHER STAGE - Not Available Yet -	MENARA KL 118	20000 M2	/ 148	RM10,000.00	★★★★★	<input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Type Of Building <input type="radio"/> Categories <input type="radio"/> Target Award <input type="radio"/> Expiry Date	Edit & View
NEW	Design / Construction / Operation Maintenance OPEN OTHER STAGE - Not Available Yet -	MENARA SIGNATURE TUN RAZAK	90000 M2	/ 148	RM20,000.00	★★★★★	<input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Type Of Building <input type="radio"/> Categories <input type="radio"/> Target Award <input type="radio"/> Expiry Date	Edit & View

- Click on second tab (score card design)

STEP 2 : Assessment Score Card : Points & Calculator Update

Full Scorecard Viewer | **Full Scorecard Design** | Full Scorecard Construction | Full Scorecard O & M | Executive **UPDATE POINT NOW**

SCORE CARD SECTION

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

System Will Generate Design Stage
Criteria for your Upload/Calc Materials

MYC157641APPS082017 **Start My Design Stage**

- Applicant will see notice of “System will generate design stage for your Score Card” and button **Start My Design Stage**
- Applicant click on **Start My Design Stage** button
- System will generate sub criteria for design stage (below image)

SUB-CRITERIA SECTION

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

Design Section (APPLICANT)

Applicant Target Points	Secretariat Merit Points
0	0

Select Your Design Module :

Sub Category :

Show Details

Records List

Show entries

Search:

Project Reference	Project Description	Master Code	Sub Code	Sub Category	Date Created	Target Point	Support Docs
MYC157641APP5082017 DESS121670SUBC102017	PD1..MyCREST SUSTAINABLE AND CARBON REDUCTION	PD	PD1		2017-10-04		Upload Here Found : [0]

Applicant Target Points	Secretariat Merit Points
0	0

Select Your Design Module :

Sub Category :

Show Details

Records List

Search:

on	Master Code	Sub Code	Sub Category	Date Created	Target Point	Support Docs	APPLICANT Assessed Result (Secretariat Points)
T ND TION DS P:1	PD	PD1		2017-10-04		Upload Here Found : [0]	Points : Date : <input type="text"/>
ET OF AND REST MP:1	PD	PD2		2017-10-04		Upload Here Found : [0]	Points : Date : <input type="text"/>

8 Applicant click Upload Here

Applicant Target Points	Secretariat Merit Points	Select Your Design Module :	- Please Select One Master Data -
0	0	Sub Category :	- Select You Sub-Criteria Details -

[Show Details](#)

Records List

Show entries Search:

Project Reference	Project Description	Master Code	Sub Code	Sub Category	Date Created	Target Point	Support Docs
MYC157641APPS082017 DESS121670SUBC102017	PD1,,MyCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS STATEMENT , MP:1	PD	PD1		2017-10-04		Upload Here Found : [0]
MYC157641APPS082017 DESS18341SUBC102017	PD2,,INITIAL TARGET OF MyCREST LEVEL AND ESTIMATION MyCREST GREEN BUDGET , MP:1	PD	PD2		2017-10-04		Upload Here Found : [0]

- To upload PDF, there is a button Browse and Submit for Applicant to upload

Upload Supporting Documents for Your Target Points

Upload Design Stage Documents:

Project Reference No :

Design Stage Ref. No :

Description :

Title Of New Documents upload :

[Browse...](#) No file selected.

[Submit](#)

Submittals

- Document the inclusion of sustainable development in the needs statement and targets in the project design intent document.
- Develop the design intent document at an Integrated Design Process (IDP) Charatte workshop early in the design or goal-setting process.
- Establish strategies and goals that are quantifiable and performance - based. Examples are as follows:
 - "The project should reduce 30% of energy consumption below the MyCREST baseline..."
 - "The project should reduce water consumption by 20% below the MyCREST baseline..."
 - "The project should demonstrate a reduction of embodied carbon by 10% through the specification of materials and on - site practices during the construction phase ..."
- Use the project design intent document as a basis for consultant and contractor team selection, design criteria and construction document.

Uploaded Supporting Docs Target Points - Pdf

No	Filename	Description	Upload Preview	File Type	Date Uploaded	Action
----	----------	-------------	----------------	-----------	---------------	--------

- Applicant can upload multiple PDF docs for each sub criteria. This uploaded materials will later use by Assessor to determine score points that met Applicant's uploaded material documents (see below)

Upload Design Stage Documents:

Project Reference No :
 A

Design Stage Ref. No :
 B

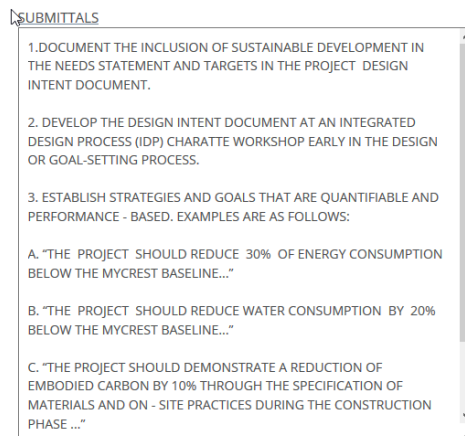
Description :
 C

Title Of New Documents upload :
 D

No file selected. **E**

- ❖ A : display project Reference Number
- ❖ B : each sub-criteria Reference Number
- ❖ C : description of the sub-criteria description
- ❖ D : not compulsory – title can be leave blank or update by Applicant (if necessary due to extra or special document)
- ❖ E : browse button to select file

9 ■ Submittals can be viewed on the right side of the page (see below)



- A reference set of materials required to be uploaded by Applicant

4.4.2 Carbon Calculator for All Stages

(Refer MyCREST Attachment on **Carbon Calculator for Assessment**)

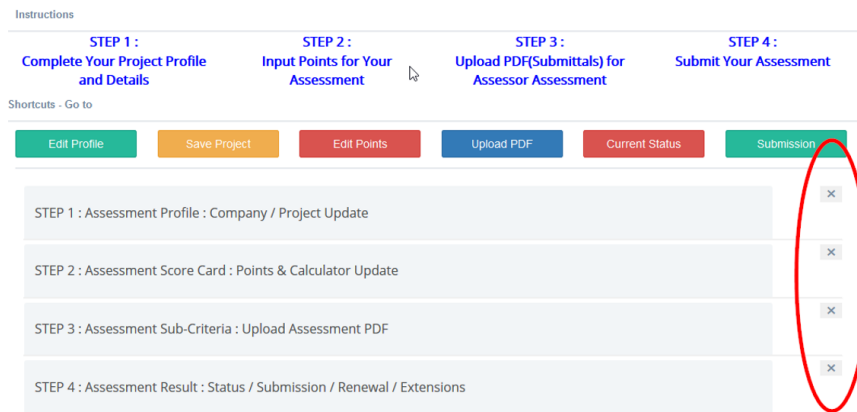
4.4.3 Total Score for All Stages

(Refer MyCREST Attachment on **Total Score for Assessment**)

4.4.4 Submit and Review

Step Procedure

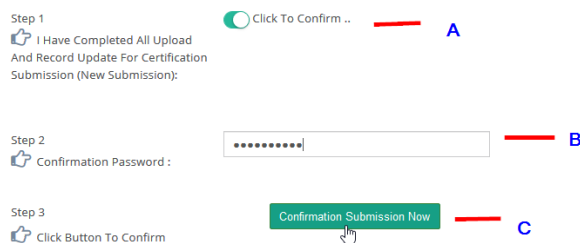
- 1 Close all tabs by clicking any right-hand side **Close** button



- 2 Click on STEP 4 and click on Submission tab

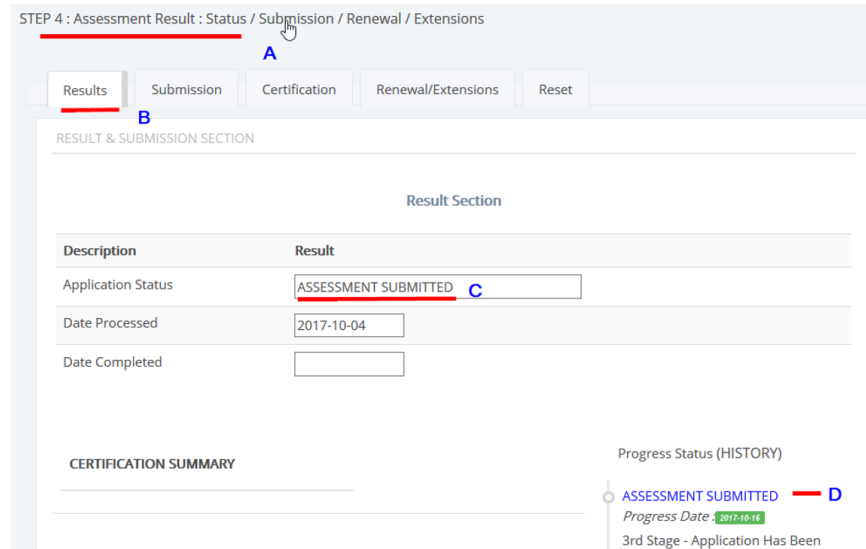
Submission Section

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



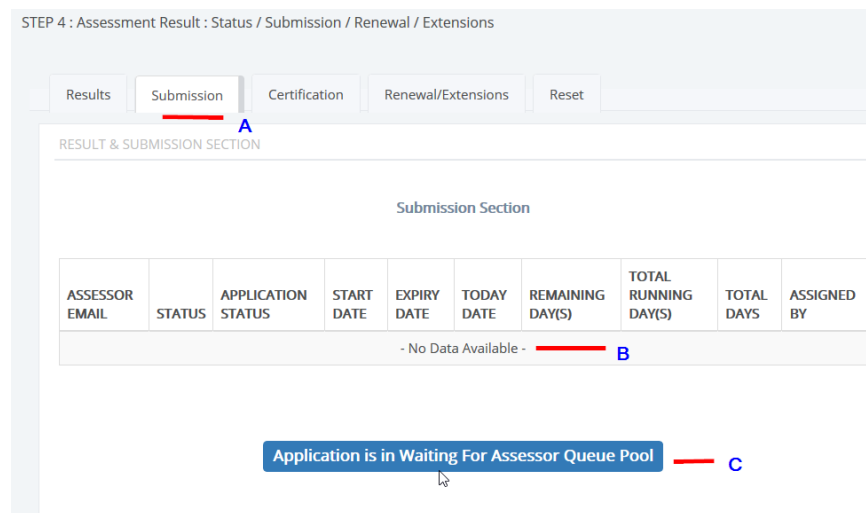
- ❖ A : click switch to **ON** mode
- ❖ B : key-in Applicant’s password
- ❖ C : click button to confirm

3 Application Session: Applicant click on Confirm button



- ❖ A : go to Step 4 – Assessment Result
- ❖ B : click on Result tab
- ❖ C : Application Status change to **ASSESSMENT SUBMITTED**
- ❖ D : Progress Status added **ASSESSMENT SUBMITTED as current status**

4 Applicant Session: to review Submission



- ❖ A : go to Step 4 – Submission tab
- ❖ B : Assessment has zero record on Assessor Assignments
- ❖ C : Submission status for Applicant after Assessment Submission

4.5 Carbon Calculator

(Refer MyCREST Attachment on Carbon Calculator for Assessment)

4.6 Rating

4.6.1 Project Assessment List

Step Procedure

- 1 Applicant Check Assessment Submission Status
 - Condition:
 - a) Status after Secretariat submit; and
 - b) Approver Approve submission

- ❖ A : Assessment status waiting for Applicant Action to accept or reject
- ❖ B : Payment has been Approved
- ❖ C : Applicant can manage certification by clicking edit and view

ASSESSOR EMAIL	STATUS	APPLICATION STATUS	START DATE	EXPIRY DATE	TODAY DATE	REMAINING DAY(S)	TOTAL RUNNING DAY(S)	TOTAL DAYS
Cyberizal@gmail.com	AGREE	ASSESSMENT SUBMITTED	2017-10-10	2017-10-20	2017-10-17	3	7	10
Nasiryusoff@gmail.com	REJECTED	- Not Available Yet	2017-10-10	2017-10-20	2017-10-17	3	7	10

2 ■ Submission Tab: Applicant require to Accept or reject Awarded Points by Secretariat Meeting

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

Results Submission **Certification** Renewal/Extensions Reset

RESULT & SUBMISSION SECTION **A**

Certification Section

Star Rating Target :	5 star : 80 - 100%	B
Star Rating Awarded :	No Star Rating Available	C
Secretariat Meeting Points :	2	D

Applicant You Have An Option To Accept/Agree the Result Or Reject/re-do Your Assessment

Applicant Confirmation Select for Confirmation **E**

REJECT **AGREE** **F**

- ❖ **A** : Certification Section for Rating
- ❖ **B** : Applicant Target Star Rating
- ❖ **C** : Star Rating Awarded by Secretariat
- ❖ **D** : Secretariat Meeting Points
- ❖ **E** : Applicant to click switch **ON** if agree with the star Rating
- ❖ **F** : Applicant click **Agree** (to Accept) or **Reject** (to Re-submit Project)

3 ■ STEP 4, Submission Tab

- Applicant check Assessment Result Status

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

Results | Submission | Certification | Renewal/Extensions | Reset

RESULT & SUBMISSION SECTION

Result Section

Description	Result
Application Status	WAITING APPLICANT TO AGREE OR RE-DO — A
Date Processed	2017-10-17 — B
Date Completed	<input type="text"/>

CERTIFICATION SUMMARY

Progress Status (HISTORY)

WAITING APPLICANT TO AGREE OR RE-DO — C
 Progress Date : 2017-10-17

- ❖ A : Assessment status waiting for Applicant Action to accept or reject
- ❖ B : Date project start processed
- ❖ C : Project latest history

4.7 Re-submit

4.7.1 Not Accept / Reject

Step Procedure

- 1 Applicant require to re-upload pdf materials and modified points accordingly

RESULT & SUBMISSION SECTION

Certification Section

Star Rating Target :	5 star : 80 - 100%
Star Rating Awarded :	No Star Rating Available
Secretariat Meeting Points :	2

Applicant, You Have An Option To Accept/Agree the Result Or Reject/re-do Your Assessment

Applicant Confirmation
 Select for Confirmation

REJECT **AGREE**

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

Results | Submission | Certification | Renewal/Extensions | Reset

RESULT & SUBMISSION SECTION

Result Section

Description	Result
Application Status	APPLICANT REDO CURRENT SUBMISSION B
Date Processed	2017-10-17
Date Completed	

CERTIFICATION SUMMARY

Progress Status (HISTORY)

APPLICANT REDO CURRENT SUBMISSION **C**
Progress Date: 2017-10-17

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

Results Submission Certification Renewal/Extensions Reset

RESULT & SUBMISSION SECTION

Certification Section

Star Rating Target :	5 star : 80 - 100%
Star Rating Awarded :	No Star Rating Available
Secretariat Meeting Points :	2

Applicant Status : Applicant Rejected

- 2 ■ After make all changes required, Applicant shall be able to re-submit their Project & Assessment

Step 1 Click to Confirm ..

👍 I Have Completed All Upload and Record Update for Certification Submission (Re-Submission) :

Step 2 Confirmation Password :

Step 3 Click Button To Confirm

- ❖ A : Assessment status waiting for Applicant Action to accept or reject
- ❖ B : Date project start processed
- ❖ C : Project latest history

4.8 Certification

Step Procedure

1. Condition: waiting for Applicant agree to accept awarded star and points

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

Results | Submission | Certification | Renewal/Extensions | Reset

RESULT & SUBMISSION SECTION

Result Section

Description	Result
Application Status	WAITING APPLICANT TO AGREE OR RE-DO — A
Date Processed	2017-10-17 — B
Date Completed	<input type="text"/>

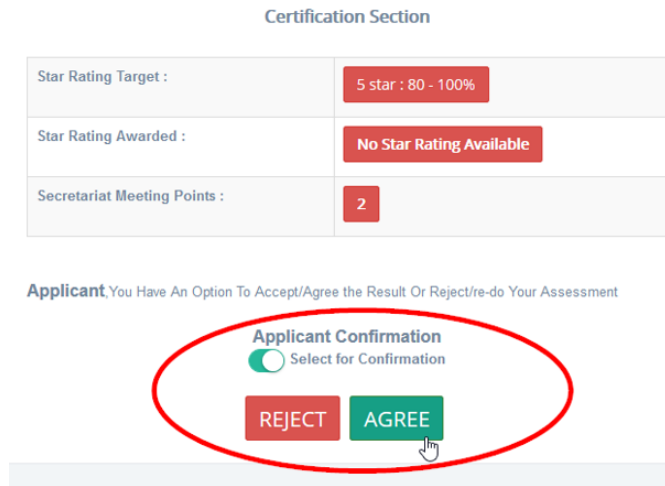
CERTIFICATION SUMMARY

Progress Status (HISTORY)

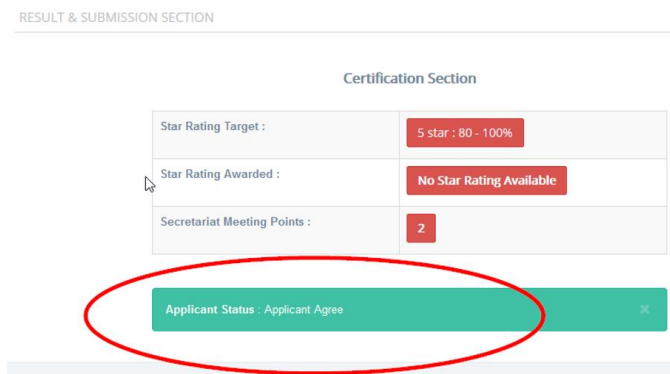
WAITING APPLICANT TO AGREE OR RE-DO — C
 Progress Date: 2017-10-17

- ❖ A : Assessment status waiting for Applicant Action to accept or reject
- ❖ B : Date project start processed
- ❖ C : Project latest history

- 2 Applicant click Agree to accept awarded points and star



- 3 Project Status change to Applicant Agree



- 4 Project status changed to ASSESSMENT SUCCESS & COMPLETED

- 5 Click **Edit & View** result or manage result

MYC698443APPS082017	Design / Construction / Operation / Maintenance	MENARA KL 118	20000 M2	140 / 148	RM10,000.00		<input type="radio"/> Duration <input type="radio"/> Description <input type="radio"/> Location <input type="radio"/> Type Of Building <input type="radio"/> Categories <input type="radio"/> Target Award <input type="radio"/> Expiry Date	Edit & View
ASSESSMENT SUCCESS & COMPLETED	A				Status : Approved			B

6 ■ Project Completed, and administrator will process the certification

The screenshot displays the 'Certification' tab of the MyCREST system. The 'Result Section' table shows the application status as 'ASSESSMENT SUCCESS & COMPLETED' with a date processed of '2017-10-17'. The 'Progress Status (HISTORY)' section shows a single entry for 'ASSESSMENT SUCCESS & COMPLETED' with a progress date of '2017-10-17' and a description: 'Application Has Been Completed And Agreed By The Applicant'. Red circles highlight the status text in both the table and the history section.

Description	Result
Application Status	ASSESSMENT SUCCESS & COMPLETED
Date Processed	2017-10-17
Date Completed	

CERTIFICATION SUMMARY

Progress Status (HISTORY)

- ASSESSMENT SUCCESS & COMPLETED
Progress Date: 2017-10-17
Application Has Been Completed And Agreed By The Applicant

4.9 Reminder, Extension and Renewal

4.9.1 Auto-reminder (on Late Submission)

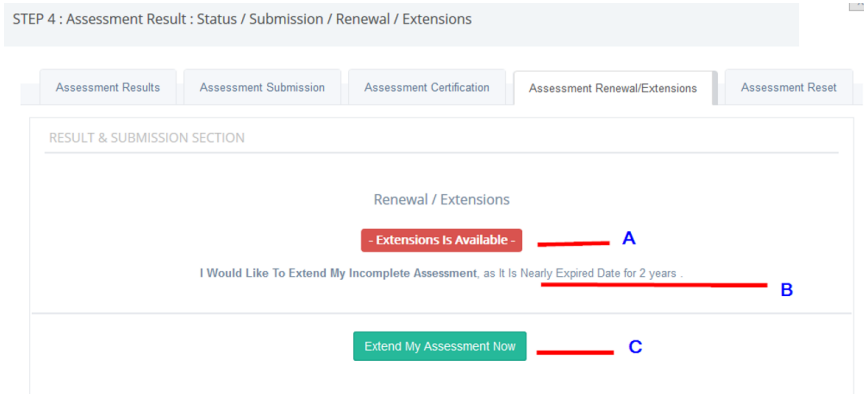
Step Procedure

- 1
 - **Application Session:** Reminder
 - Email sent to Applicant to remind submission still pending

4.9.2 Extension

Step Procedure

- 1
 - **Application Session:** Extension



4.9.3 *Reset***Step Procedure**

- 1
 - **Application Session: Reset**
 - Reset only available before submission process

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

RESULT & SUBMISSION SECTION

Reset & Remove
- Please Select One -

Step 1
Click to Confirm ..

Step 2
Confirmation Password :

Step 3
Confirmation Reset Now

4.9.4 *Renewal***Step Procedure**

- 1
 - **Application Session: Renewal**
 - Applicant will be able to re-new the same project once the certification expired

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

Results | Submission | Certification | Renewal/Extensions | Reset

RESULT & SUBMISSION SECTION

Renewal / Extensions

- Renewal is Available -

I Would Like To Renew My Completed Assessment, New Assessment Will Created, Profile Owner, Client, Buildings Will be Maintained But All Assessment Points/Upload Will be New .

Renew My Assessment Now

4.10 Reporting and Dashboard

*(Refer MyCREST Attachment on **Reporting and Dashboard**)*