

User Manual (Assessment System for Assessor)

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



For :



Prepared by:



**Our Ref.: ECSB/2017/80.32.0-3019/RA/pm
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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 **Assessor** 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

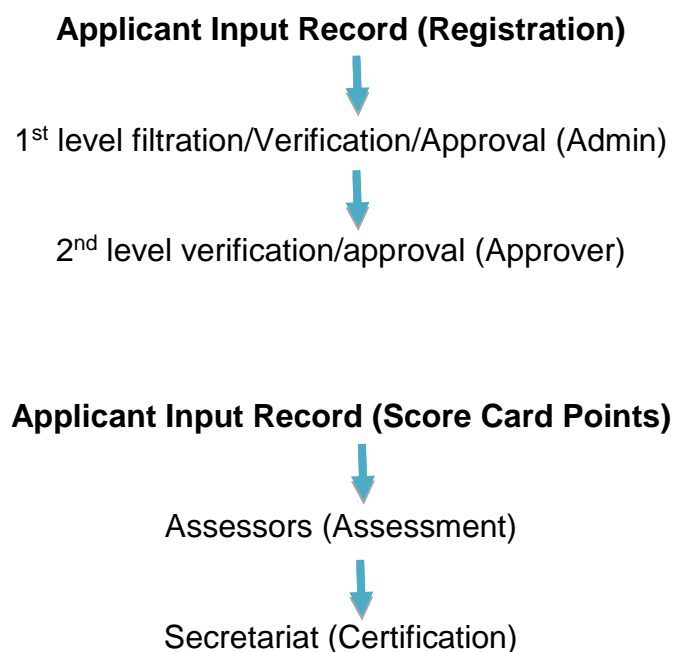
2.1 System Requirement

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 will be directly POST to database for Record Keeping and data manipulation purposes



3. GETTING STARTED

3.1 Web Browser and MyCREST Official Website

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. |
|--|--|



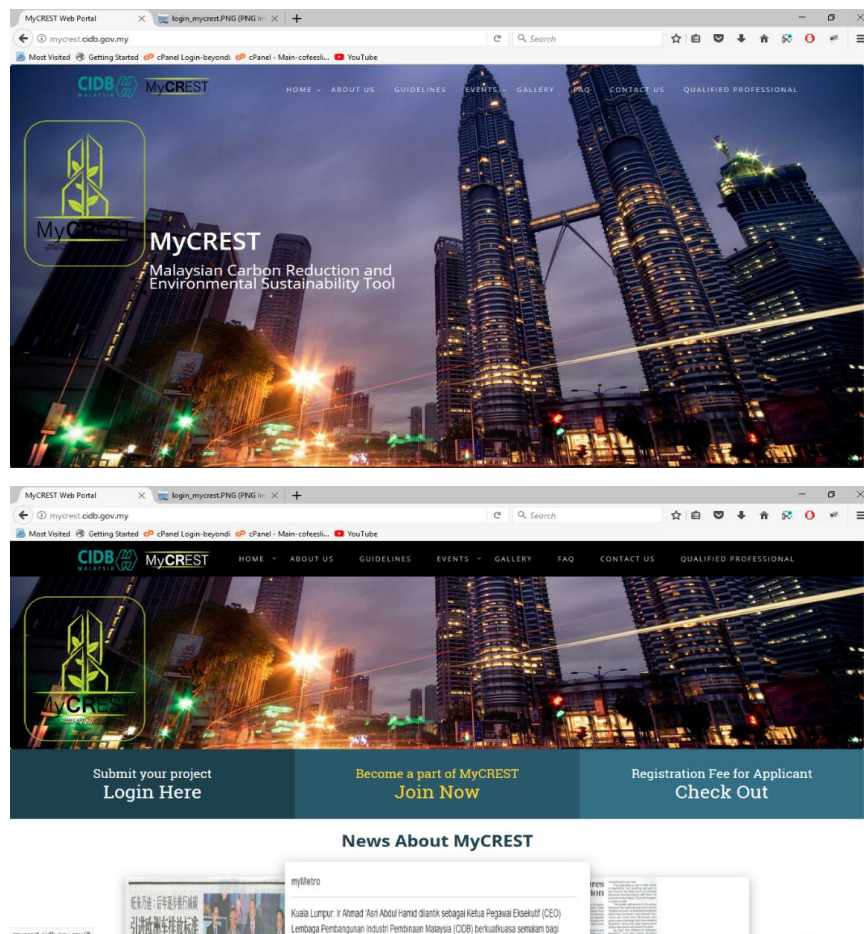
2	
---	--

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

MyCREST Web Portal: <https://mycrest.cidb.gov.my>



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



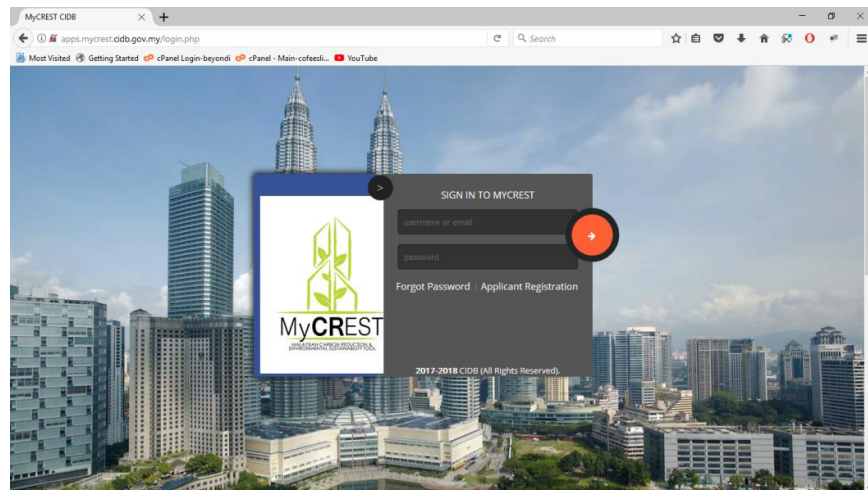
3.2 Assessor Login

Step Procedure

1

- Visit the main webpage

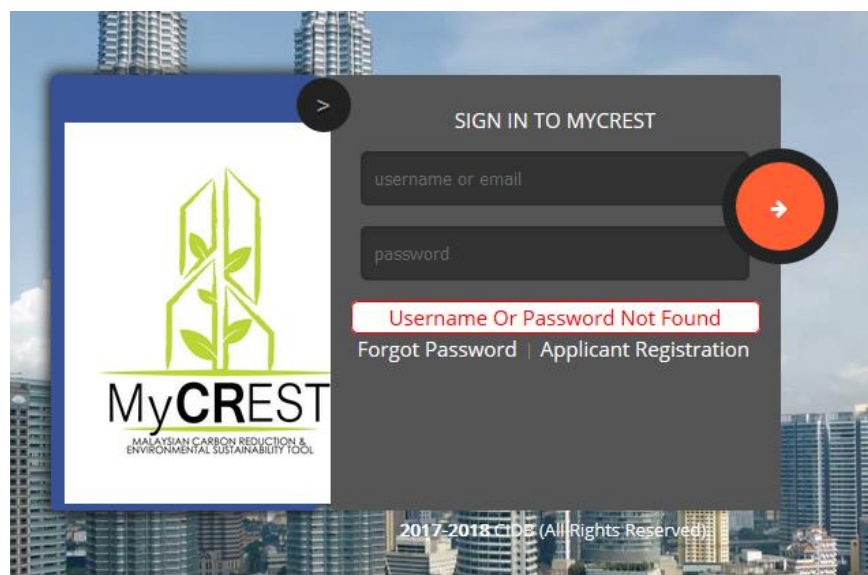
MyCREST Assessment System: apps.mycrest.cidb.gov.my



- Assessor login using **Email Address** that has been registered and approved.

2

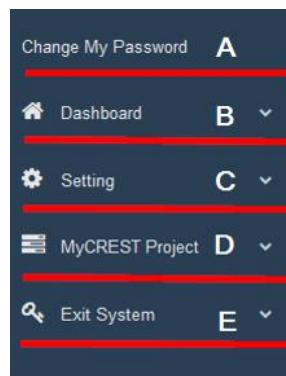
- An error message will be displayed if username or password is entered wrongly.



3.3 Main Menu

Step Procedure

- 1 ■ From the default dashboard, Assessor able to view and navigate the menu options (vertical) on left side of the webpage that includes:
 - a) Change My Password
 - b) Assessor Dashboard
 - c) Setting i.e. Update Profile, Upload Picture, Upload Documents
 - d) Manage Assessment on Project
 - e) Exit System

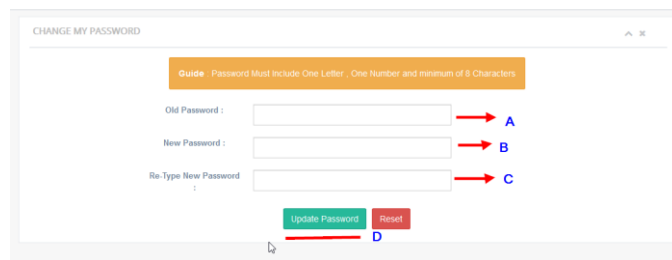


3.4 Change Password

Step Procedure

- 1 ■ From the menu option, key in the provided username and password during login.

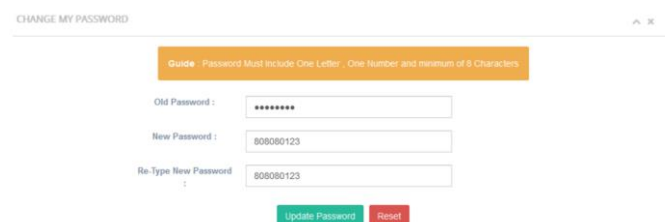
- 2



- ❖ 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”
- Assessor 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 Assessor email by clicking forgot password link on login page.

- 3



- 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

4

Update Password

- Click **Update Password** when completed.

5

Reset

- To reset the entries, click **Reset** button.

6

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

CHANGE MY PASSWORD

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 :

Update Password **Reset**

3.5 Exit System

Step Procedure

1

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

4. USING THE SYSTEM (ONLINE)

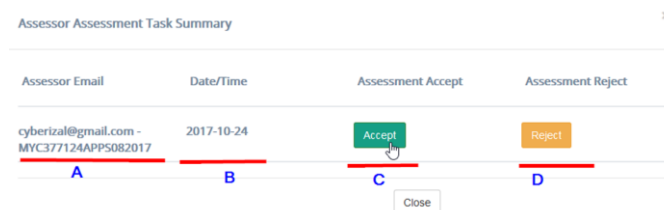
4.1 Applicant Registration

The System Administrator will perform registration process on-behalf of Assessor. Once Registration successfully approved by Administrator, the Assessor will be able to perform the online assessment on assigned Project(s) by CIDB and thereafter will auto-generate the rating based on score-card (auto-calculated).

4.2 Assessor Pop-up Notification Box

Step Procedure

1. Assessor successfully login to the system, a pop-up Notification Box will be appearing to show invitation to participate in the project Assessment.

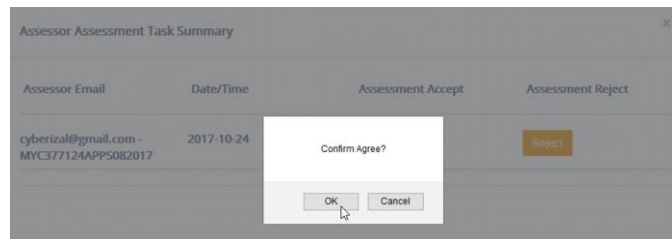


- ❖ A : Assessor name and Project Reference Number will be display as guide to Assessor before agree accepting to the project
- ❖ B : Date and time project assigned to the Assessor
- ❖ C : Assessor click on green Accept button to choose to Participate on the project Assessment
- ❖ D : Assessor click on green Yellow button to choose to Not to Participate on the project Assessment (Reject)

4.2.1 Assessor Agree to Participate

Step Procedure

- 1 ▪ **Accept button:** Assessor Agree to Participate for that Project Assessment



- Assessor click on OK button to Agree

4.2.2 Assessor Reject to Participate

Step Procedure

- 1 ▪ **Reject button:** Assessor Reject the invitation for that Project Assessment
- Assessor click on reject button to choose not to participate in the project

4.3 Assessor Profile

4.3.1 Update Assessor Profile

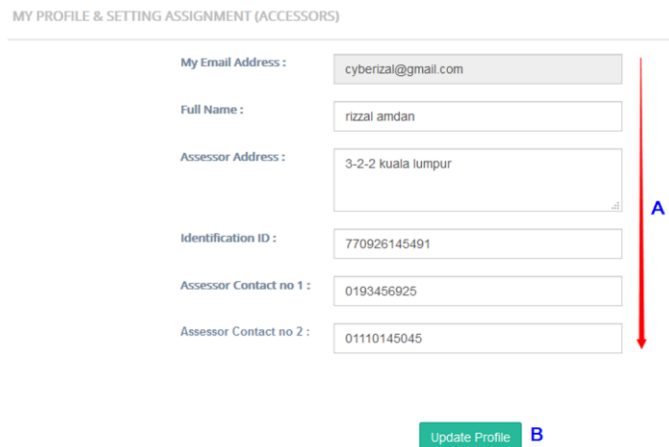
Step Procedure

- 1 ■ From menu option, Assessor may update profile when necessary.

MY PROFILE & SETTING ASSIGNMENT (ASSESSORS)

My Email Address :	cyberizal@gmail.com
Full Name :	rizzal amdan
Assessor Address :	3-2-2 kuala lumpur
Identification ID :	770926145491
Assessor Contact no 1 :	0193456925
Assessor Contact no 2 :	01110145045

Update Profile B



- ❖ A : Assessor can update Full Name, Assessor Address, Identification ID, Assessor Contact No 1 and Contact No 2 and click Update Profile
- ❖ B : Click Update Profile button to save the changes

4.3.2 Upload Picture

Step Procedure

- 1 From menu option, Assessor may upload own/self picture.

MY PICTURE UPLOAD

Upload My Picture Here (Max 100x100):

Title Of My Picture upload :

ASSESSORS PICTURE

Browse... No file selected. **A**

Submit **B**

Uploaded - My Picture

- ❖ A : Assessor select own picture by clicking browse button
- ❖ B : Assessor click submit to upload profile picture

4.3.3 Upload Document

Step Procedure

- 1 From menu option, Assessor may upload relevant document e.g. Certificate.

Title Of New Documents upload :

Browse... No file selected. **A**

Submit **B**

Uploaded Files/Docs/Pdf (Max 5 Files)

No	Filename	Description	Upload Preview	File Type	File Size	Date Uploaded	Action
1	Mycrest_technical_document.docx C			Application/vnd.openxmlformats-officedocument.wordprocessingml.document	53443	2017-10-25 04:36:21	Open/Download D

- ❖ A : Assessor click on browse to select files to be uploaded
- ❖ B : Click submit to upload
- ❖ C : Once uploaded success, filename will be displayed on the list
- ❖ D : Assessor and admin can view the uploaded files for reference

4.4 Assessment on MyCREST Project

4.4.1 Project Listing

Step Procedure

1

- From menu option, click on MyCREST Project

APPLICATION FORM & SCORE CARD

Assesment (New)	Assesment (Progress)	Assesment (Submitted)	Assesment (Completed)
2	A	0	0

Show 10 entries

Search:

Project Reference Number	Name Of Project	Type Of Building	Building Categories	Gross Floor Area	Project Duration	Rating Target	Target Point
MYC276467APP5082017	Menara KL 118	Air-Conditioned Building	New Constructions	20000,m2	615,days	★★★★★	/148
Status : ASSESSMENT EVALUATING BY ASSESSOR							
MYC377124APP5082017	Menara Signature Tun Razak	Air-Conditioned Building	New Constructions	90000,m2	690,days	★★★★★	11/148
Status : ASSESSMENT EVALUATING BY ASSESSOR							

- ❖ A : System show number of Assessor Assessment Task in Assessor Sections
- ❖ Circle : Assessor task listing
- ❖ C : Once uploaded

2

- Assessment Listing in Assessor Repository

/148	RM10,000.00	<input type="radio"/> Description <input type="radio"/> Details Client <input type="radio"/> Contact Person <input type="radio"/> Location	- Under Assessor/Secretariat Session - Assessment Accepted A
11/148	RM20,000.00	<input type="radio"/> Description <input type="radio"/> Details Client <input type="radio"/> Contact Person <input type="radio"/> Location	- Under Assessor/Secretariat Session - Assessment Accepted

- ❖ A : Assessment Accepted Status

4.4.2 Assessment Accepted

Step Procedure

- 1 Click on Assessment Accepted button.

Assessment Accepted

- 2 View and follow the steps

APPLICATION FORM & SCORE CARD

Instructions

STEP 1 : Complete Your Project Profile and Details

STEP 2 : Input Points for Your Assessment

STEP 3 : Upload PDF(Submittals) for Assessor Assessment

STEP 4 : Submit Your Assessment

Shortcuts - Go to

Edit Profile Save Project Edit Points Upload PDF Current Status Submission

STEP 1 : Assessment Profile : Company / Project Update ¹⁾ For Assessor to view Company Details

STEP 2 : Assessment Score Card : Points & Calculator Update ²⁾ Assessor to View Points and Calculator

STEP 3 : Assessment Sub-Criteria : Upload Assessment PDF ³⁾ Checking,Assessing,evaluating Points & uploaded Materials

STEP 4 : Assessment Result : Status / Submission / Renewal / Extensions ⁴⁾ Assessor submit Completed Assessment

4.4.3 Points Update

Step Procedure

- 1 Click on STEP 2 section for Points Calculator update (reference)

STEP 2 : Assessment Score Card : Points & Calculator Update

Scorecard Viewer Scorecard Design Scorecard Construction Scorecard O & M Executive Summary

SCORE CARD SECTION

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

Project Reference No : MYC377124APPS082017

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

- ❖ A : Step 2 section, Points and calculator
- ❖ B : Click on stages required, e.g. Score Card Design
- ❖ C : Project Reference Number
- ❖ D : Points Targeted by the Applicant

2 System show total Max Points and Applicant Total Target Points

OH_HC	Healthcare-Occupant & Health	HC4	INDOOR LEISURE AREAS	S	Max Pts: (1) 0	Elective Points
OH_HC	Healthcare-Occupant & Health	HC5	DAYLIGHT & VIEWS: LIGHTING & CIRCADIAN RHYTHMS	S	Max Pts: (1) 0	Elective Points
LC_HC	Healthcare-Lowering The Embodied Carbon	HC6	PBT SOURCE DECREASE - MERCURY IN LAMPS	S	Max Pts: (1) 0	Elective Points
				A 148	11	

4.4.4 Evaluating Uploaded Assessment (Document)

Step Procedure

1 Click on STEP 3 to view the uploaded Assessment document (PDF)

STEP 3 : Assessment Sub-Criteria : Upload Assessment PDF

Summary Design Stage Construction Stage Operation & Maintenance Stage

SUB-CRITERIA SECTION

All Assessment (Stages)

ASSESSMENT DESIGN (TARGET/SECRETARIAT)	ASSESSMENT CONSTRUCTION (TARGET/SECRETARIAT)	ASSESSMENT OPS & MAINTENANCE (TARGET/SECRETARIAT)
11/0	-	-

- Summary tab i.e. Assessment Design (Target/Secretariat Points) display

2

DESIGN STAGE: Assessment progress by Assessor

SUB-CRITERIA SECTION

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

Design Section (ASSESSORS)

Applicant Target Points	Cyberizal@gmail.com Assessed Points	Secretariat Merit Points
11	0	0

A B

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

Sub Category : - Select You Sub-Criteria Details -

Show Details

Records List

Show 10 entries Search:

Project Reference	Project Description	Master Code	Sub Code	Sub Category	Date Created	Target Point	Support Docs
MYC377124APPS082017 DESS764233SUBC102017	PD1.,MyCREST SUSTAINABLE AND CARBON REDUCTION TARGET IN NEEDS STATEMENT AND-1	PD	PD1		2017-10-24	1	Upload Here Found : [1]

C D

- ❖ A : Applicant Target Points
- ❖ B : Assessor Updated Assessment Points
- ❖ C : Applicant Target Points
- ❖ D : Applicant Uploaded Materials (Assessor to download or view for Assessment purpose)

3

DESIGN STAGE Tab 2: Assessment progress by Assessor

Target Point	Support Docs	ASSESSORS Assessed Result						
1	Upload Here Found : [1]	<table border="1"> <thead> <tr> <th>Points</th> <th>Comment</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>Update</td> </tr> </tbody> </table> <p>A B C</p>	Points	Comment	Action	<input type="text"/>	<input type="text"/>	Update
Points	Comment	Action						
<input type="text"/>	<input type="text"/>	Update						
1	Upload Here Found : [0]	<table border="1"> <thead> <tr> <th>Points</th> <th>Comment</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>Update</td> </tr> </tbody> </table>	Points	Comment	Action	<input type="text"/>	<input type="text"/>	Update
Points	Comment	Action						
<input type="text"/>	<input type="text"/>	Update						

- ❖ A : Points by Assessor after evaluating uploaded materials
- ❖ B : Comment by Assessor if available
- ❖ C : Update button once Assessor confirm Points

4

DESIGN STAGE Tab 1: Assessment progress by Assessor

Design Section (ASSESSORS)

Applicant Target Points	Cyberizal@gmail.com Assessed Points	Secretariat Merit Points
11	0	0

Select Your Design Module :

Sub Category :

[Show Details](#)

Records List

Search:

Master Code	Sub Code	Sub Category	Date Created	Target Point	Support Docs	ASSESSORS Assessed Result						
PD	PD1		2017-10-24	1	Upload Here Found : [1]	<table border="1"> <thead> <tr> <th>Points</th> <th>Comment</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Good</td> <td>Update</td> </tr> </tbody> </table>	Points	Comment	Action	1	Good	Update
Points	Comment	Action										
1	Good	Update										

Design Section (ASSESSORS)

Applicant Target Points	Cyberizal@gmail.com Assessed Points	Secretariat Merit Points
11	1	0

Select Your Design Module :

Sub Category :

[Show Details](#)

Records List

Search:

Master Code	Sub Code	Sub Category	Date Created	Target Point	Support Docs	ASSESSORS Assessed Result						
PD	PD1		2017-10-24	1	Upload Here Found : [1]	<table border="1"> <thead> <tr> <th>Points</th> <th>Comment</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Good</td> <td>Update</td> </tr> </tbody> </table>	Points	Comment	Action	1	Good	Update
Points	Comment	Action										
1	Good	Update										

- Assessor point will always updated once Assessor updated points in the Assessment Points Section

4.4.5 Assessment Submission

Step Procedure

- 1
 - STEP 4 Submission Tab: Assessment Submission by Assessor
 - Once completed all the Points and Assessment Evaluation, Assessor must submit to the Admin for Secretariat Meeting session.


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

Results **Submission** Certification Renewal/Extensions Reset

RESULT & SUBMISSION SECTION

Submission Section


Assessment Section (MYC377124APPS082017)

ASSESSOR EMAIL	ASSIGNED BY	STATUS	APPLICATION STATUS	START DATE	EXPIRY DATE	TODAY DATE	REMAINING DAY(S)	TOTAL RUNNING DAY(S)
Cyberizal@gmail.com	Admin001	AGREE		2017-10-24	2017-11-03	2017-10-25	9	1

- ❖ A : STEP 4, Submission Tab
- ❖ B : System show Assessor Status Agree


- 2
 - Confirmation to proceed.

Step 1


 I Have Completed My Assessment On All Upload And Application For Applicant Certification Submission :

☐ Click to Confirm .. A

Step 2

 Confirmation Password : B

Step 4

 Click Button To Confirm

C

- Assessor click confirm Switch ON
- Assessor key-in password for confirmation
- Click on Green Button to submit completed Assessment

3

■ Design Stage Tab 4: Submission Result

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

Results **Submission** Certification Renewal/Extensions Reset

RESULT & SUBMISSION SECTION

Submission Section

Assessment Section (MYC377124APPS082017)

ASSESSOR EMAIL	ASSIGNED BY	STATUS	APPLICATION	START DATE	EXPIRY DATE	TODAY DATE	REMAINING DAY(S)	TOTAL RUNNING DAY(S)
Cyberizal@gmail.com	Admin001	AGREE	ASSESSMENT SUBMITTED	2017-10-24	2017-11-03	2017-10-25	9	1

Status : ASSESSMENT SUBMITTED

- ❖ A : Submission Tab
- ❖ B : Status change to ASSESSMENT SUBMITTED
- ❖ C : Status change to ASSESSMENT SUBMITTED