CONFIDENTIAL

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
24 Oct 2017

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1. GENERAL INFORMATION

My**CR**EST, 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.

My**CR**EST 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*

My**CR**EST 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 My**CR**EST 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 My**CR**EST Assessment System – for Applicant
b) User Manual for My**CR**EST Assessment System – for Assessor
c) User Manual for My**CR**EST Assessment System – for Secretariat
d) User Manual for My**CR**EST Assessment System – for System Administrator
e) User Manual for My**CR**EST 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

Applicant Input Record (Registration)

↓

1st level filtration/Verification/Approval (Admin)

↓

2nd level verification/approval (Approver)

Applicant Input Record (Score Card Points)

↓

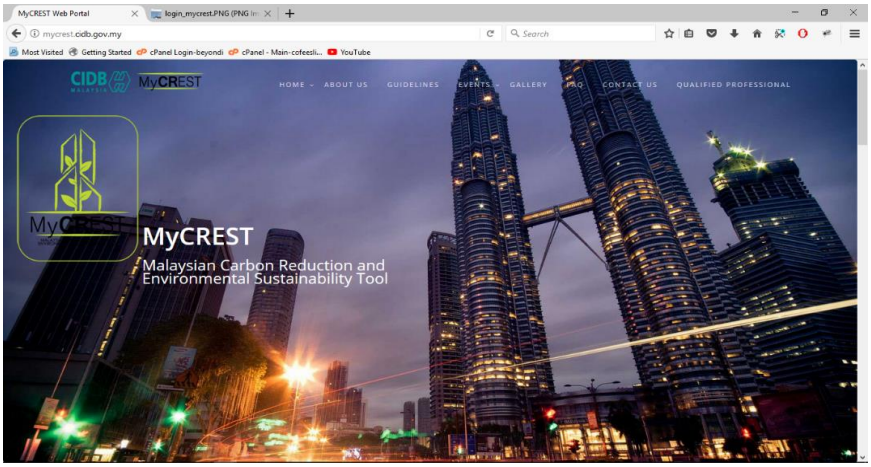
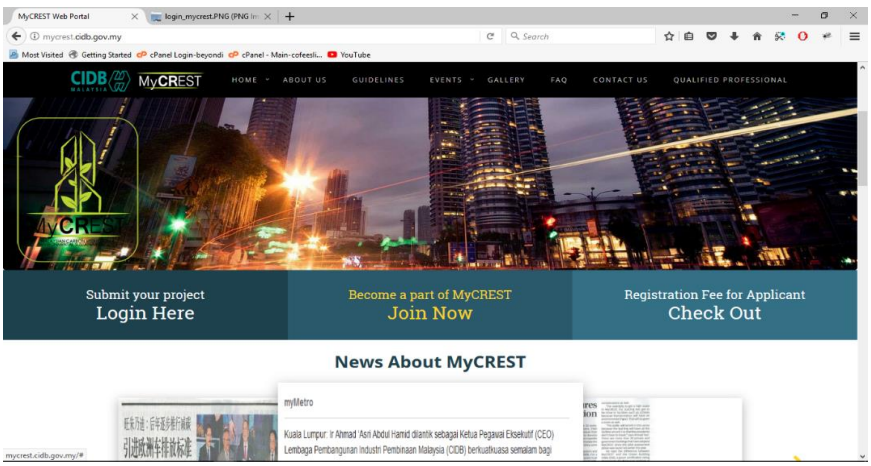
Assessors (Assessment)

↓

Secretariat (Certification)

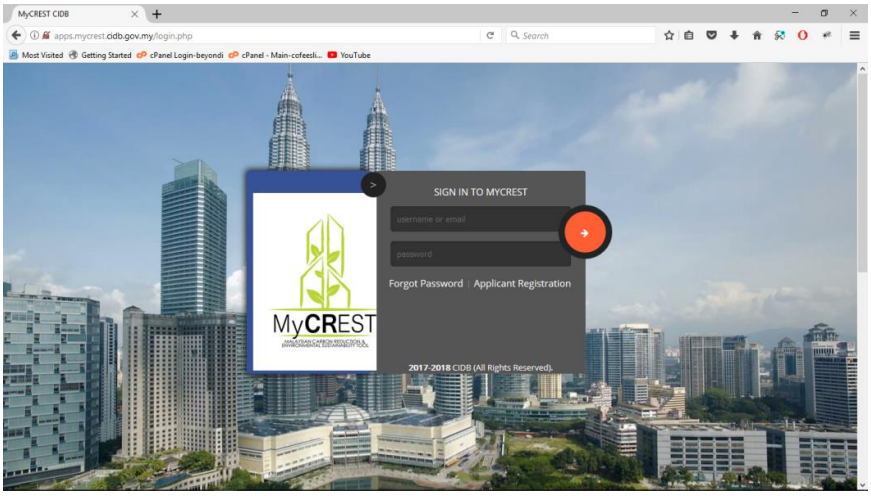
3. GETTING STARTED

3.1 Web Browser and MyCREST Official Website

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 (to access direct login page). MyCREST Web Portal: https://mycrest.cidb.gov.my
	▪ This is direct login for Assessor without visiting MyCREST Official Website  

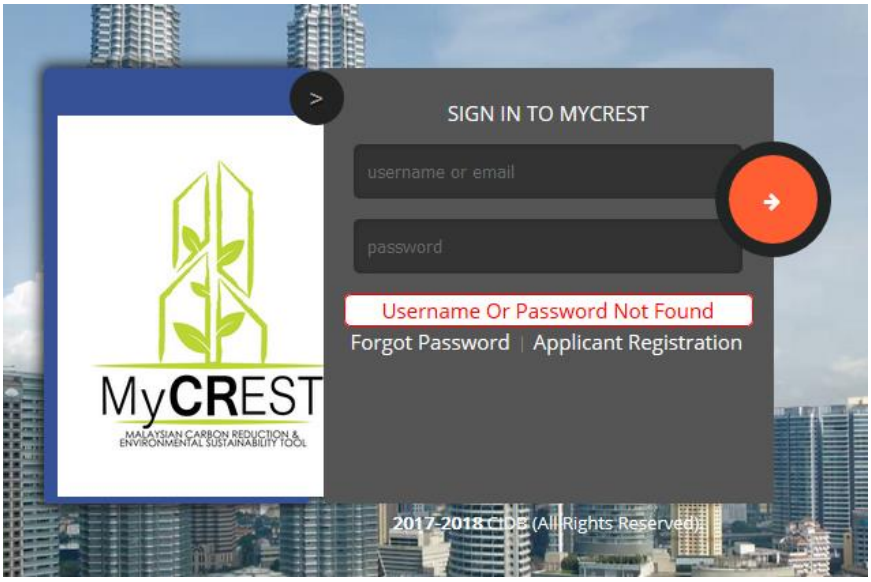
3.2 Assessor Login

Step	Procedure
1	▪ Visit the main webpage MyCREST Assessment System: apps.mycrest.cidb.gov.my



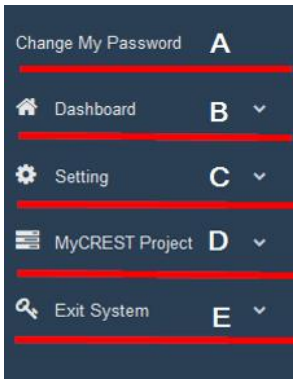
▪ Assessor login using **Email Address** that has been registered and approved.

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

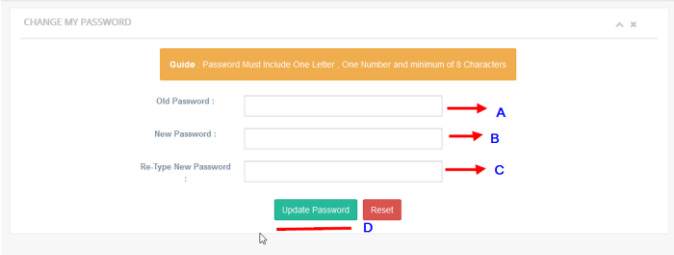
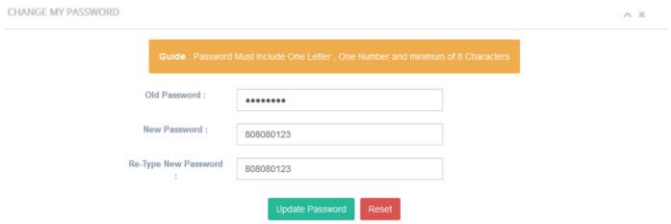


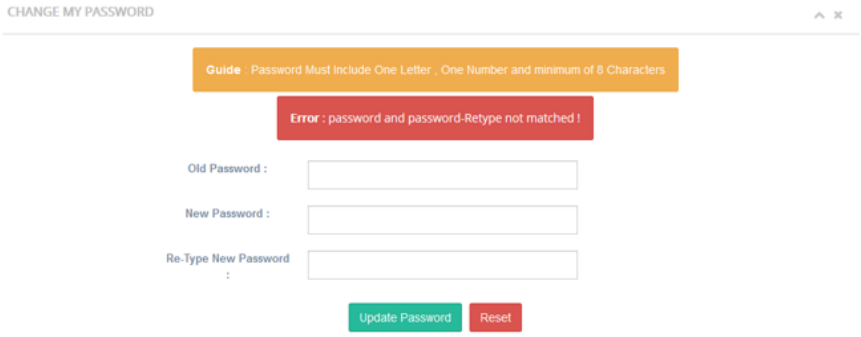
3.3 Main Menu

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	▪ Click when completed.
5	▪ To reset the entries, click button.
6	▪ An error message will be displayed if the old and new passwords are not matched 

3.5 Exit System

Step	Procedure
1	▪ From the (vertical) shortcut menu, click on “Logout”.

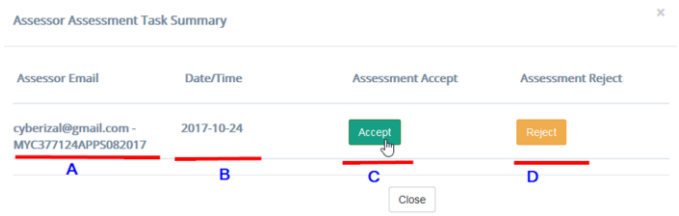
4. USING THE SYSTEM (ONLINE)

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

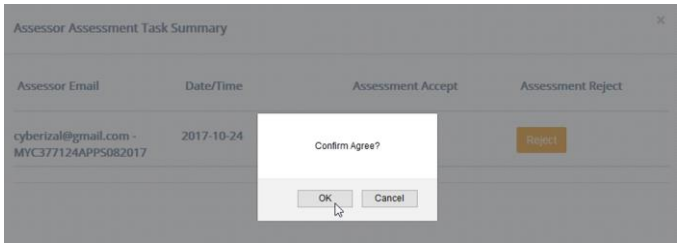
Step	Procedure
1	▪ Assessor successfully login to the system, a pop-up Notification Box will be appearing to show invitation to participate in the project Assessment.



- ❖ 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

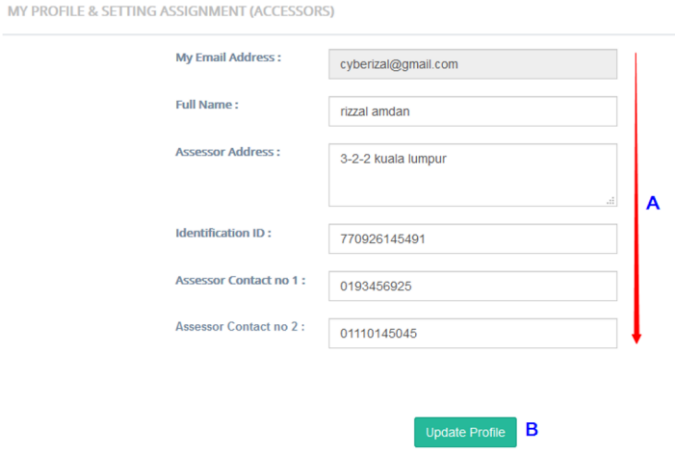
4.2.2 *Assessor Reject to Participate*

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.



- ❖ 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

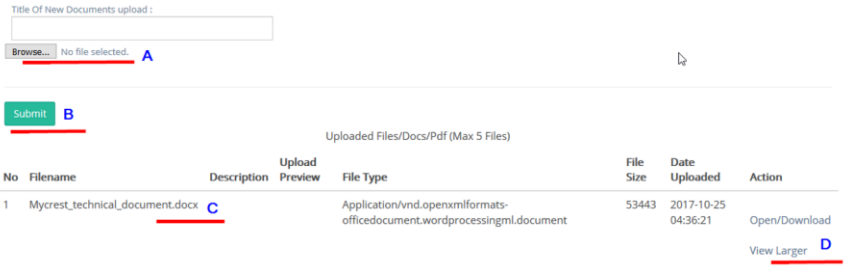
4.3.2 *Upload Picture*

Step	Procedure
1	▪ From menu option, Assessor may upload own/self picture.

- ❖ 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.

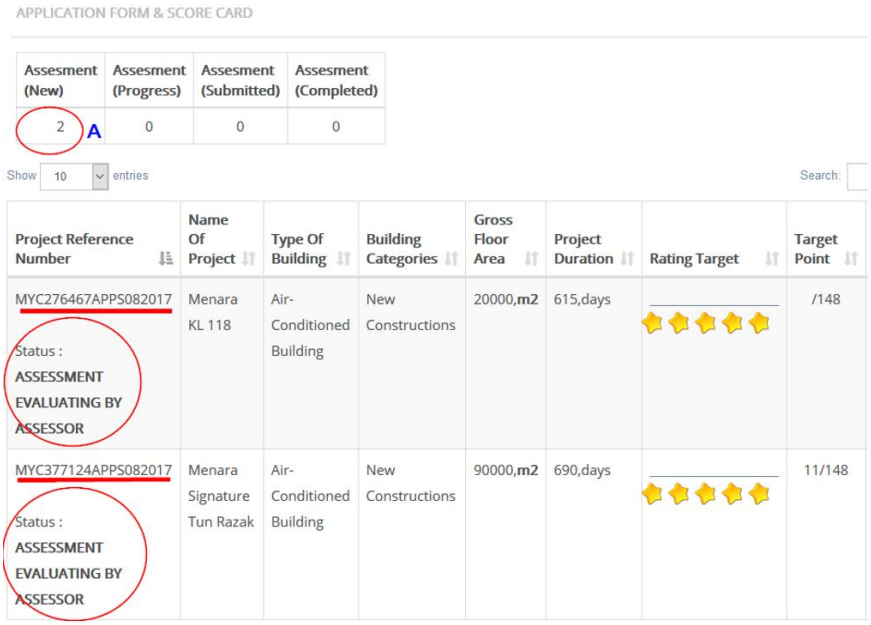


- ❖ A : Assessor click on browse to select files to be uploaded
- ❖ B : Click submit to upload
- ❖ C : Once uploaded success, filename will be displayed on the list
- ❖ D : Assessor and admin can view the uploaded files for reference

4.4 Assessment on MyCREST Project

4.4.1 *Project Listing*

Step	Procedure
1	▪ From menu option, click on My**CR**EST Project



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

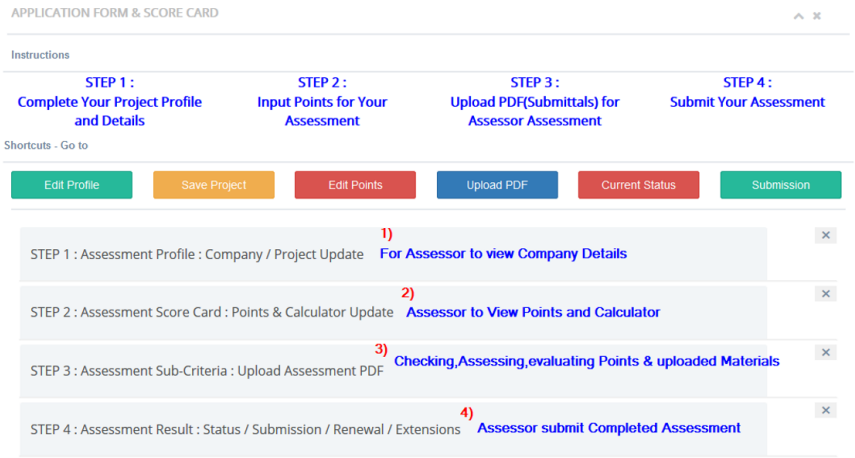
2	▪ Assessment Listing in Assessor Repository

- ❖ A : Assessment Accepted Status

4.4.2 *Assessment Accepted*

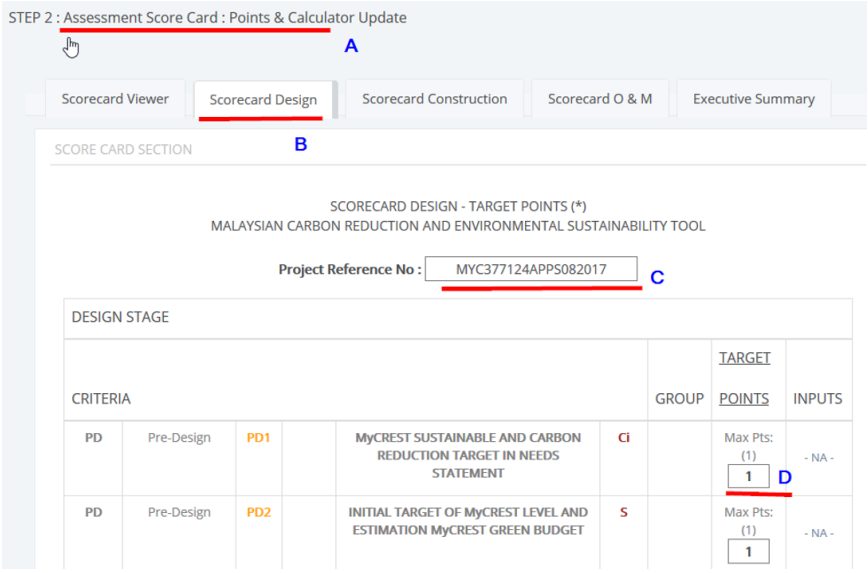
Step	Procedure
1	▪ Click on Assessment Accepted button.

Step	Procedure
2	▪ View and follow the steps



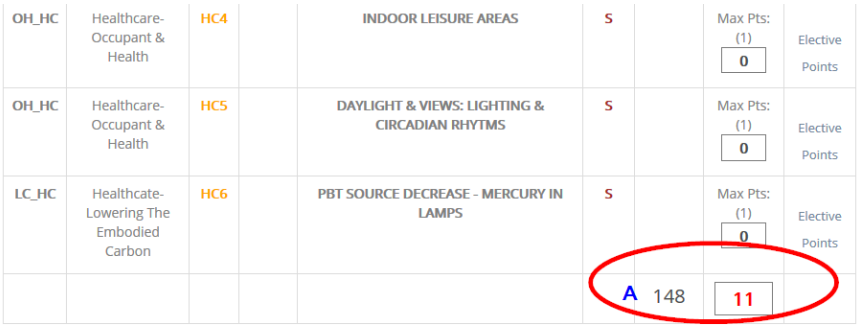
4.4.3 *Points Update*

Step	Procedure
1	▪ Click on STEP 2 section for Points Calculator update (reference)



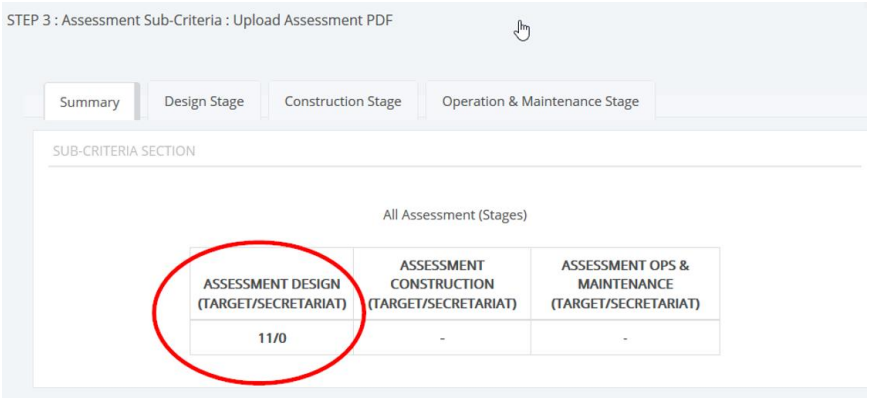
- ❖ A : Step 2 section, Points and calculator
- ❖ B : Click on stages required, e.g. Score Card Design
- ❖ C : Project Reference Number
- ❖ D : Points Targeted by the Applicant

Step	Procedure
2	▪ System show total Max Points and Applicant Total Target Points



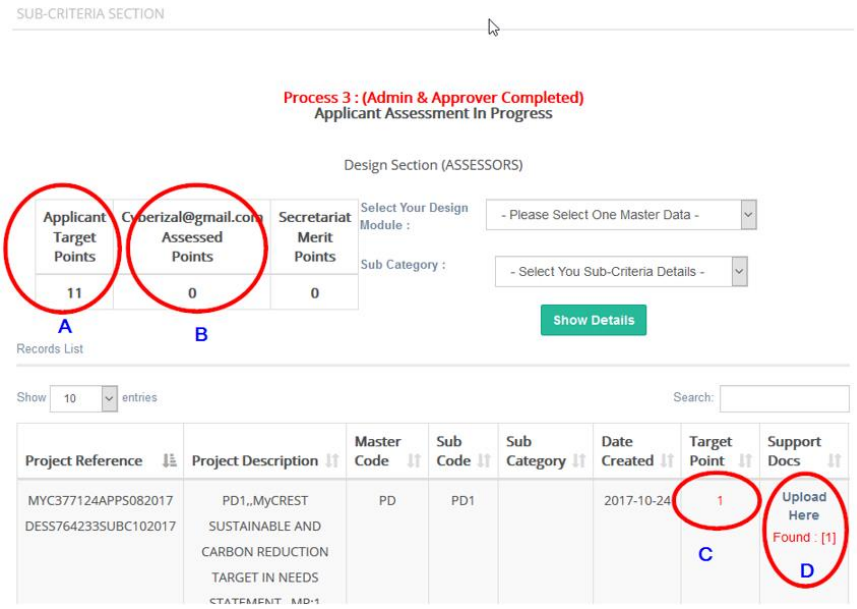
4.4.4 *Evaluating Uploaded Assessment (Document)*

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



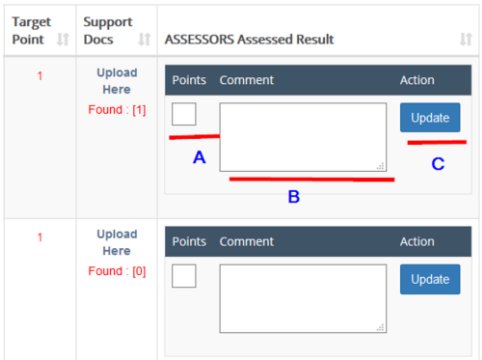
▪ Summary tab i.e. Assessment Design (Target/Secretariat Points) display

2 ▪ DESIGN STAGE: Assessment progress by Assessor



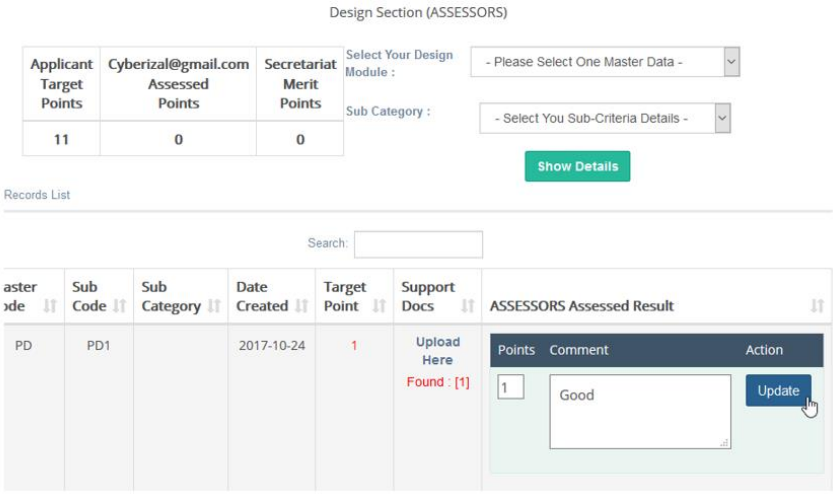
- ❖ A : Applicant Target Points
- ❖ B : Assessor Updated Assessment Points
- ❖ C : Applicant Target Points
- ❖ D : Applicant Uploaded Materials (Assessor to download or view for Assessment purpose)

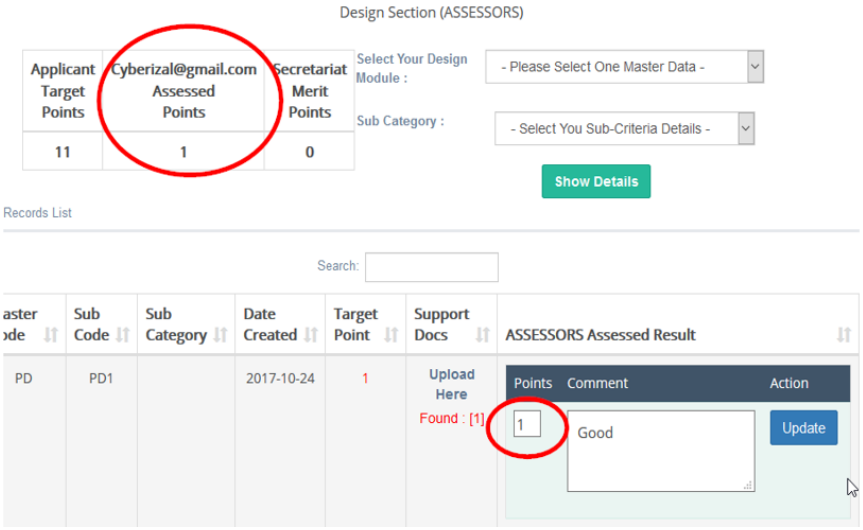
3 ▪ DESIGN STAGE Tab 2: Assessment progress by Assessor



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

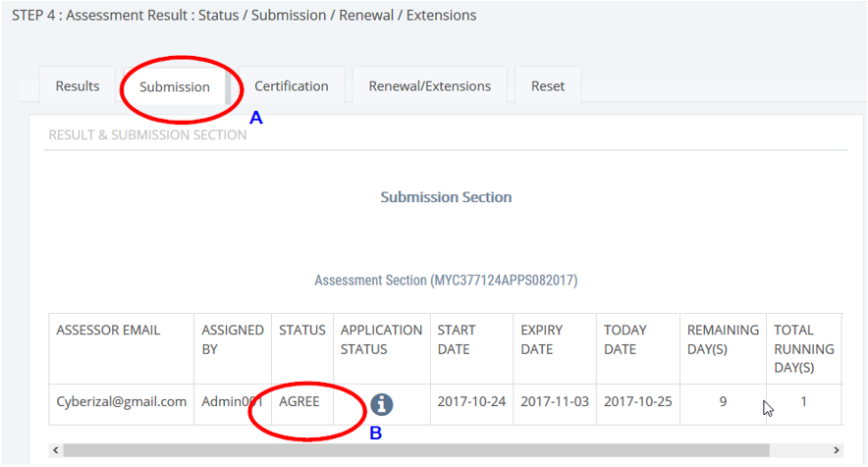
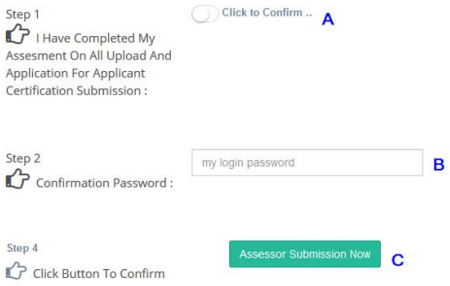
4 ▪ DESIGN STAGE Tab 1: Assessment progress by Assessor



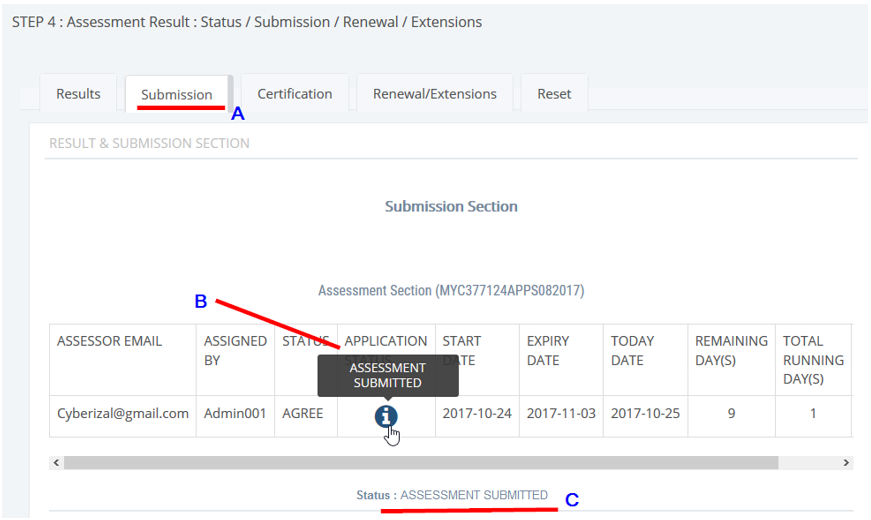


▪ Assessor point will always updated once Assessor updated points in the Assessment Points Section

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.  ❖ A : STEP 4, Submission Tab ❖ B : System show Assessor Status Agree
2	▪ Confirmation to proceed.  ▪ 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



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