

User Manual

(Assessment System for Secretariat)

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



For :



Prepared by:



**Our Ref.: ECSB/2017/80.32.0-3020/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 **Secretariat** 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

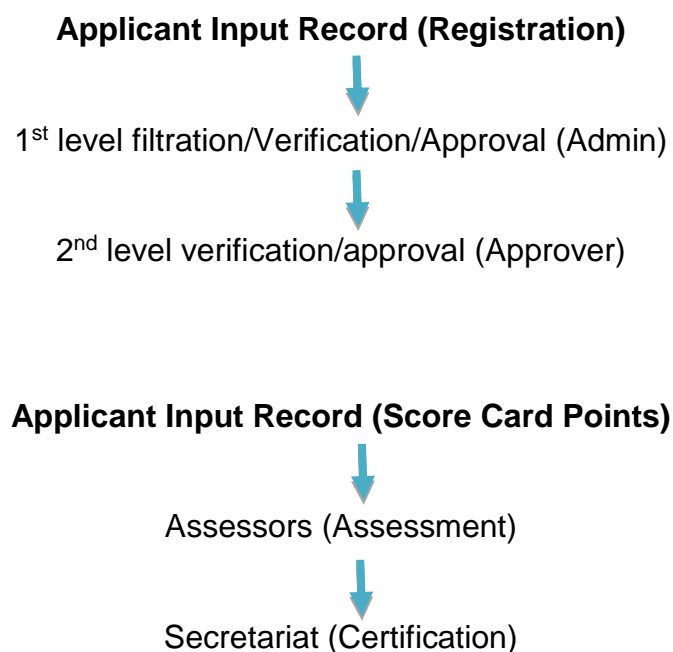
2.1 System Requirement

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

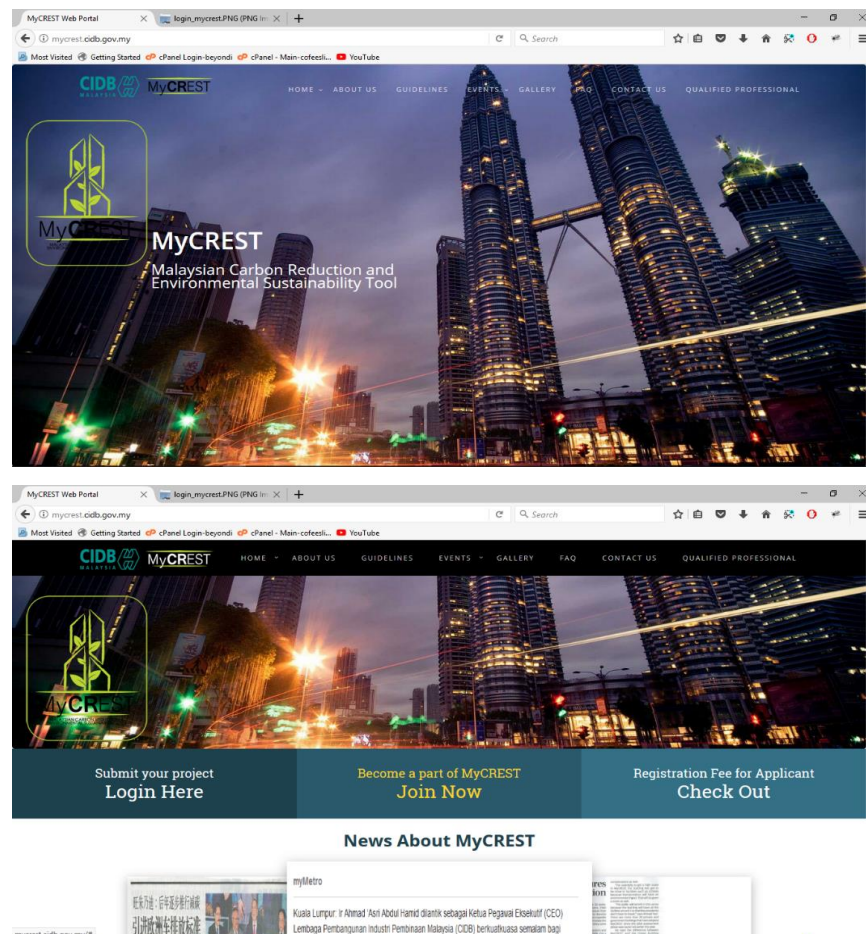


- 2 At the address bar, type the website address (to access direct login page).

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



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



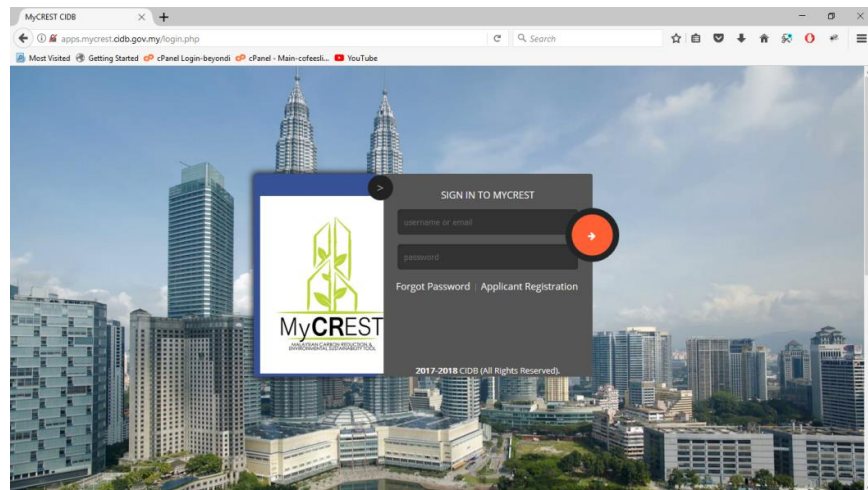
3.2 Secretariat Login

Step Procedure

1

- Visit the main webpage

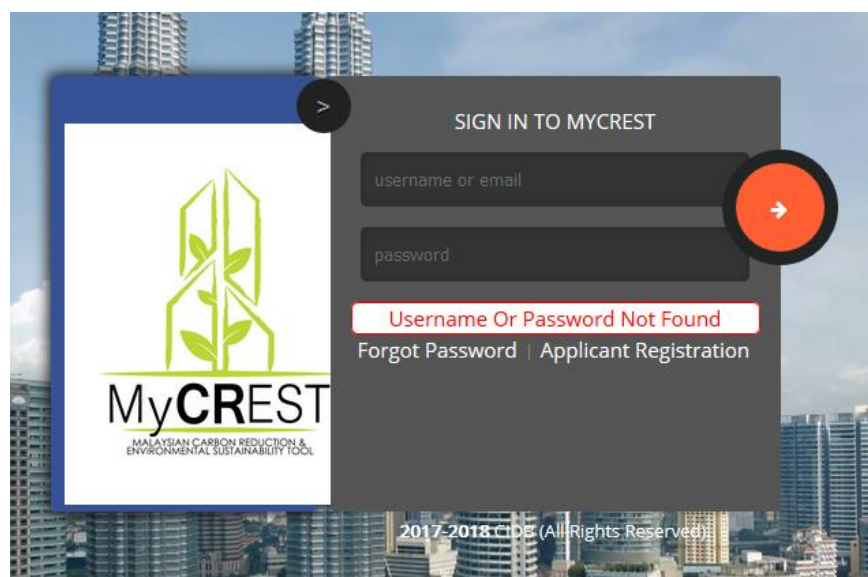
MyCREST Assessment System: apps.mycrest.cidb.gov.my



- Secretariat login (provided by the System Administrator) that has been registered and approved.

2

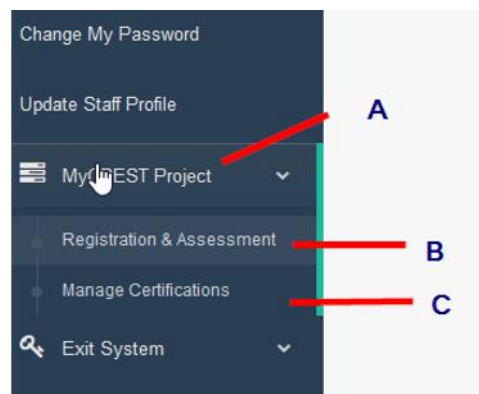
- An error message will be displayed if username or password is entered wrongly.



3.3 Main Menu

Step Procedure

- 1 ■ From menu option, Secretariat has two (2) options to manage Project Assessment
 - a) OPTION 1: Registration & Assessment – project will be selected from **Assessment List** Available
 - b) OPTION 2: Secretariat will be redirect to **Certification Section** and required to select project from Assessment List Tab (1st Tab) – **Assessment List**



3.4 Change Password

Step Procedure

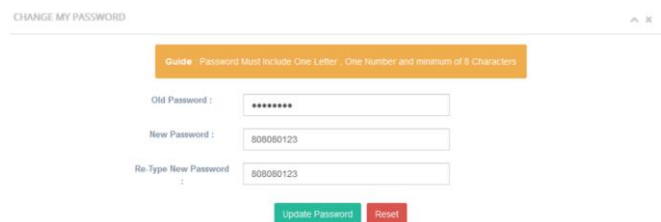
- 1 ■ From the menu option, key in the provided username and password during login.

2

A screenshot of the 'CHANGE MY PASSWORD' web form. At the top, there is a yellow guide box that says 'Guide: Password Must Include One Letter, One Number and minimum of 8 Characters'. Below this, there are three input fields: 'Old Password', 'New Password', and 'Re-Type New Password'. Each field has a red arrow pointing to it from a label: 'A' for 'Old Password', 'B' for 'New Password', and 'C' for 'Re-Type New Password'. At the bottom of the form, there are two buttons: 'Update Password' (green) and 'Reset' (red). A red arrow points from the label 'D' to the 'Update Password' button.


- ❖ 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”
- Secretariat 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 Secretariat 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

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 :

3.5 Exit System

Step Procedure

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

4. USING THE SYSTEM (ONLINE)

4.1 Secretariat Registration

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

4.2 Assessment List

Step Procedure

- 1 ▪ Based on Option 1: Registration & Assessment – project will be selected from **Assessment List** available

PROJECT REFERENCE NUMBER	NAME OF PROJECT	GROSS FLOOR AREA	TARGET POINT	REGISTRATION FEE	REVIEW STATUS/ACTION	ASSESSOR(S) LIST												
MYC637012APP5082017 Status : WAITING OFFICIAL SCORE FOR APPROVAL B Applicant: 111111	KONDO ATAS BUKIT TINGGI	12000 M2	/ 120	RM10,000.00	Secretariat Meeting/Review Approval A	<table><thead><tr><th>Assessor Email</th><th>Date</th><th>Assessment Status</th><th>Application Status</th></tr></thead><tbody><tr><td>nasiryusoff@gmail.com</td><td>2017-08-14</td><td>AGREE</td><td>ASSESSMENT SUBMITTED</td></tr><tr><td>nasircidb@gmail.com</td><td>2017-08-14</td><td>AGREE</td><td>ASSESSMENT SUBMITTED</td></tr></tbody></table> C	Assessor Email	Date	Assessment Status	Application Status	nasiryusoff@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED	nasircidb@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED
Assessor Email	Date	Assessment Status	Application Status															
nasiryusoff@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED															
nasircidb@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED															
MYC698443APP5082017 Status : ASSESSMENT VERIFYING BY SECRETARIAT B Applicant: 808080	Menara KL 118	20000 M2	140 / 148	RM10,000.00	Secretariat Meeting/Review Session A	<table><thead><tr><th>Assessor Email</th><th>Date</th><th>Assessment Status</th><th>Application Status</th></tr></thead><tbody><tr><td>cyberizal@gmail.com</td><td>2017-10-10</td><td>AGREE</td><td>ASSESSMENT SUBMITTED</td></tr><tr><td>nasiryusoff@gmail.com</td><td>2017-10-10</td><td>REJECTED</td><td>-Reviewing-</td></tr></tbody></table> C	Assessor Email	Date	Assessment Status	Application Status	cyberizal@gmail.com	2017-10-10	AGREE	ASSESSMENT SUBMITTED	nasiryusoff@gmail.com	2017-10-10	REJECTED	-Reviewing-
Assessor Email	Date	Assessment Status	Application Status															
cyberizal@gmail.com	2017-10-10	AGREE	ASSESSMENT SUBMITTED															
nasiryusoff@gmail.com	2017-10-10	REJECTED	-Reviewing-															

- ❖ A : click review status/Link to start managing guide to Assessor before agree accepting to the project
- ❖ B : Current Status
- ❖ C : Assessor(s) submission status

- 2 ▪ Based on Option 2: Secretariat will be redirect to **Certification Section** and required to select project from Assessment List Tab (1st Tab) – **Assessment List**

ASSESSMENT LIST									
ASSESSMENT (SELECTED)									
ASSESSMENT									
SUBMISSION									
ASSESSMENT (STATUS)									
MAIN SECTION									
Select Project & Assessment									
Show 10 entries Search:									
Project Reference No	Name Of Project	Gross Floor Area	Target Point	Registration Fee	Secretariat Review	Assessor(s)			
MYC637012APPS082017 Status : WAITING OFFICIAL SCORE FOR APPROVAL Applicant : 111111	KONDO ATAS BUKIT TINGGI	12000 .M2	/ 120	RM10,000.00	Secretariat Meeting/Review Approval F	Assessor Email	Date	Assessment Status	Applicant Status
						nasiryusoff@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED
						nasircidb@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED
MYC698443APPS082017 Status :	Menara KL 118	20000 .M2	140 / 148	RM10,000.00	Secretariat Meeting/Review Session	Assessor Email	Date	Assessment Status	Applicant Status

- ❖ A : click Assessment List first to make project selection
- ❖ B : Assessment selected will be display in here after F selected.
- ❖ C : To use Assessment comment and point update, Secretariat can start meeting session with Assessors in this section
- ❖ D : Once All completed, secretariat can submit assessment in SUBMISSION tab
- ❖ E : Assessment Status will be showing here
- ❖ F : To select Assessment, click this link

4.3 Select Project

Step Procedure

1 Select a Project

PROJECT REFERENCE NUMBER	NAME OF PROJECT	GROSS FLOOR AREA	TARGET POINT	REGISTRATION FEE	REVIEW STATUS/ACTION	ASSESSOR(S) LIST			
MYC637012APPS082017 Status : WAITING OFFICIAL SCORE FOR APPROVAL Applicant : 111111	KONDO ATAS BUKIT TINGGI	12000 M2	/ 120	RM10,000.00	Secretariat Meeting/Review Approval	Assessor Email	Date	Assessment Status	Application Status
						nasiryusoff@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED
						nasircidb@gmail.com	2017-08-14	AGREE	ASSESSMENT SUBMITTED
MYC698443APPS082017 Status : ASSESSMENT VERIFYING BY SECRETARIAT Applicant : 808080	Menara KL 118	20000 M2	140 / 148	RM10,000.00	Secretariat Meeting/Review Session B	Assessor Email	Date	Assessment Status	Application Status
						cyberizal@gmail.com	2017-10-10	AGREE	ASSESSMENT SUBMITTED
						nasiryusoff@gmail.com	2017-10-10	REJECTED	-Reviewing-

- ❖ A : Check Project Status
- ❖ B : Select Project

- Click on Review Status/Action on selected project

2 System will redirect secretariat to Assessment Tab

- ❖ A : click Assessment tab to start Assessment
- ❖ B : click Assessment sub-criteria upload to view submission materials and information
- ❖ C : Points updated by Secretariat during meeting session
- ❖ D : comments updated by Secretariat during meeting session

4.4 Project Rating Review

Step Procedure

1 View rating submitted by the engaged Assessors.

- ❖ A : Max points for every sub-criteria
- ❖ B : Applicant's Target Points
- ❖ C : list email address of Assessor appointed

- ❖ D : date Assessor appointed
- ❖ E : points given by Assessor appointed
- ❖ F : comments by Assessor appointed
- ❖ G : materials uploaded by Applicant
- ❖ H : **Secretariat Session:** input Points for Applicant
- ❖ I : **Secretariat Session:** input Comments for Applicant
- ❖ J : **Secretariat Session:** click Update button to confirm
- ❖ K : **Date/Time** shown last points/comment updated

4.5 Add Point and Comment

Step Procedure

- 1 For each sub-criteria, key-in Point and Comment

Assessor	Date	Points	Comments
View Applicant Submission Upload Materials			
cyberizal@gmail.com	2017-10-11	1	Passed
Points(*)		Comments	
<input type="text"/>		<input type="text"/>	
		Submit	
		Save	

- Repeat the above step for all sub-criterias.

- 2 View Total Point

0		0	- No Assessment Found -
			Assessor Date Points Comments
			View Applicant Submission Upload Materials
0		0	- No Assessment Found -
			Assessor Date Points Comments
			View Applicant Submission Upload Materials
0	A	0	- No Assessment Found -
			Assessor Date Points Comments
			View Applicant Submission Upload Materials
			Total Secretariat Meeting Points : 1 D

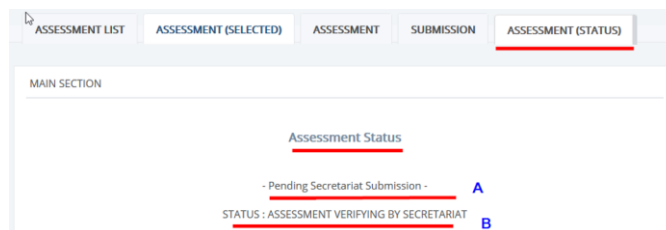
- ❖ A : Max Points and Target Points not available means assessment not available (not eligible)

- ❖ B : Information on materials to be uploaded
- ❖ C : “**No Assessment Found**” not available means assessment not available (Applicant skip)
- ❖ D : Total Secretariat Meeting Points

4.6 Assessment Status

Step Procedure

- 1 Click on tab: Assessment (Status)

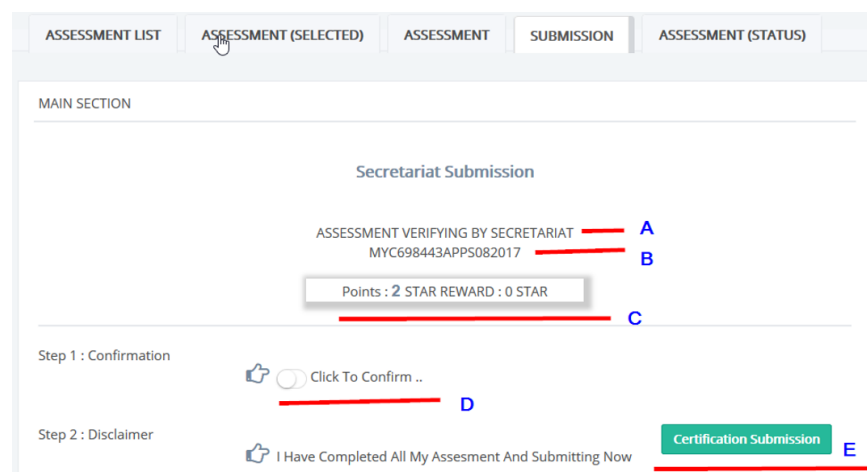


- ❖ A : assessment required submission after completion of points and comments
- ❖ B : assessment currently under Secretariat session

4.7 Completion of Assessment

Step Procedure

- 1 Click on tab: Submission.



- ❖ A : Current Status
- ❖ B : Project Reference No.
- ❖ C : Points and Star Awarded during secretariat meeting session
- ❖ D : **Secretariat Session:** click on Confirmation switch to

ON mode

- ❖ E : **Secretariat Session:** click on Submit button for certificate submission

4.8 Confirmation on Submission**Step Procedure**

- 1 Click on Certification Submission button

4.9 View Status of Submission**Step Procedure**

- 1 View Assessment status (approval from Administrator)

Project Reference No	Name Of Project	Gross Floor Area	Target Point	Registration Fee	Secretariat Review	Assessor(s)	
MYC637012APPS082017 Status : WAITING OFFICIAL SCORE FOR APPROVAL Applicant : 111111	KONDO ATAS BUKIT TINGGI	12000 .M2	/ 120	RM10,000.00	Secretariat Meeting/Review Approval	Assessor Email	Date
						nasiryusoff@gmail.com	2017-08-14
						nasircidb@gmail.com	2017-08-14
MYC698443APPS082017 Status : WAITING OFFICIAL SCORE FOR APPROVAL Applicant : 808080	Menara KL 118	20000 .M2	140 / 148	RM10,000.00	Secretariat Meeting/Review Approval	Assessor Email	Date
						cyberizal@gmail.com	2017-10-10
						nasiryusoff@gmail.com	2017-10-10

4.10 Print the Official Acceptance Letter**Step Procedure**

- 1 Click button Print this Letter

Print this Letter — **A**

LETTER OF AGREEMENT (SECRETARIAT - ASSESSOR) — **B**

Project Name : Menara KL 118

Project Reference No : MYC698443APP5082017

Project Description : Air-Conditioned Building , New Constructions

Project Date Start : 0000-00-00 Project Date Until : 0000-00-00

Project Status : WAITING OFFICIAL SCORE FOR APPROVAL C

Please Confirm Below By Signing Below Under Respective Name

Assessor Email	Date	Assessment Status	Application Status	Assigned By	Agree Signature
cyberizal@gmail.com	2017-10-10	AGREE	ASSESSMENT SUBMITTED	admin001	— D
nasiryusof@gmail.com	2017-10-10	REJECTED	-Reviewing-	admin001	

- ❖ **A** : Button to print the letter
- ❖ **B** : Title of the letter
- ❖ **C** : Details of the project
- ❖ **D** : Signature of the Assessor (agreed with the result)

4.11 Upload Official Acceptance Letter

Step Procedure

- 1** From the Submission tab, click Print Now for the auto-generated official acceptance Letter of Agreement on the final rating/score.

Secretariat Submission

WAITING OFFICIAL SCORE FOR APPROVAL
MYC698443APP5082017

- Assessment Reviewed And Waiting For Approval -

Print Meeting Agreement Letter

Print Now — **A**

Upload Meeting Agreement Letter

Upload Assessor Agreement/Approval Letter (PDF Only)

Browse... No file selected. — **B**

Upload Letter — **C**

Uploaded Letter

- ❖ **A** : Print Letter action
- ❖ **B** : Browse required letter of agreement
- ❖ **C** : Upload submit button file has been selected

4.12 View Approval Status

Step Procedure

- 1 View Assessment status (approval from Administrator)

Project Reference No	Name Of Project	Gross Floor Area	Target Point	Registration Fee	Secretariat Review	Assessor(s)	
MYC637012APPS082017 Status : WAITING OFFICIAL SCORE FOR APPROVAL Applicant : 111111	KONDO ATAS BUKIT TINGGI	12000 .M2	/ 120	RM10,000.00	Secretariat Meeting/Review Approval	Assessor Email	Date
						nasiryusoff@gmail.com	2017-08-14
						nasircidb@gmail.com	2017-08-14
MYC698443APPS082017 Status : WAITING OFFICIAL SCORE FOR APPROVAL Applicant : 808080	Menara KL 118	20000 .M2	140 / 148	RM10,000.00	Secretariat Meeting/Review Approval	Assessor Email	Date
						cyberizal@gmail.com	2017-10-10
						nasiryusoff@gmail.com	2017-10-10

- If the Administrator approved/accepted the letter, he/she will proceed with the certificate printing.