

User Manual

(Web Portal Application for Content Administrator)

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



For :



Prepared by:



Confidential Clause

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1. GENERAL INFORMATION

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

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

1.1 System Overview

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

1.1.1 System Name

MyCREST Web Portal Application.

1.1.2 System Platform and Accessibility

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

1.1.3 System Overview

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

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

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

1.1.4 *Access Control*

The back-end functionalities are permitted for the **Content Administrator** 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

2. GETTING STARTED

2.1 Web Browser and Website Address

Step Procedure

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



- 2 ▪ At the address bar, type the website address.

Website Address: <https://mycrest.cidb.gov.my/admin/login.php>



2.2 Obtain User Account

Step Procedure

- 1 ▪ The Content Administrator is required to enquire the user account from the **SUPERADMIN**.

2.3 Logging On

Step Procedure

- 1 ▪ Key in the provided username and password.



- System will display the default dashboard.

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

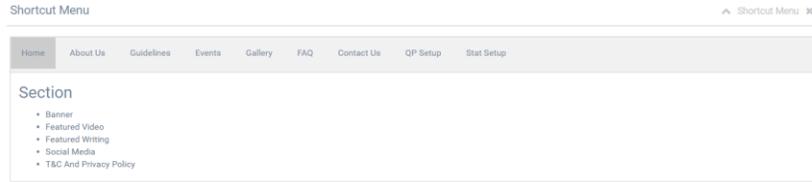
2.4 System Menu

Step Procedure

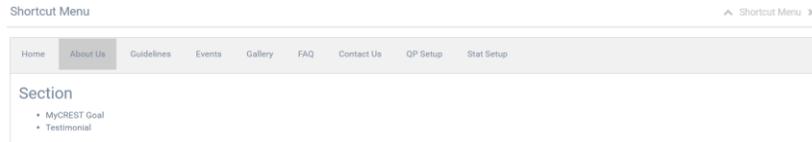
- 1 ▪ From the default dashboard, there are two (2) sections available:
 - a) (Horizontal) Shortcut Menu Options: on top of the webpage
 - b) (Vertical) Shortcut Menu Options: on left side of the webpage

- 2 ▪ At the (Horizontal) Shortcut Menu, navigate the options. Each main menu has sub-menu (sections) as shown below:

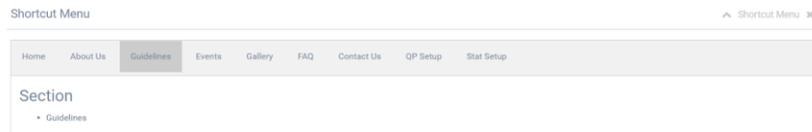
Menu	Sections
a) Home	<ul style="list-style-type: none"> ▪ Banner ▪ Featured Video ▪ Featured Writing ▪ Social Media ▪ T&C and Privacy Policy



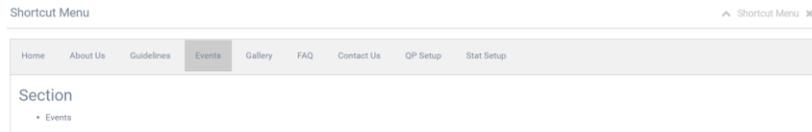
- b) About Us
 - MyCREST Goal
 - Testimonial



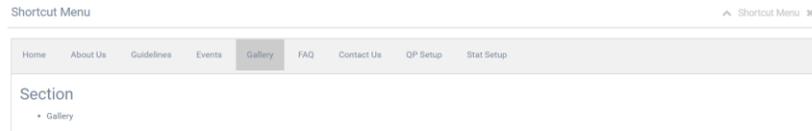
- c) Guidelines
 - Guidelines



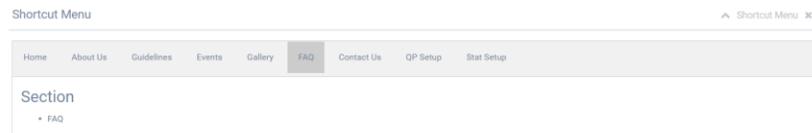
- d) Events
 - Events



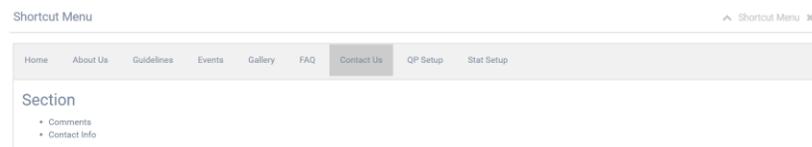
- e) Gallery
 - Gallery



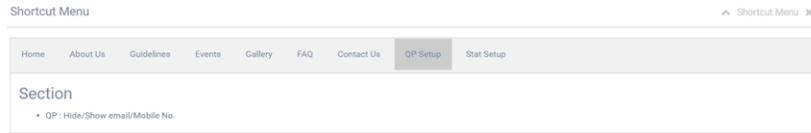
- f) FAQ
 - FAQ



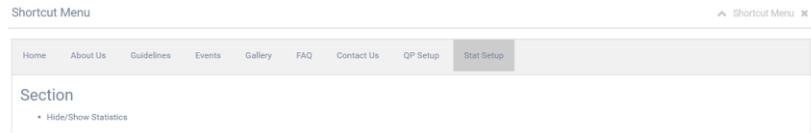
- g) Contact Us
 - Comments
 - Contact Info



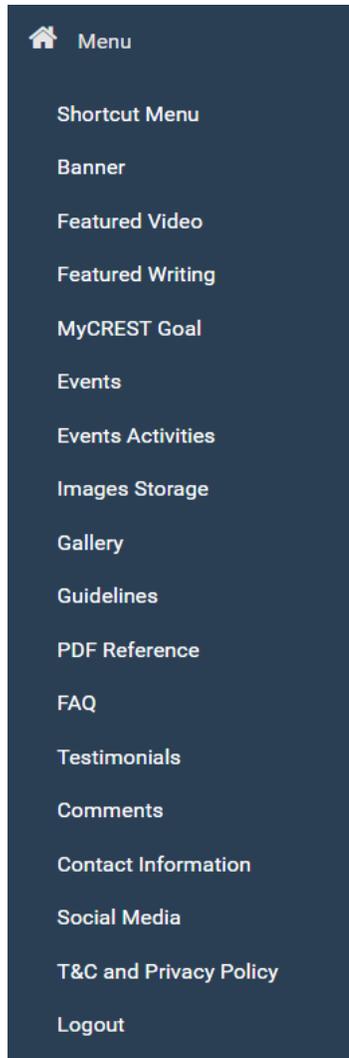
h) QP Setup ▪ QP: Hide/Show Email/Mobile No.



i) Stat Setup ▪ Hide/Show Statistic



- 3 ▪ At the (Vertical) Shortcut Menu, navigate the options as shown below:



Menu

- Shortcut Menu
- Banner
- Featured Video
- Featured Writing
- MyCREST Goal
- Events
- Events Activities
- Images Storage
- Gallery
- Guidelines
- FAQ
- Testimonials
- Comments
- Contact Information
- Social Media
- T&C and Private Policy
- Logout

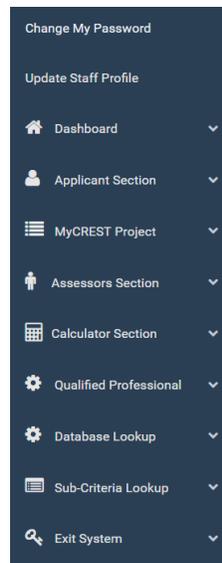
2.5 Change Password

Step Procedure

- 1 ▪ The Content Administrator is required to access the MyCREST Assessment System to change the password.
 - Visit <http://mycrest.cidb.gov.my>
- 2 ▪ Key in the provided username and password.



- 3 ▪ From the menu options, click on “Change My Password”



4



Change My Password

Guida: Password Must Include One Letter, One Number and minimum of 8 Characters

Old Password:

New Password:

Re-Type New Password:

Update Password Reset

- 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

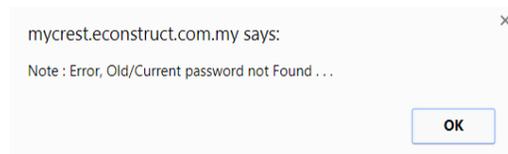
- Click **Update Password** when completed.

6

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

7

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



2.6 Exit System

Step Procedure

1

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

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

3.1 Menu Navigation

Step Procedure

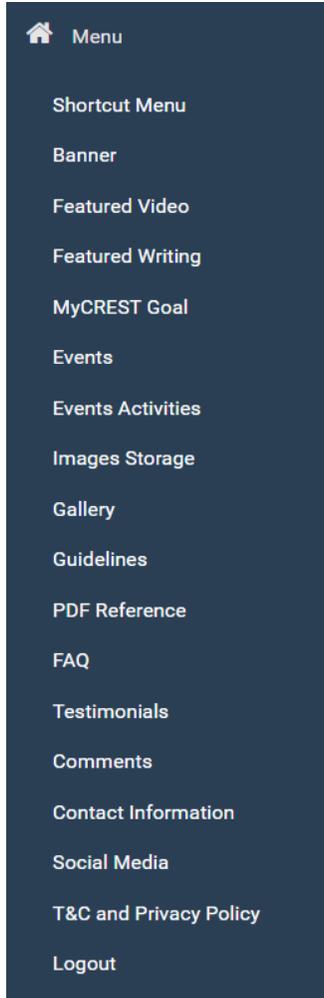
- 1 Key in the provided username and password



3.2 Banner – Publish, Un-publish, Edit and Remove

Step Procedure

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



- 2 Key in the provided text box field

main banner title :

main banner sub-title :

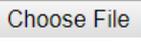
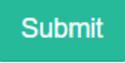
url links :

url title :

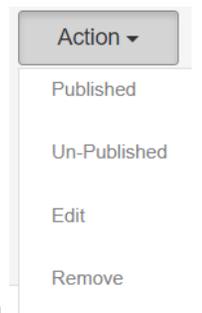
3

- Click  when completed
- The latest banner details shall appear in the entries shown

4

- Click  to choose banner picture
- Click  to submit the banner picture

5

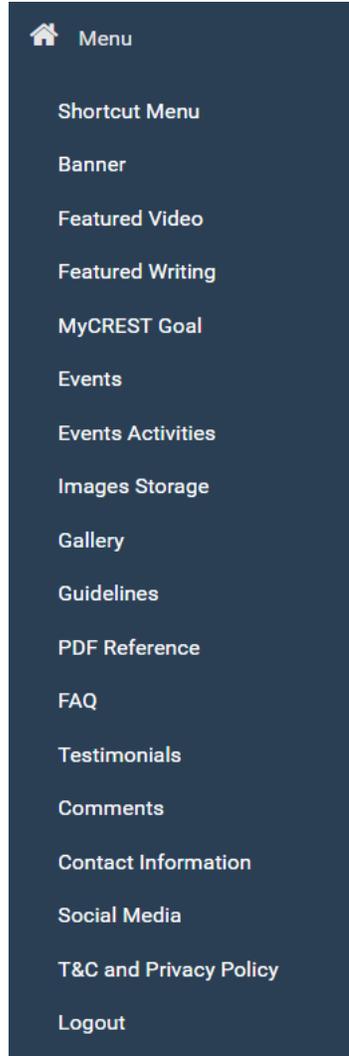


- Choose any action where:
 - a) Published: Banner picture to be published at the front-end portal
 - b) Un-Published: Banner picture to be unpublished at the front-end
 - c) Edit: Banner to be edit by admin
 - d) Remove: Banner to be remove from the MyCREST Portal

3.3 Featured Video – Video URL and Background Image

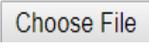
Step Procedure

- 1 From the (vertical) shortcut menu, click on “Featured Video”.



- Fill in the URL of the Featured Video URL field box provided

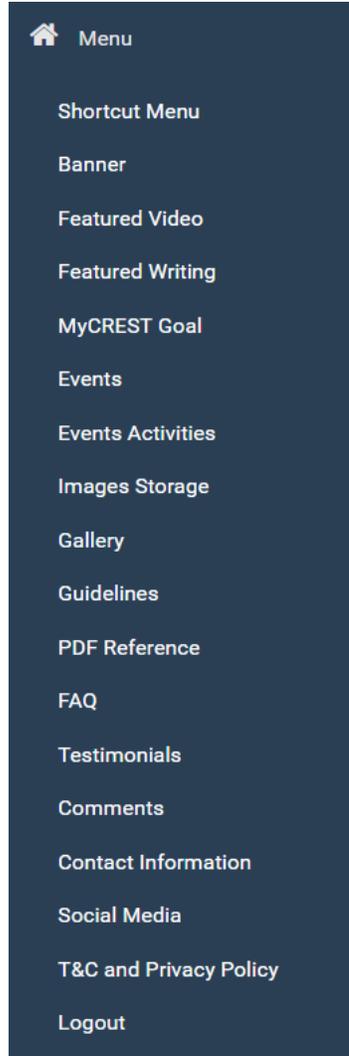
- Click  to submit the video

- 2 Click  to upload Featured Video's background and click  to upload the picture

3.4 Featured Writing – Publish, Background Image, Edit and Remove

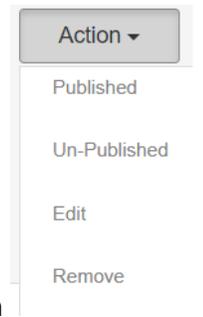
Step Procedure

- 1 From the (vertical) shortcut menu, click on “Featured Writing”



- Fill in the title of the writing and writer in the field box provided
 - Click to insert the article

- 2 Click to choose Featured Writing Background and click to upload the background

3

- Choose any action where:
 - a) Published: Background picture to be published at the front-end portal
 - b) Un-Published: Background picture to be unpublished at the front-end
 - c) Edit: Background to be edit by admin
 - d) Remove: Background to be remove from the MyCREST Portal

3.5 MyCREST Goal – Publish and Edit

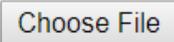
Step	Procedure
------	-----------

1	
---	--

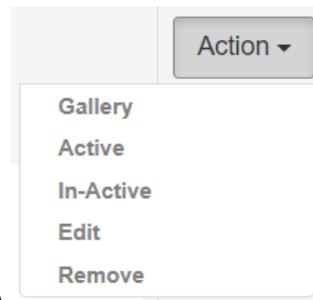
- | | |
|---|---|
| 1 | <ul style="list-style-type: none">▪ Click Update Goals to edit the MyCREST Goals |
|---|---|

3.6 Event – Publish, Edit, Remove, Active/Inactive and Gallery

Step Procedure

- 1
 - Fill in the Event details:
 - 1) Event Name
 - 2) Event Address
 - 3) City
 - 4) Postcode
 - 5) State
 - 6) Country
 - 7) Event Start Date
 - 8) Event End Date
 - 9) Event Fee
 - Click  to choose Event Poster or Document
 - Click  to add the new event

2



- Choose any action where:
 - a) Gallery: Direct to New Events Gallery
 - b) Active: Event to be published at the front-end
 - c) In-Active: Event to be un-published by admin
 - d) Edit: Event to be edit from the MyCREST Portal
 - e) Remove: Event to be remove from the MyCREST Portal

3.7 Events Activities - Publish, Edit, Remove, Active/Inactive and Gallery

Step Procedure

- 1 ▪ Choose any Event Name under dropdown box below

Event Name :

Event Description (New):

- Insert the event description and
 - click [Add New Event](#) to add the new event

2

- Choose any action where:
 - a) Gallery: Direct to New Events Gallery
 - b) Active: Event to be published at the front-end
 - c) In-Active: Event to be un-published by admin
 - d) Edit: Event to be edit from the MyCREST Portal
 - e) Remove: Event to be remove from the MyCREST Portal

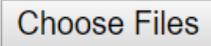
3.8 Image Storage – Choose Image, Upload, Cancel, Delete

Step Procedure

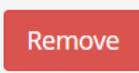
1

- From the (vertical) shortcut menu, click on “Featured Writing”



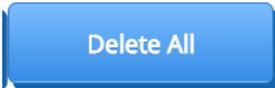
- Click  to choose any image file to store (can choose to select multiple files)
- Choose  to upload all the images selected

2

- Click  to remove selected image
- To remove selected images, select any image and click





- Click  to remove all the images uploaded

3.9 Gallery – Publish, Active/Inactive, and Remove

Step Procedure

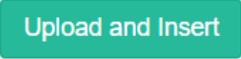
1

Category :

- Please Select One -

- Please Select One -

Image
newspaper
video

- Choose any category either Image, Newspaper or Video
- Click  to upload Image Gallery and click  to upload and insert the Gallery

2

Action ▾

In-Active

Active

Remove

- Choose any action where:
 - a) In-Active: Gallery will not be published at the front-end
 - b) Active: Gallery will be published at the front-end
 - c) Remove: Gallery to be removed from MyCREST Portal

3.10 Guidelines

Step Procedure

- 1** ▪ Fill in the details provided

- 1) Guidelines ID
- 2) Title
- 3) Description

guidelines ID :

Title :

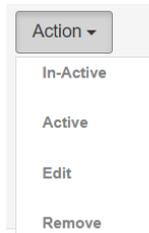
description :

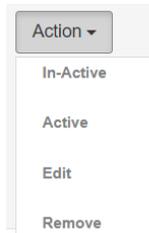


A rich text editor toolbar with various icons for text formatting and editing, including bold, italic, strikethrough, bulleted list, numbered list, link, and unlink.

- Click  to insert the new guidelines

2



- Choose any action  where
- a) In-Active: Guidelines to not be published at the front-end
 - b) Active: Guidelines to be to be published at the front-end
 - c) Edit: Guidelines to be edited
 - d) Remove: Guidelines to be remove from MyCREST Portal

3.11 FAQ – Publish, Active/Inactive, Edit and Remove

Step Procedure

1

- Click **Menu : Add New Category** to add new FAQ category
- Insert the new category and click **Insert** and message will appear indicate new category has been inserted

Note : Category Inserted successfully

- Click **Menu : Back** to return to FAQ page

2

- Click **| Remove Category** to remove any category
- Click Remove to remove the selected category, to update any category, click Update

Action	
Update	Remove
Update	Remove

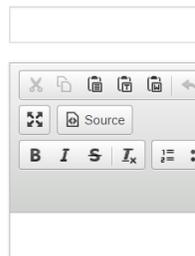
- Click **Menu : Back** Back button to return to FAQ page

3

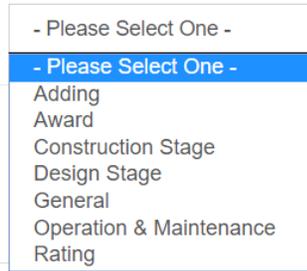
- Fill in the new FAQ details as provided

(1) Frequently Asked Question

Answer

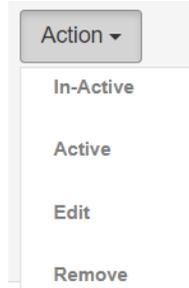


- Choose any category that suits the new FAQ



4

- Choose any action where
 - a) In-Active: FAQ to not be published at the front-end
 - b) Active: FAQ to be to be published at the front-end
 - c) Edit: FAQ to be edited
 - d) Remove: FAQ to be remove from MyCREST Portal



3.12 Testimonials - Publish, Active/Inactive, Edit and Remove

Step Procedure

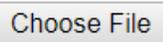
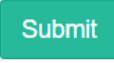
- 1
 - Fill in the testimonials in the text box field provided
 - 1) Person/Building Name
 - 2) Person Position/Company Name
 - 3) Testimonial Description

Person/Building Name :

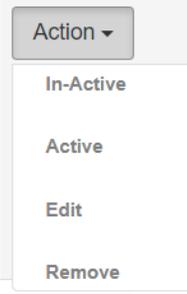
Person Position/Company Name :

Testimonial Description

- Click  to insert the new testimonial

- 2
 - Click  to choose testimonial picture and click  to submit the picture

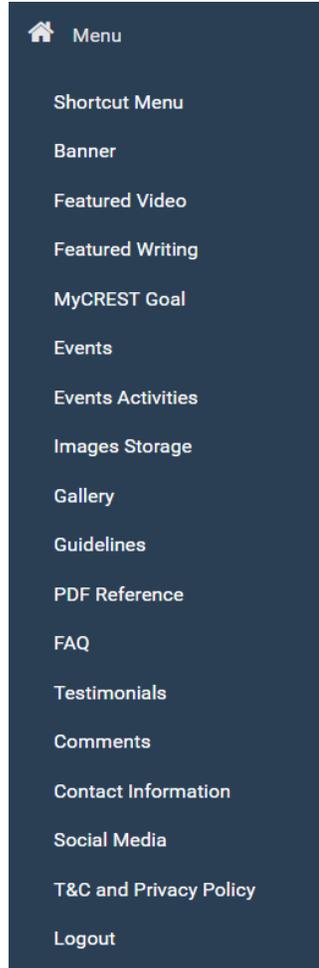
3

- Choose any action  where
 - a) In-Active: Testimonials to not be published at the front-end
 - b) Active: Testimonials to be to be published at the front-end
 - c) Edit: Testimonials to be edited
 - d) Remove: Testimonials to be remove from MyCREST Portal

3.13 Comments – Publish, Active/Inactive, Edit and Remove

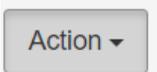
Step Procedure

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



- 2

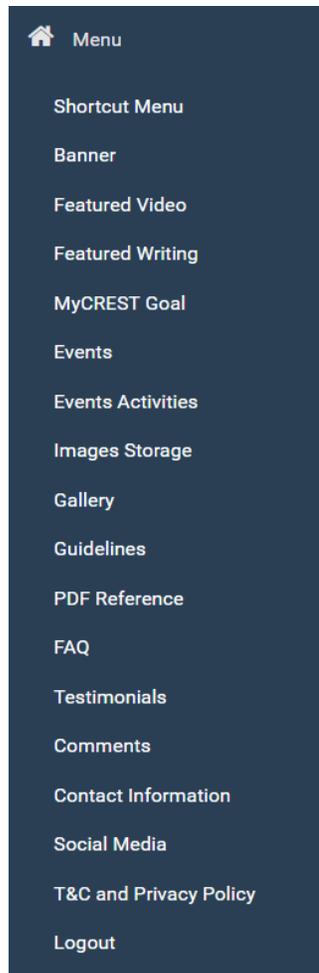
- Click Reply  to reply any comments selected

- Click Remove  to remove the comments from MyCREST Portal

3.14 Contact Information – Publish, Edit and Remove

Step Procedure

- 1 From the (vertical) shortcut menu, click on “Contact Information”.



- 2 Fill in or update the contact information field box provided and click

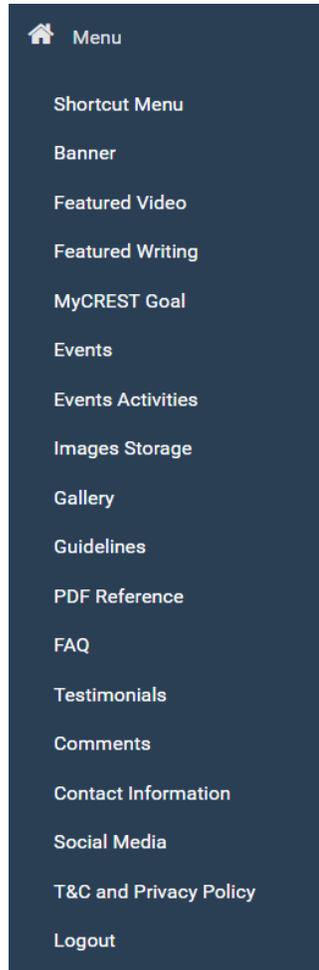
Save To Web

to save the information

3.15 Social Media

Step Procedure

- 1 From the (vertical) shortcut menu, click on “Social Media”.

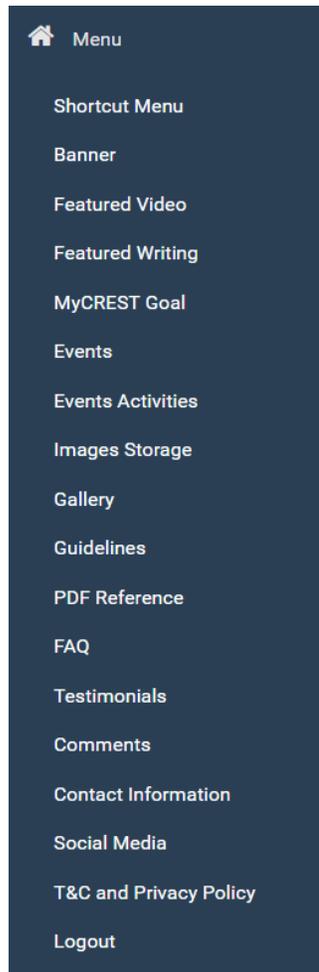


- 2 Fill in or update the social media information field box provided and click **Update Links** to update the information

3.16 Terms and Conditions – Publish, Edit and Remove

Step Procedure

- 1 ▪ From the (vertical) shortcut menu, click on “T&C and Privacy Policy”.

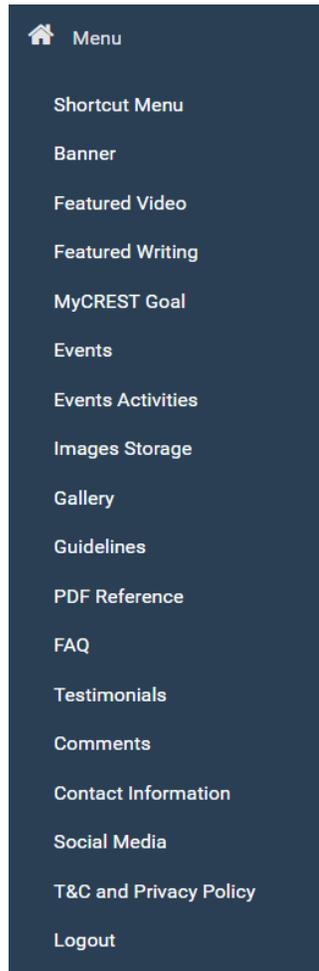


- 2 ▪ Update the Terms & Conditions description box provided and click [Update Terms & Conditions](#)

3.17 Privacy Policy – Publish, Edit and Remove

Step Procedure

- 1 From the (vertical) shortcut menu, click on “T&C and Privacy Policy”.



- 2 Update the Privacy Policy description box provided and click **Update Privacy Policy**

3.18 Logout

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

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

