

User Manual (Assessment System for Master Admin)

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



For :



Prepared by:



**Our Ref.: ECSB/2017/80.32.0-3022/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 **Master Admin** 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.

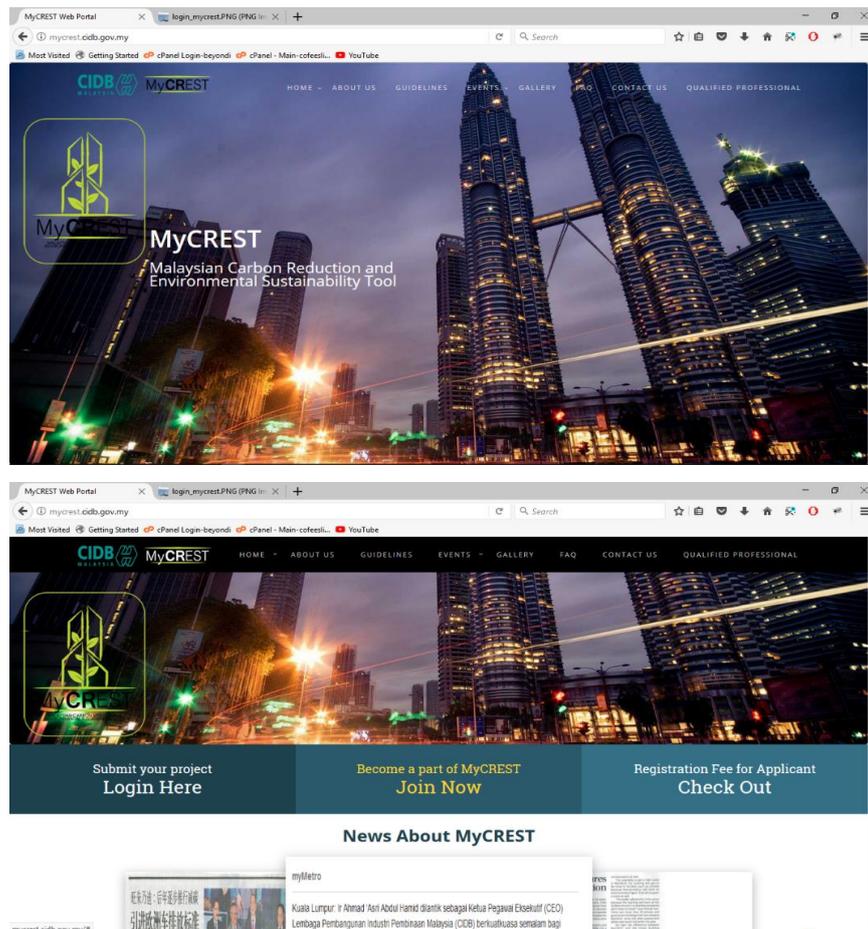


- 2 At the address bar, type the website address (to access direct login page).

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



- This is direct login for without visiting MyCREST Official Website

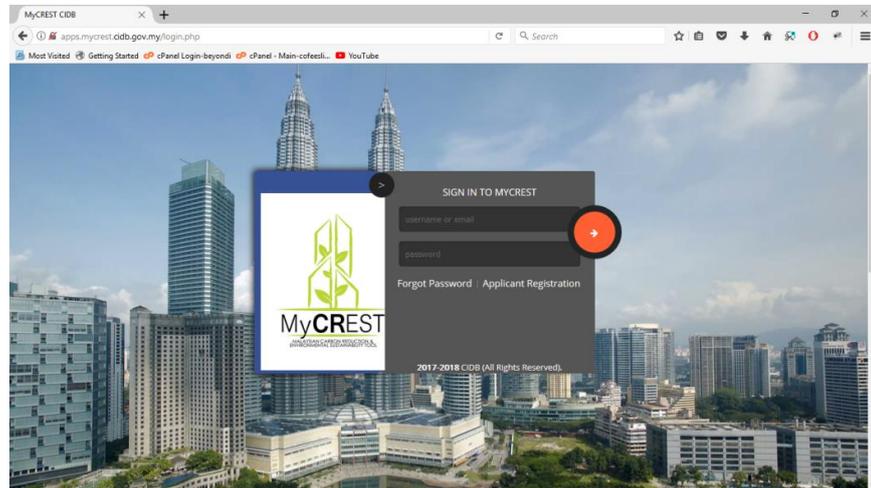


3.2 Master Admin Login

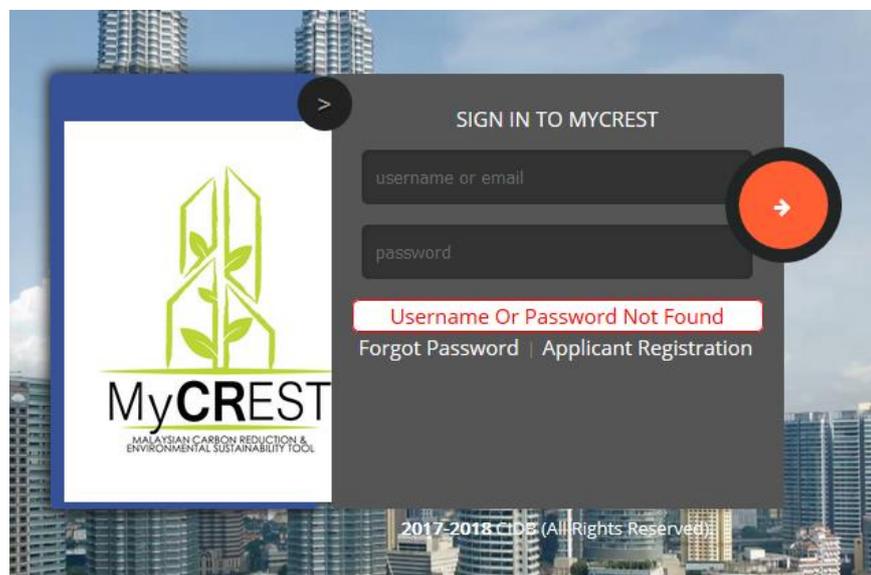
Step Procedure

- 1 Visit the main webpage

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



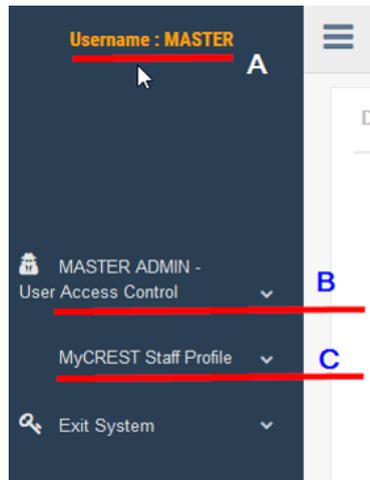
- 2 An error message will be displayed if username or password is entered wrongly.



3.3 Main Menu

Step Procedure

- 1
 - Master Admin successfully login to the system
 - Master Admin – User Access Control
 - MyCREST Staff Profile



3.4 Exit System

Step Procedure

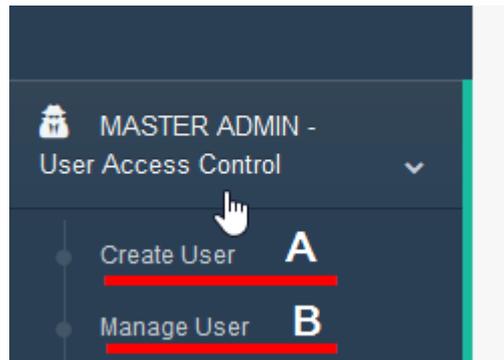
- 1
 - From the (vertical) shortcut menu, click on “Logout”.

4. USING THE SYSTEM (ONLINE)

4.1 User Access Control

Step Procedure

- 1
 - Create User (NEW USER)
 - Manage User (EXISTING USER)



- 2
 - Master Admin click Create User menu link

- ❖ A : Master Admin key-in New Username
- ❖ B : Key-in Temporary/Default password
- ❖ C : Select Type from dropdown (Refer below Table)
- ❖ D : Click on Create User Green Button

- 3
 - Type of User Access

- ❖ A : Sample of username for admin011
- ❖ B : Password entry is visible so user doesn't need to double confirm password

- ❖ C : Type: ADMIN, APPROVER, CLERK, SECRETARIAT, FINANCE, DATA ENTRY

4.2 Manage Existing Data

Step Procedure

1

Type	Username	Login Status	Full Name	Email Address	Department	Staff Status	Action
ADMIN	Admin001	ACTIVE	Mohd Shahrizzal Bin Amdan	Rizzal@econstruct.com.my	CIDB MYCREST	WORKING	Assign Staff Suspend User Change Password
ADMIN	Admin005	ACTIVE	Aming Spring	Aming@gmail.com	CIDB CREAM	WORKING	Assign Staff Suspend User Change Password
ADMIN	Syahirah Ismail	ACTIVE					Assign Staff Suspend User Change Password
ADMIN	Admin003	ACTIVE	Nasir Bilal Khan	Nasir@econstruct.com.my	CIDB MYCREST	ON-LEAVE	Assign Staff Suspend User Change Password

- Assign Staff – Assign staff name to the created Username that has not have staff name or change other staff to existing username

ASSIGNING STAFF & USER ACCESS LOGIN

2

- Suspend User – Block user from accessing system

SUSPENDING USER ACCESS LOGIN

- ❖ A : Click Blue button Suspend User to Block login access
- ❖ B : Click on green UN-Suspend user to un-blocked access

3 Change Staff's Password

CHANGE PASSWORD USER ACCESS LOGIN

Username **A**

New Password **B**

Re.Type New Password **C**

D

- ❖ A : username selected for password change
- ❖ B : new password to be change
- ❖ A : Re-key in change password
- ❖ B : Click Update password button to confirm

4.3 MyCREST Staff Profile

Step Procedure

1 To create new staff, click on Staff Profile menu

CREATE STAFF PROFILE

Fullname *

Email Address *

Phone Number

Staff Department

Staff Status

A

B

Listing Of MyCREST Staff

Show entries Search:

Fullname	Email Address	Phone Number	Department	Staff Status	Action
ALBERT TAN	Nasiryusoff@gmail.com	0135566989	E-CONSTRUCT CIDB	RESIGNED	C <input type="button" value="Update Staff Rec"/>

- ❖ A : Insert All required details, select staff department and staff status
- ❖ B : Click Create new Staff to save staff details
- ❖ C : Select any staff your want to make changes, and click Update staff Record

4.4 Update Staff Details

Step Procedure

1. Click on Update Staff Record

UPDATE STAFF PROFILE ^

FullName	<input type="text" value="ALBERT TAN"/>
Email Address	<input type="text" value="nasiryusoff@gmail.com"/>
Phone Number	<input type="text" value="0135566989"/>
Staff Department	<input type="text" value="E-CONSTRUCT CIDB"/>
Staff Status	<input type="text" value="RESIGNED"/>

A

B

- ❖ A : Make changes as required in staff details
- ❖ B : Click Update staff button to save