



Construction Industry Development Board of Malaysia (CIDB)

Event Management System (EvMS)

USER MANUAL

EvMS Calendar Portal

VERSION 1.0

Contents

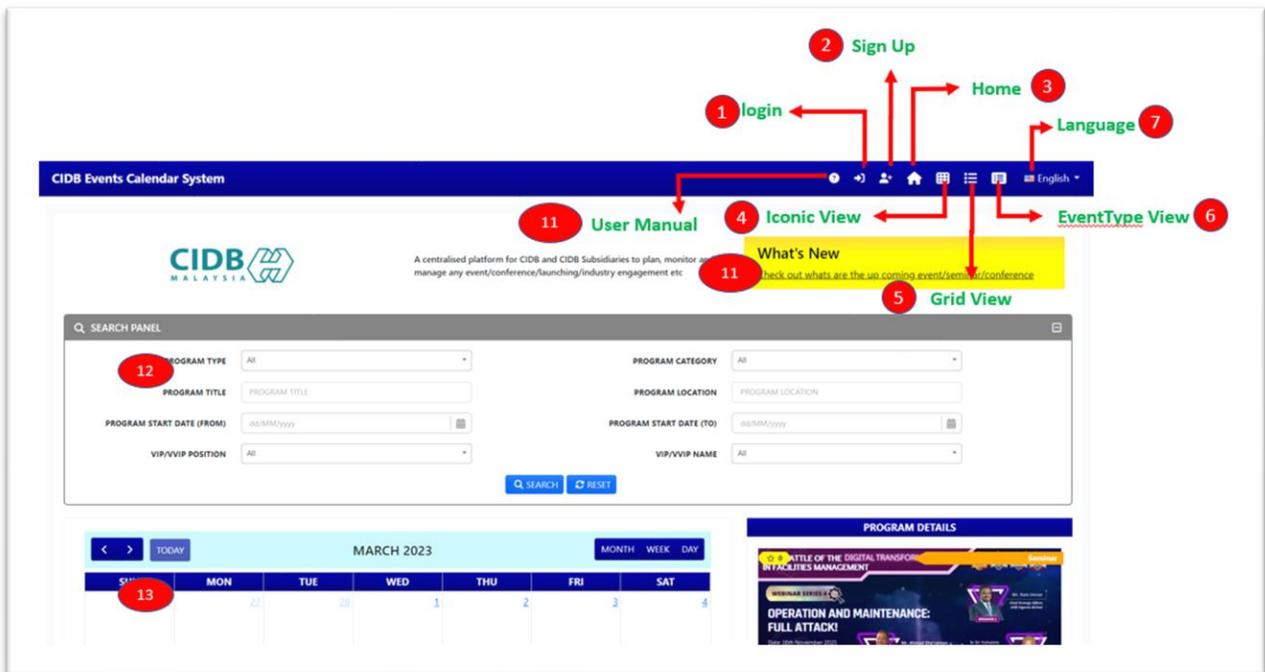
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1.0 Overview

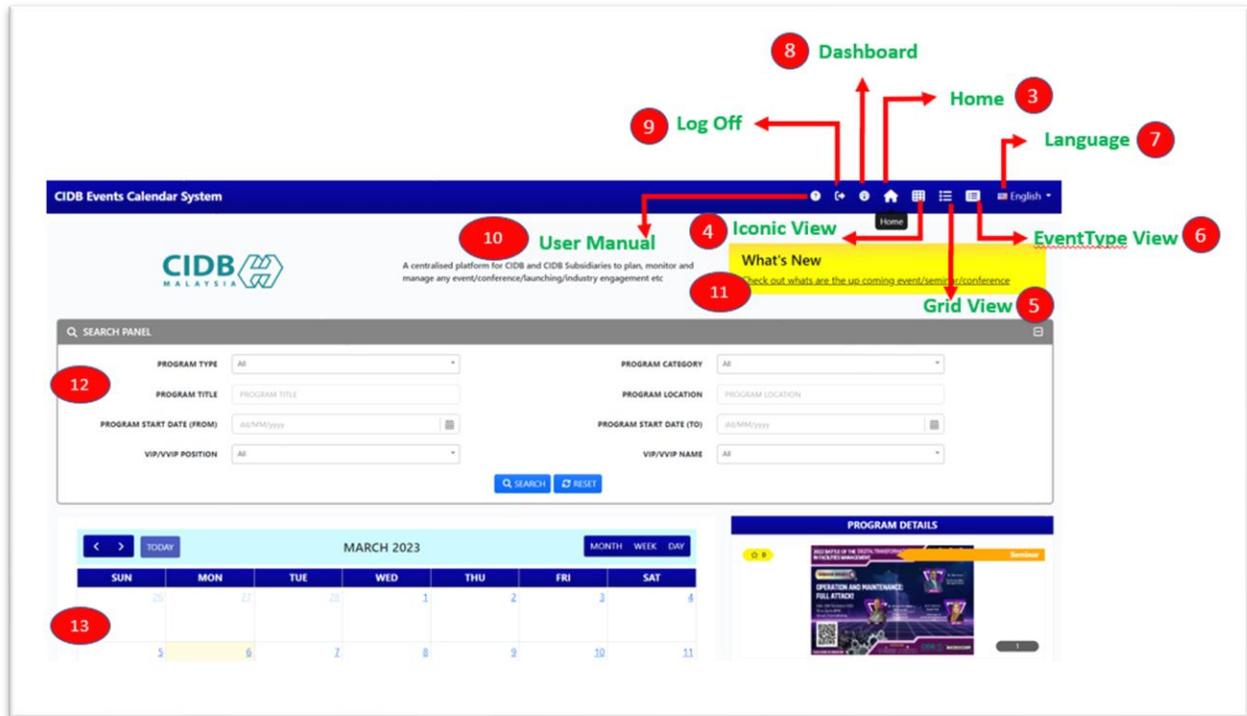
EvMS Calendar Portal is used to search, view and register to calendar of CIDB hosted events or programs. Signup & Login functions are available to track the participation, payments details & certificates.

When browse the url, the landing page will be displayed as below.

Before Login



After Login



Key functionalities of landing page as below

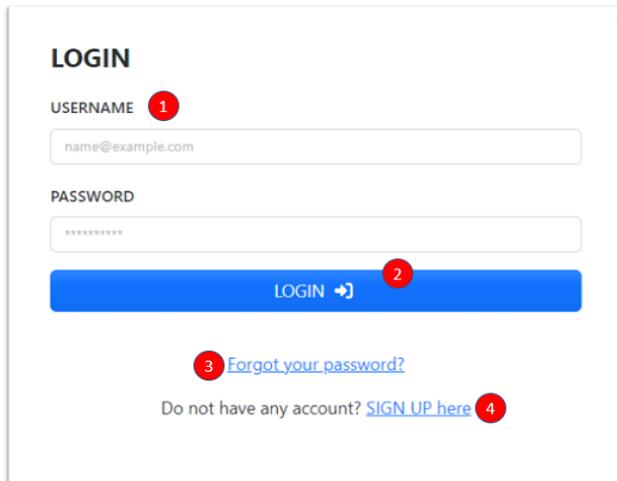
| No | Function | Details |
|----|--------------------|-----------------------------------------------|
| 1 | Login | <Login> screen will be displayed |
| 2 | Sign Up | <Sign Up> screen will be displayed |
| 3 | Home | <Home> screen will be displayed |
| 4 | Iconic View | <Iconic View> screen will be displayed |
| 5 | Grid View | <Grid View> screen will be displayed |
| 6 | Event Type View | <Event Type View> screen will be displayed |
| 7 | Language Selection | Dropdown to select language will be displayed |
| 8 | Dashboard | <Dashboard> screen will be displayed |
| 9 | Log Off | Log Off function |
| 10 | User Manual | Display user manual |
| 11 | <What's New> | Click on the link to load recent programs |
| 12 | Search Panel | Display event search filters |
| 13 | Content Panel | Display event content screen |

2.0 Login

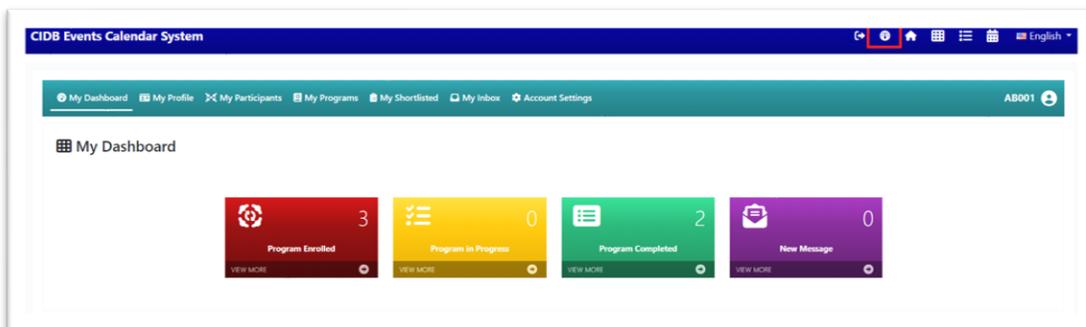
1. Click on <Login> icon



2. <Login> screen will be displayed

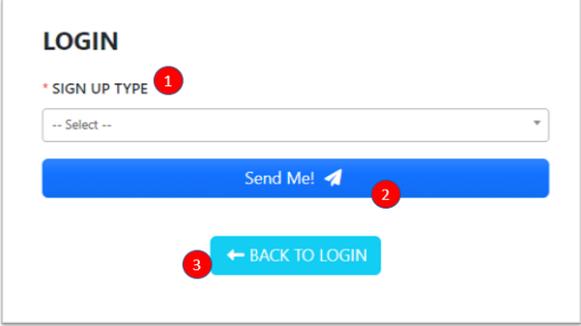
A screenshot of a white login form titled 'LOGIN'. It features a 'USERNAME' field with a red circle containing the number '1' next to it, containing the text 'name@example.com'. Below it is a 'PASSWORD' field with a red circle containing the number '2' next to it, containing several asterisks. A blue 'LOGIN' button with a right-pointing arrow and a red circle containing the number '2' next to it is positioned below the password field. Below the button is a link 'Forgot your password?' with a red circle containing the number '3' next to it. At the bottom, there is a link 'Do not have any account? SIGN UP here' with a red circle containing the number '4' next to it.

3. Key in login details (#1) and click on <Login> button (#2). If login details is correct, dashboard screen will be displayed.



4. There are few functions that available in <Login> screen

| No. | Function | Steps |
|-----|---------------------------|-----------------------------------------------------------------------------------------------|
| 1 | Forgot your password (#3) | a) Click on <Forgot your password> link b) <Forgot your password> screen will be displayed |

| | | |
|----|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | |  <p>LOGIN</p> <p>* SIGN UP TYPE 1</p> <p>-- Select --</p> <p>Send Me! 2</p> <p>3 ← BACK TO LOGIN</p> <p>c) key in sign up type & details required (#1) d) Click on <Send Me> button (#2). Email will be sent to registered emailed to change password. e) Click <Back To Login> to return to <Login> page (#3).</p> |
| 2. | Sign Up Here (#4) | a) Click on <Sign Up Here> link to return to Sign Up screen. Refer to section 3.0 |

3.0 Sign Up

1. Click on <Sign Up> icon



2. <Sign Up> screen will be displayed

A white rectangular form titled 'SIGN UP' in bold black text. Below the title is a dropdown menu labeled '* SIGN UP TYPE' with a red circle containing the number '1' next to it. The dropdown shows '-- Select --'. Below this are three text input fields: 'USERNAME', 'PASSWORD', and 'PASSWORD'. Below the input fields is a blue button labeled 'SIGN UP' with a right-pointing arrow icon. A red circle containing the number '2' is next to this button. Below the blue button is a light blue button labeled '← BACK TO LOGIN'. A red circle containing the number '3' is next to this button.

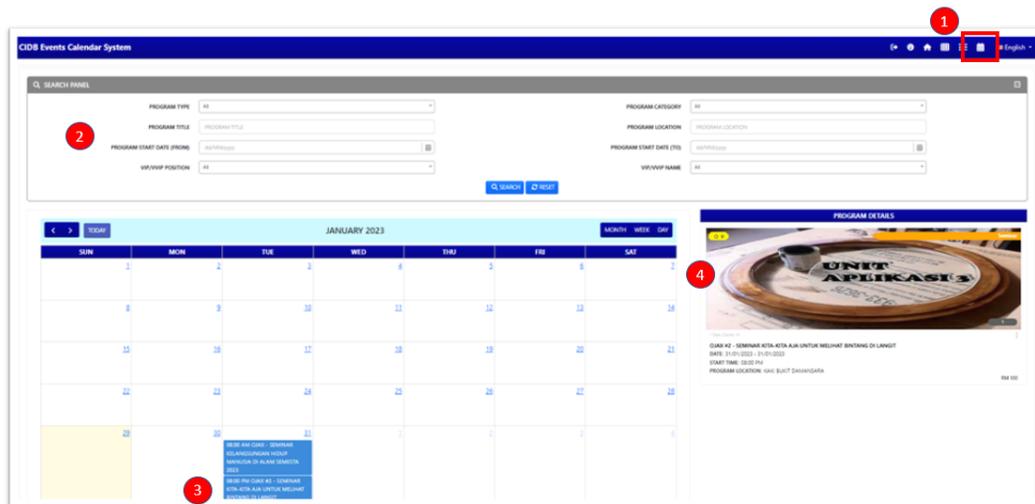
3. Select <Sign Up Type> (#1) and fill up the required details.
4. Click on <Sign Up> button (#2). Upon successful sign up, <Profile> screen will be displayed.
5. Click on <Back to Login> (#3) to return to <Login> screen.

4.0 Home

1. Click on <Home> icon (#1)



2. <Home> screen will be displayed with <Calendar View> display
3. <Calendar View> screen will be displayed with Active Program list in calendar display



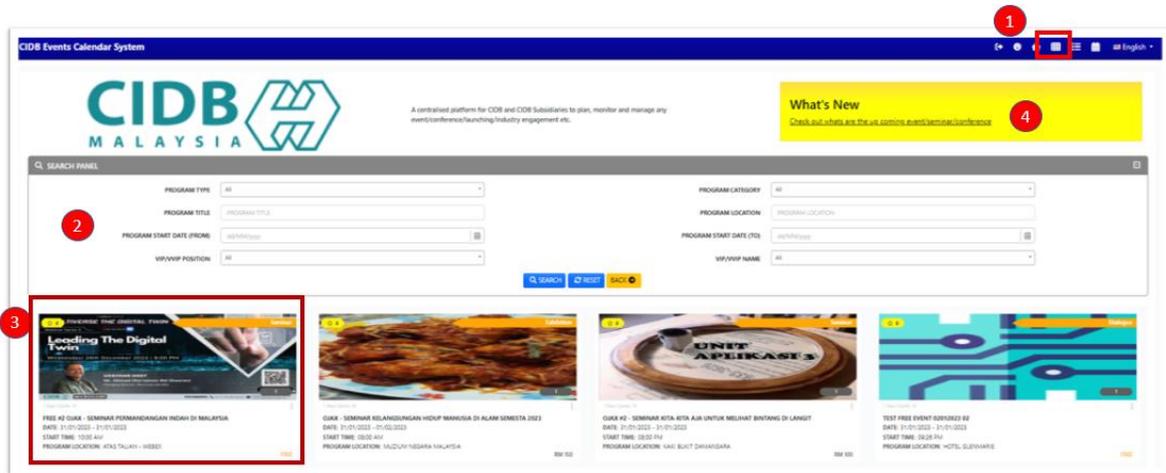
4. Key in the search filters and click on <Search> button to search desired records (#2).
5. Click on <Program> content box in calendar view Program Main detail (#3).
6. Click on <Program Detail> content box to load <Program Detail> screen (#4). Refer to section 8.0.

5.0 Iconic View

1. Click on <Iconic View> header panel icon (#1)



2. <Iconic View> screen will be displayed with Active Program listing.



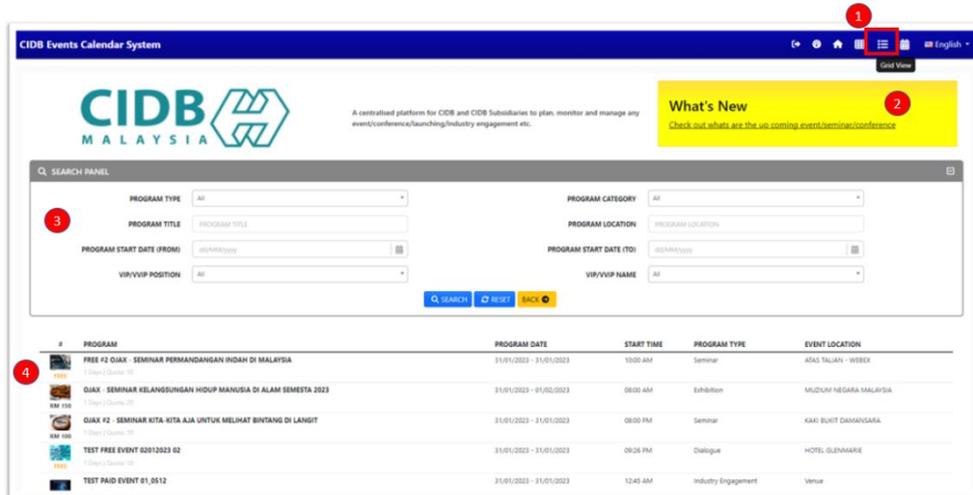
3. Select the filters and click on <Search> button to find the desired program (#2).
4. Click on <Program> content box to load the program details (#3). Refer to section 8.0
5. Click on <What's New> link to load recent program listing (#4). Refer to section 10.0.

6.0 Grid View

1. Click on <Grid View> header panel icon (#1)



2. <Grid View> screen will be displayed with Active Program listing.

A screenshot of the CIDB Events Calendar System interface. The top navigation bar is dark blue with a 'Grid View' icon highlighted by a red circle with the number '1'. Below the navigation bar is a yellow 'What's New' banner with a red circle and the number '2'. The main content area features a search panel with various filters: PROGRAM TYPE, PROGRAM CATEGORY, PROGRAM TITLE, PROGRAM LOCATION, PROGRAM START DATE (FROM), PROGRAM START DATE (TO), and VIRVVIP POSITION. A red circle with the number '3' is placed over the search filters. Below the search panel is a table listing active programs. A red circle with the number '4' is placed over the first row of the table. The table has columns for #, PROGRAM, PROGRAM DATE, START TIME, PROGRAM TYPE, and EVENT LOCATION.

| # | PROGRAM | PROGRAM DATE | START TIME | PROGRAM TYPE | EVENT LOCATION |
|---|------------------------------------------------------------------|-------------------------|------------|---------------------|------------------------|
| 1 | FREE #2 QUAK - SEMINAR PERMANGANGAN INDAH DI MALAYSIA | 31/01/2023 - 31/01/2023 | 10:00 AM | Seminar | AKAS TEKUN - WISER |
| 2 | QUAK - SEMINAR KELANGSINGAN HIDUP MANUSIA DI ALAM SEMESTA 2023 | 31/01/2023 - 01/02/2023 | 09:00 AM | Exhibition | MUZIUM NEGARA MALAYSIA |
| 3 | QUAK #2 - SEMINAR KITA: SITA AJA UNTUK MELIHAT BINTANG DI LANGIT | 31/01/2023 - 31/01/2023 | 09:00 PM | Seminar | KAMPUNG DAMANGARA |
| 4 | TEST FREE EVENT 02012023 02 | 31/01/2023 - 31/01/2023 | 09:28 PM | Dialogue | HOTEL GLENMARIE |
| 5 | TEST PAID EVENT 01_0512 | 31/01/2023 - 31/01/2023 | 12:45 AM | Industry Engagement | Venue |

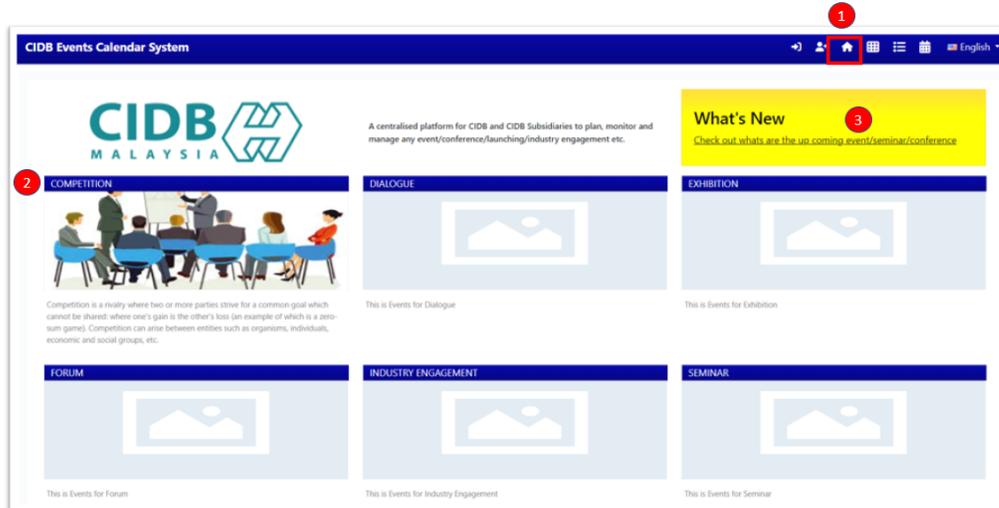
3. Select the filters and click on <Search> button to find the desired program (#3).
4. Click on record in the grid to load <Program Detail> screen (#4). Refer to section 8.0.
5. Click on <What's New> link (#2) to load recent program listing. Refer to section 10.0.

7.0 Event Type View

1. Click on <Home> icon (#1)



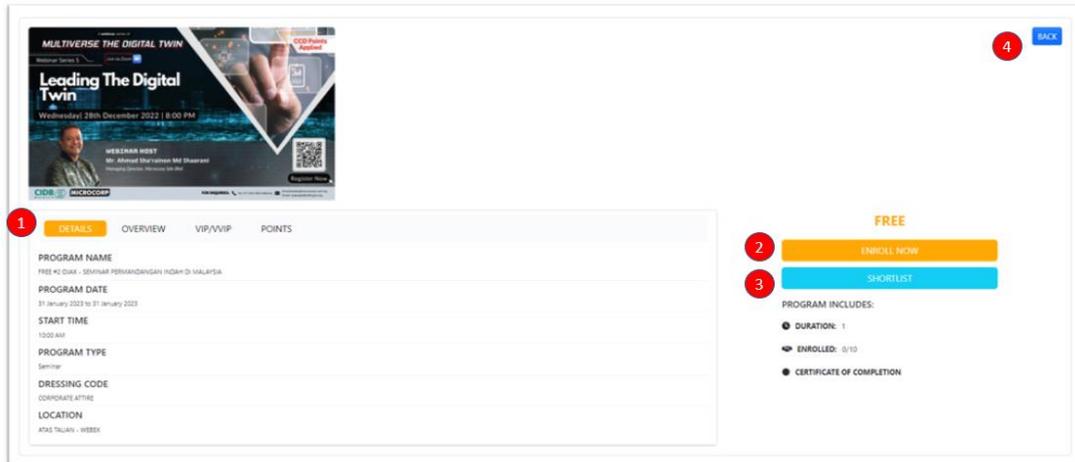
2. <Home> screen will be displayed with Active Program Type listing.



3. Click on <Program Type> content box to load program listing belongs to each program type (#2). Refer to section 8.0.
4. Click on <What's New> link to load recent program listing.
5. Program in the selected <Program Type> will be displayed in <Iconic View>. Refer to section 5.0.

8.0 Iconic/Calendar/Grid Detail View

1. Click on <Program Detail> content box or record.
2. <Program Detail> screen will be displayed.



3. Click on the following tab to view details of program (#1).
 - a) <Details> tab will display the details of program
 - b) <Overview> tab will display overview & files uploaded.
 - c) <VIP/VVIP> tab will display VIP or VVIP attending the program.
 - d) <Points> tab will display points that offered when participating the program.
4. To register, click on <Enroll Now> button (#2). Login is required to enroll to the program.
5. The <Register> screen will be displayed



6. For the further steps, refer to EvMS > [Event Registration User Manual](#).

7. To shortlist the program and register later, click on <Shortlist> button (#3). <Shortlist> button will be displayed after user login to the system.
8. The shortlisted program will be available to register till program start date reached or till the program is removed/registered from the shortlisted list.
9. To return to previous screen, click on <Back> button (#4).

9.0 Language Translation

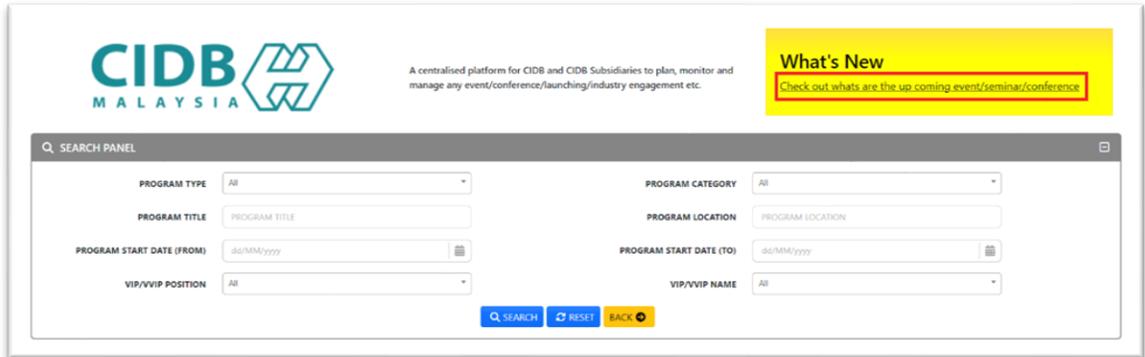
1. Click on <Language> icon header panel.



2. Select the desired <Language>.
3. The website – leader, label & message will be translated into selected language. The content still remains in original language (how the record has been created).

10.0 What's New

1. Click on <What's New> link



The screenshot displays the CIDB Malaysia website interface. At the top left is the CIDB MALAYSIA logo. To its right is the text: "A centralised platform for CIDB and CIDB Subsidiaries to plan, monitor and manage any event/conference/launching/industry engagement etc." On the top right, there is a yellow banner with the text "What's New" and a sub-link "Check out whats are the up coming event/seminar/conference". Below the banner is a search panel titled "SEARCH PANEL" with a magnifying glass icon and a close button. The search panel contains several filters: "PROGRAM TYPE" (dropdown menu set to "All"), "PROGRAM CATEGORY" (dropdown menu set to "All"), "PROGRAM TITLE" (text input field), "PROGRAM LOCATION" (text input field), "PROGRAM START DATE (FROM)" (calendar icon and "dd/MM/yyyy" input), "PROGRAM START DATE (TO)" (calendar icon and "dd/MM/yyyy" input), "VIP/VVIP POSITION" (dropdown menu set to "All"), and "VIP/VVIP NAME" (dropdown menu set to "All"). At the bottom of the search panel are three buttons: "SEARCH" (blue), "RESET" (blue), and "TRACK" (yellow).

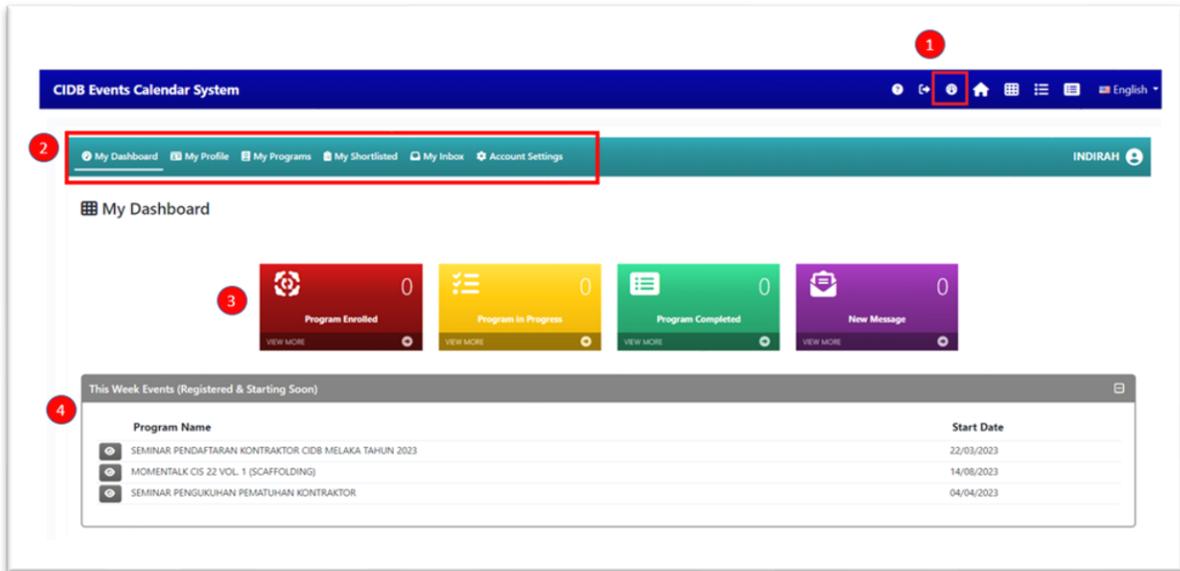
2. What's New screen will be displayed with recent programs posted.

11.0 Dashboard View

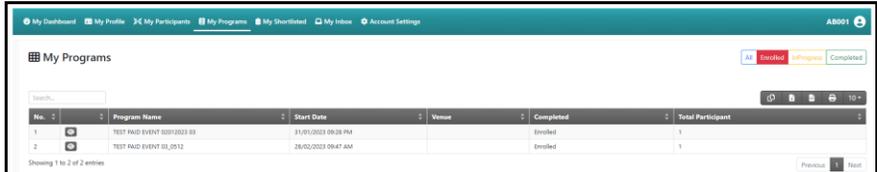
1. <Dashboard> icon will be displayed after user login.
2. Click on <Dashboard > header panel icon (#1)

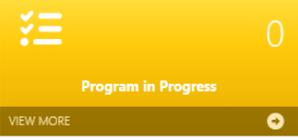
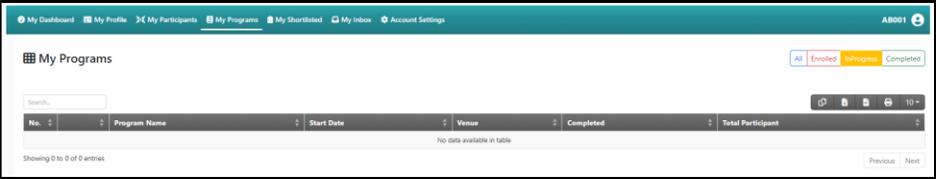
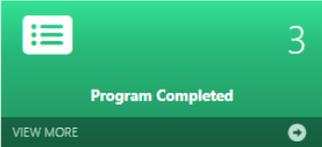
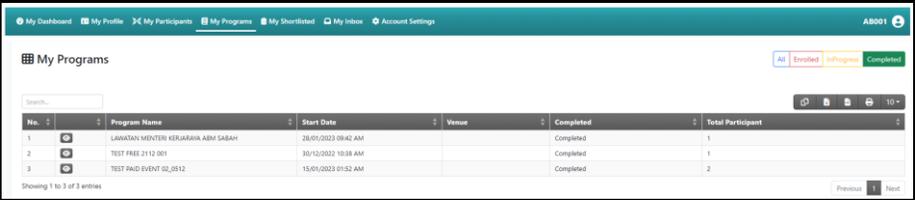
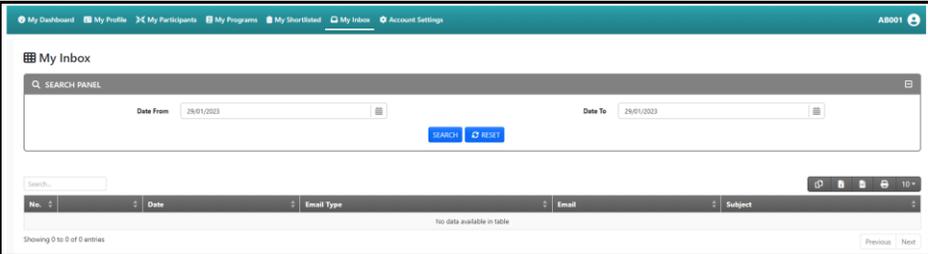


3. <Dashboard> screen will be displayed.



4. Click on Dashboard icons (#3) to redirect to desired screen

| No. | Function | Steps |
|-----|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Program Enrolled | <p>a) Click on <View More> in <Program Enrolled> dashboard menu</p>  <p>b) <Program> screen will be displayed with enrolled programs.</p>  |

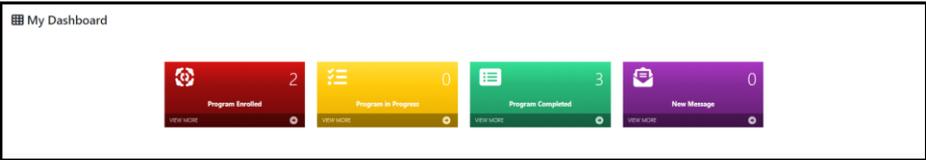
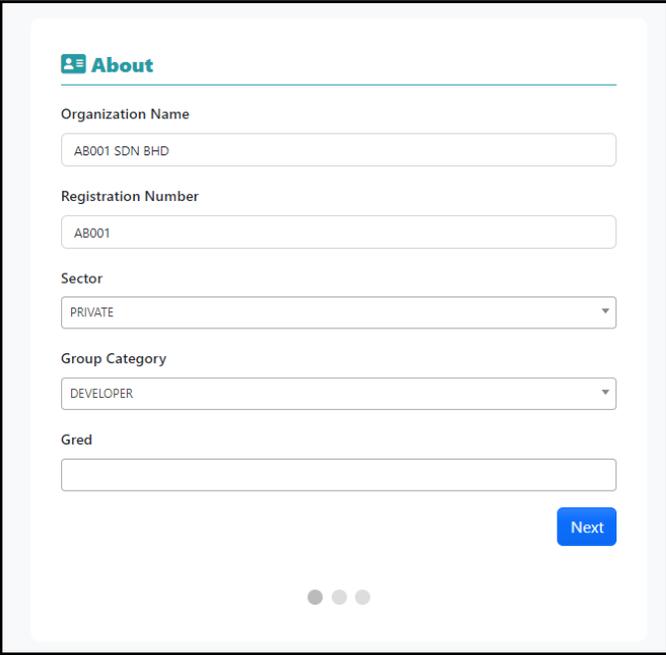
| | | |
|----|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | Program In Progress | <p>a) Click on <View More> in <Program In Progress> dashboard menu</p>  <p>b) <Program> screen will be displayed with 'In Progress' programs.</p>  |
| 3. | Program Completed | <p>a) Click on <View More> in <Program In Progress> dashboard menu</p>  <p>b) <Program> screen will be displayed with completed programs.</p>  |
| 4. | New Message | <p>a) Click on <View More> in <Program In Progress> dashboard menu</p>  <p>b) <My Inbox> screen will be displayed with new messages.</p>  |

| | | |
|--|--|--|
| | | |
|--|--|--|

5. Click on <Notification grid> header panel (#4) to display notification as below:

- This Week Events (Registered & Starting Soon)
- This Week Events (Pending for Registration & Starting Soon)
- Pending Payments for Registration

6. Click on Dashboard Tabs (#2) to redirect to desired screen.

| No. | Function | Steps |
|-----|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | My Dashboard | <p>a) Click on <My Dashboard> tab</p>  <p>b) <My Dashboard> tab screen will be displayed</p>  |
| 2 | My Profile | <p>a) Click on <My Profile> tab</p>  <p>b) <My Profile> screen will be displayed</p>  |

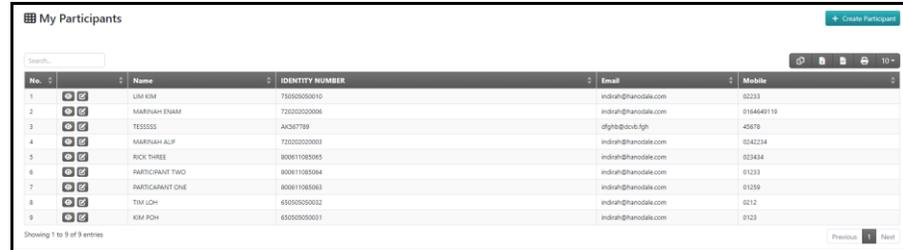
c) Modify the details and click <Next> button to continue the steps till <Submit> button to update the profile.

3. My Participants

a) Click on <My Participants> tab. Tab visible only for Organization type login.



b) <My Participants> tab will be displayed



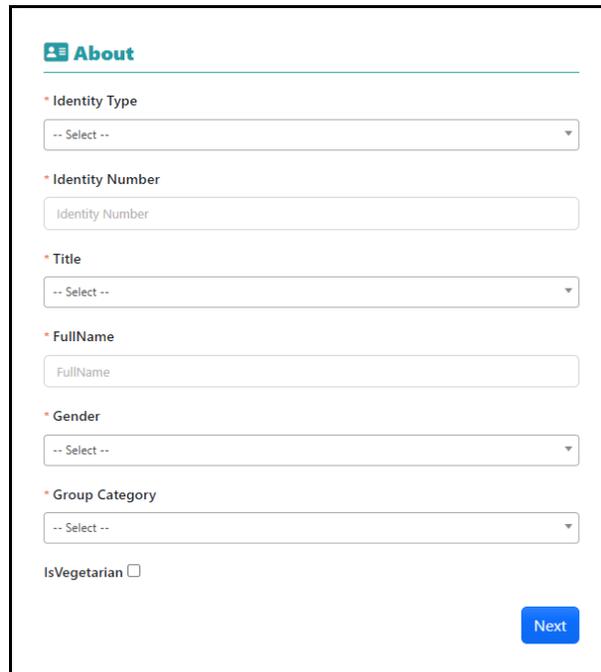
The image shows a screenshot of the 'My Participants' page. At the top right, there is a '+ Create Participant' button. Below it is a search bar. The main content is a table with columns: No., Name, IDENTITY NUMBER, Email, and Mobile. The table contains 9 rows of participant data.

| No. | Name | IDENTITY NUMBER | Email | Mobile |
|-----|-----------------|-----------------|---------------------|------------|
| 1 | LOK KIM | 710010000010 | indrah@hansdale.com | 92233 |
| 2 | MARSHAH ENAM | 710010000008 | indrah@hansdale.com | 9166469119 |
| 3 | TESSES | AK287789 | dgh@hansdale.com | 45678 |
| 4 | MARSHAH ALIF | 710010000003 | indrah@hansdale.com | 924234 |
| 5 | RICK THREE | 800611085065 | indrah@hansdale.com | 923434 |
| 6 | PARTICIPANT TWO | 800611085064 | indrah@hansdale.com | 91233 |
| 7 | PARTICIPANT ONE | 800611085063 | indrah@hansdale.com | 91259 |
| 8 | TIM LOH | 65050500002 | indrah@hansdale.com | 9212 |
| 9 | KIM POH | 65050500001 | indrah@hansdale.com | 9133 |

c) There are few functions that available:

Create Participant

- Click on <Create Participant> button
- <Create Participant> screen will be displayed



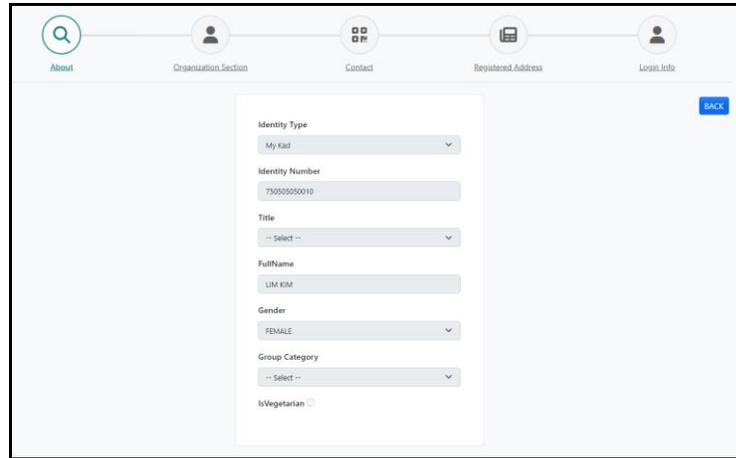
The image shows a 'Create Participant' form titled 'About'. It contains several input fields and dropdown menus:

- Identity Type:** A dropdown menu with '-- Select --'.
- Identity Number:** A text input field with 'Identity Number' as a placeholder.
- Title:** A dropdown menu with '-- Select --'.
- FullName:** A text input field with 'FullName' as a placeholder.
- Gender:** A dropdown menu with '-- Select --'.
- Group Category:** A dropdown menu with '-- Select --'.
- IsVegetarian:** A checkbox.
- Next:** A blue button at the bottom right.

- Fill in the details and click <Next> to continue the steps. Proceed till click <Submit> button.

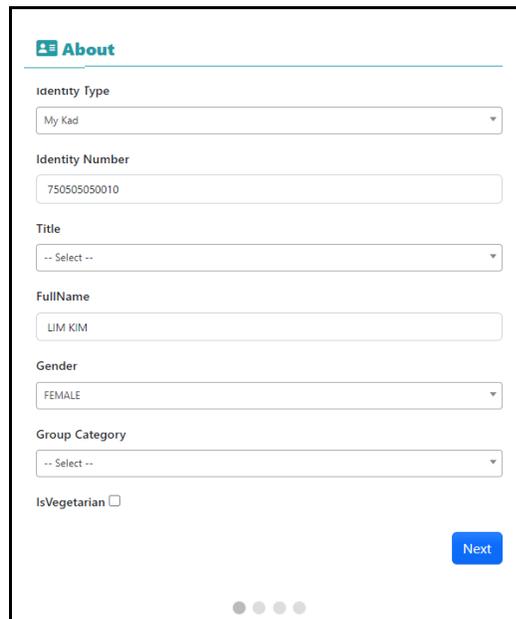
View Participant

- Click on <View> icon in the grid
- <View Participant> screen will be displayed



Edit Participant

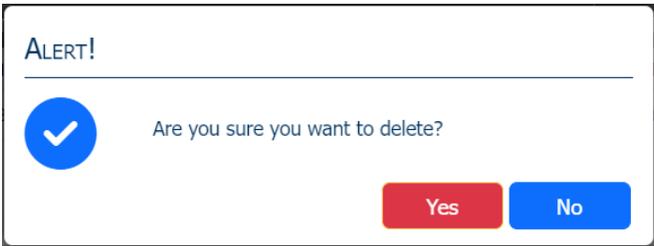
- Click on <Edit> icon in the grid
- <Edit Participant> screen will be displayed



- Modify the details and click <Next> to continue the steps. Proceed till click <Submit> button to update the profile.

Delete Participant

- Click on <Delete> icon in the grid
- Delete confirmation will be displayed



- Upon click yes, system will delete the participant record, if registration record not exist. if registration record exists for the selected participant, the binding with organization will be removed.

Change ID

- Click on <Change ID> icon in the grid.
- <Change ID> screen will be displayed.

A form titled "Change ID" with a white background and a thin border. It contains four input fields: "Current Identity Number" (pre-filled with "700611085063"), "* New Identity Number", "* Confirm Identity Number", and "* Remarks". Below the fields are two teal buttons: "Change Identity Number" with a refresh icon and "BACK" with a left arrow icon.

- Key in the required details and click on the <Change Identity Number> button to change the identity number of participant.

4. My Programs

My Program

a) Click on <My Program> button



b) <My Program> screen will be displayed

My Programs

Search...

| No. | Program Name | Start Date | Venue | Completed | Total Participant |
|-----|--------------------------------------|---------------------|-------|-----------|-------------------|
| 1 | LAWATAN MENTERU KERJAJARAN ABM SABAH | 28/01/2023 09:42 AM | | Completed | 1 |
| 2 | TEST FREE 2112 001 | 30/12/2022 10:38 AM | | Completed | 1 |
| 3 | TEST RAID EVENT 02_0512 | 15/01/2023 01:52 AM | | Completed | 2 |

Showing 1 to 3 of 3 entries

c) There are few functions that available:

View Program

- Click on <View> icon in the grid.
- <View> screen will be displayed



- Click on <Program Details> tab to view the program details.
- Click on <Guest Details> tab to view the guest registration details.

PROGRAM DETAILS Guest Details

Registered Guest

Search...

| No. | NAME | IDENTITY TYPE | IDENTITY NUMBER | Mobile No | Email | Program Link | Invoice No | Invoice Status | Attendance Status | Cert Link |
|-----|---------|---------------|-----------------|-----------|----------------------|----------------------|------------|----------------|-------------------|-----------|
| 1 | LIM KIM | NRIC | 7505050019 | 02233 | edrah@thanosdale.com | View | | Check-in | No | |

Showing 1 to 1 of 1 entries

Attendance Certificate

Note: Certificate link will be visible only for valid guest who attended the program after the attendance is verified and acknowledged by the CIDB Authorized Officers.

- If program completed & certificate has been issued, the link will be available In the <Guest Details> Tab which displays the guest registration details.

PROGRAM DETAILS Guest Details

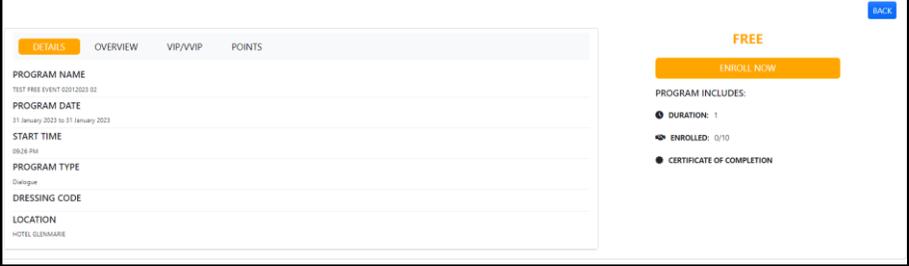
Registered Guest

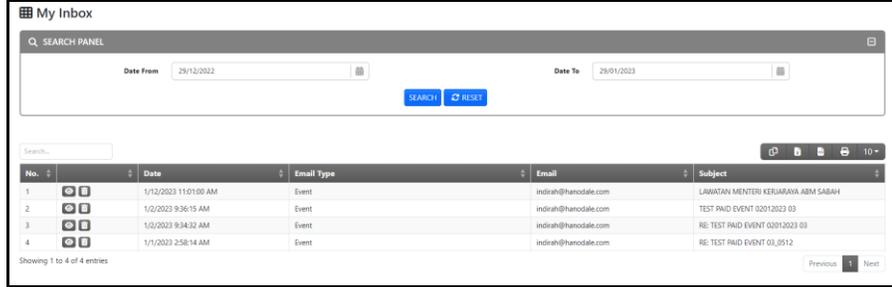
Search...

| No. | NAME | IDENTITY TYPE | IDENTITY NUMBER | Mobile No | Email | Program Link | Invoice No | Invoice Status | Attendance Status | Cert Link |
|-----|------|---------------|-----------------|-----------|-------|----------------------|------------|----------------|-------------------|---------------------------------|
| 1 | | | | | | View | | Paid | Yes | Attendance Cert |

Showing 1 to 1 of 1 entries

- Click on the <Attendance Cert> link to view or download the certificate.

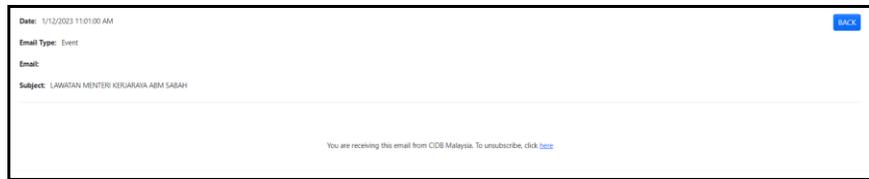
| | | |
|----|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | My Shortlisted | <p>a) Click on <My Shortlisted> tab</p>  <p>b) <My Shortlisted> tab will be displayed.</p>  <p>c) There are few functions that available:</p> <p>View Program</p> <ul style="list-style-type: none"> • Click on <View> icon in the grid. • <View> screen will be displayed  <ul style="list-style-type: none"> • To register, click on <Enroll Now> button. • To return to previous screen, click on <Back> button. <p>Delete Program</p> <ul style="list-style-type: none"> • Click on <Delete> icon in the grid. • The record will be removed. |
| 6. | My Inbox | <p>a) Click on <My Inbox> tab</p>  <p>b) <My Inbox> screen will be displayed</p> |



c) There are few functions that available

View Program

- Click on <View> icon in the grid.

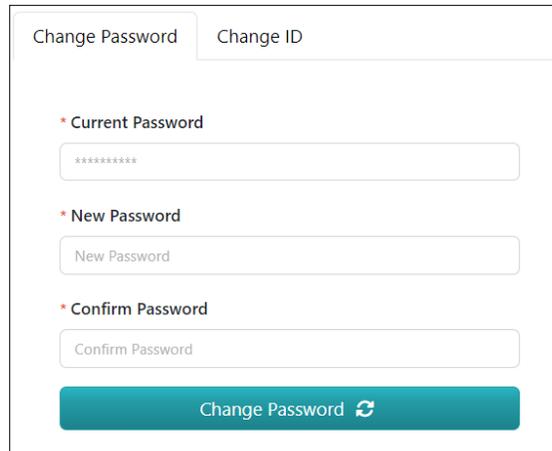


Delete Program

- Click on <Delete> icon in the grid.
- The record will be removed.

7. Account Settings

Click on <Account Settings> tab. Change Password & Change ID tab will be displayed



Change Password

a) <Change Password> screen will be displayed.

*** Current Password**

*** New Password**

*** Confirm Password**

Change Password 

b) key in the details and click <Change Password> button to change password.

Change ID (Organization Type Login)

a) <Change ID> screen will be displayed based on organization or individual login.

Current Registration Number

*** New Registration Number**

*** Confirm Registration Number**

*** Remarks**

Change Registration Number 

c) Key in the details and click <Change Registration Number> button to change the registration number of the organization.

Change ID (Individual Type Login)

a) <Change ID> screen will be displayed based on organization or individual login.

| | | | |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | <p>Current Identity Number</p> <p>800611085062</p> <p>* New Identity Number</p> <p>New Identity Number</p> <p>* Confirm Identity Number</p> <p>Confirm Identity Number</p> <p>* Remarks</p> <p>Remarks</p> <p>Change Identity Number ↻</p> | |
| | | <p>b) Key in the details and click <Change Identity Number> button to change the identity number of the individual.</p> | |

12.0 Log Off

1. Click on <Log Off> icon header panel.



2. User will be log Out from system.