Construction Industry Development Board of Malaysia (CIDB)

# Event Management System (EvMS)

# USER MANUAL

## EvMS Calendar Portal

**VERSION 1.0**

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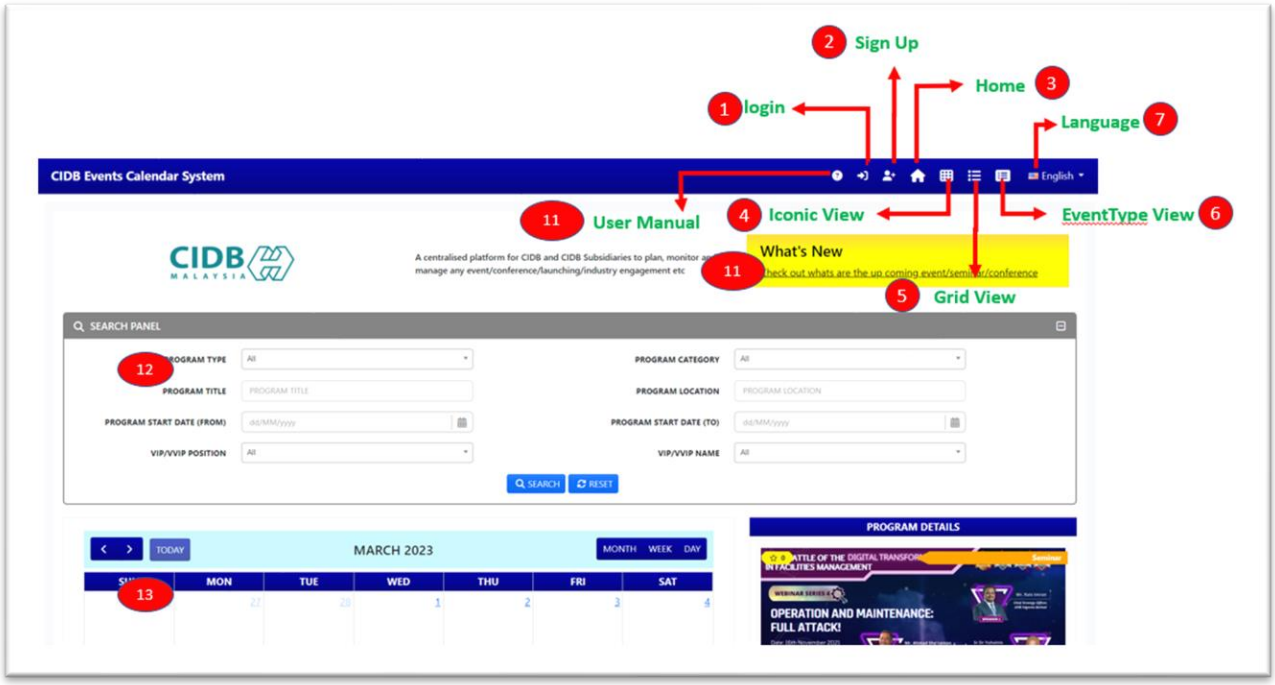
## 1.0 Overview

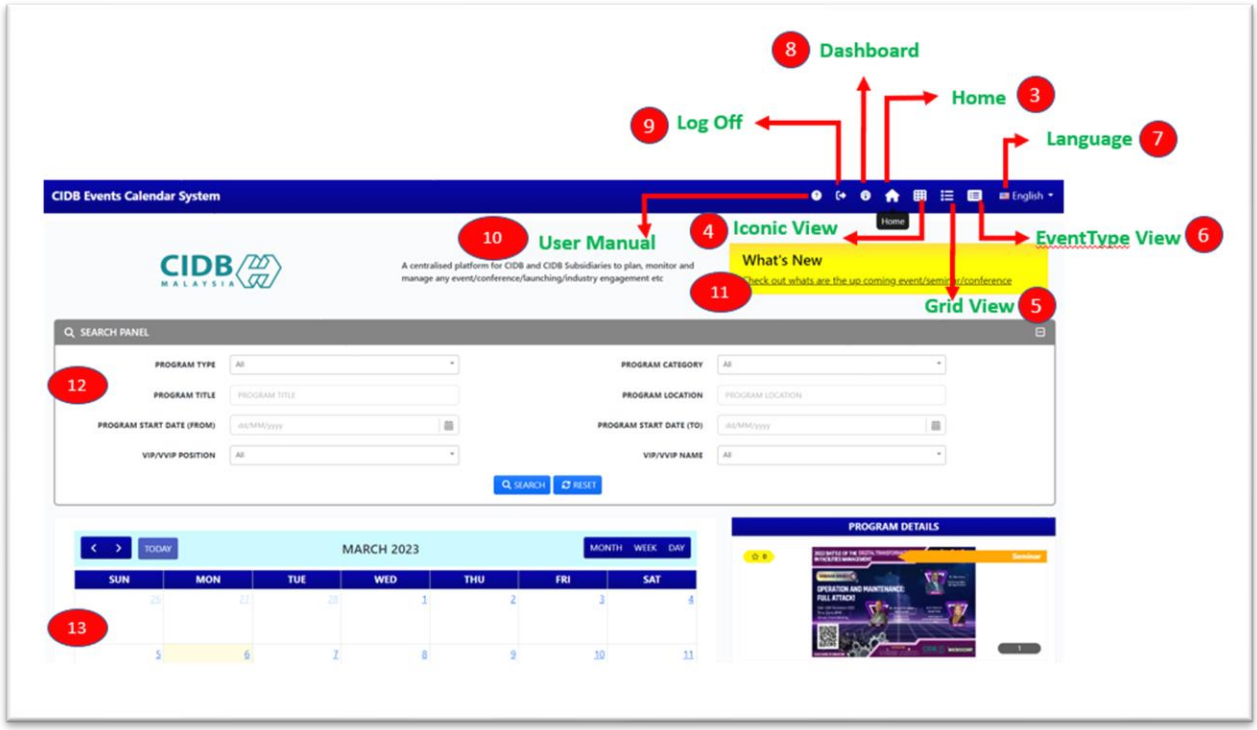
EvMS Calendar Portal is used to search, view and register to calendar of CIDB hosted events or programs. Signup & Login functions are available to track the participation, payments details & certificates.

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

**Before Login**



**After Login**

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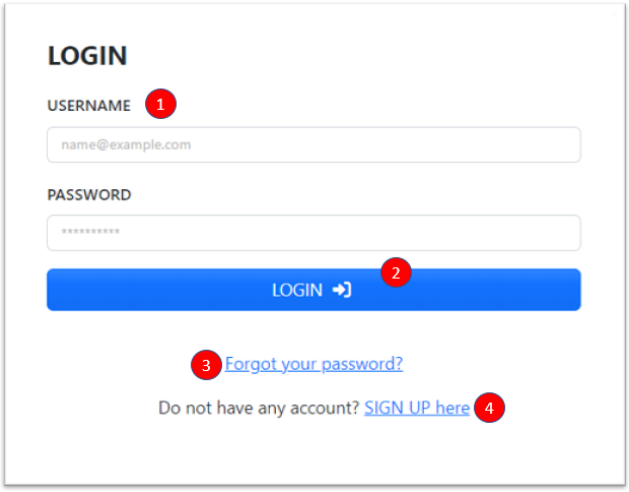
Key functionalities of landing page as below

| 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 |

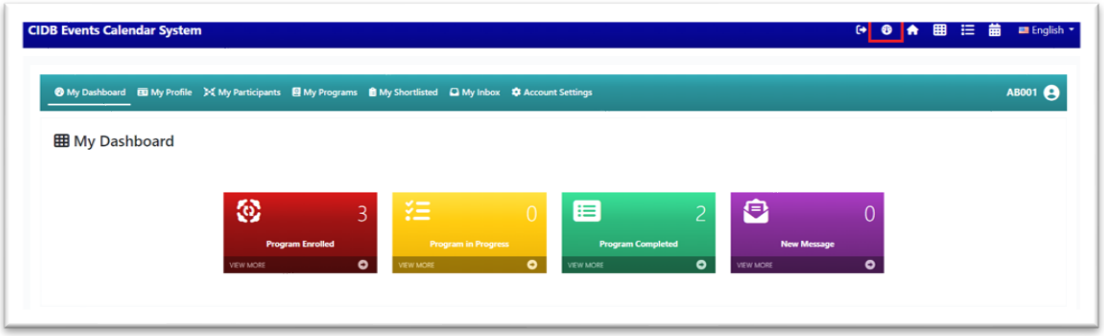
## 2.0 Login

1. Click on <Login> icon

2. <Login> screen will be displayed

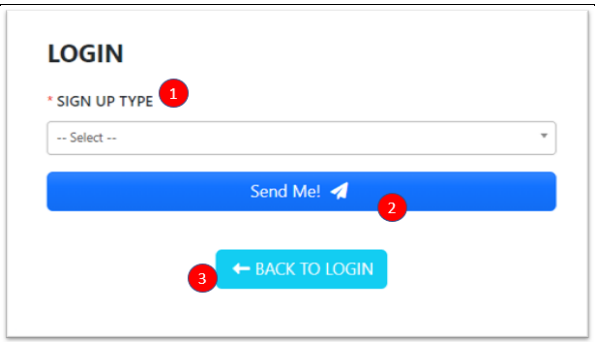



3. Key in login details (#1) and click on <Login> button (#2). If login details is correct, dashboard screen will be displayed.




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<br>b) <Forgot your password> screen will be displayed |

| | | |
|---|---|---|
| | |  <br>c) key in sign up type & details required (#1)<br>d) Click on <Send Me> button (#2). Email will be sent to registered emailed to change password.<br>e) Click <Back To Login> to return to <Login> page (#3). |
| 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

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.

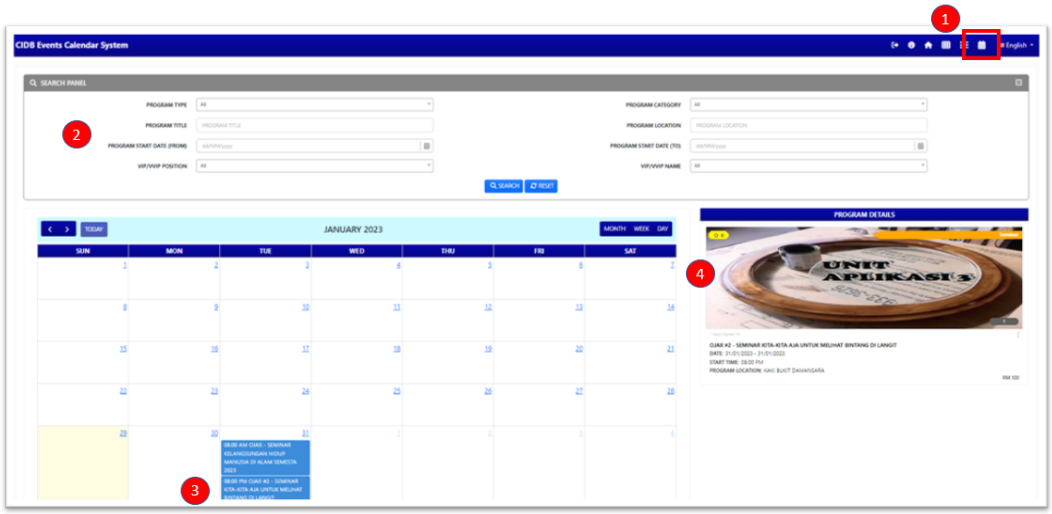
5. Click on <Back to Login> (#3) to return to <Login> screen.

## 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).

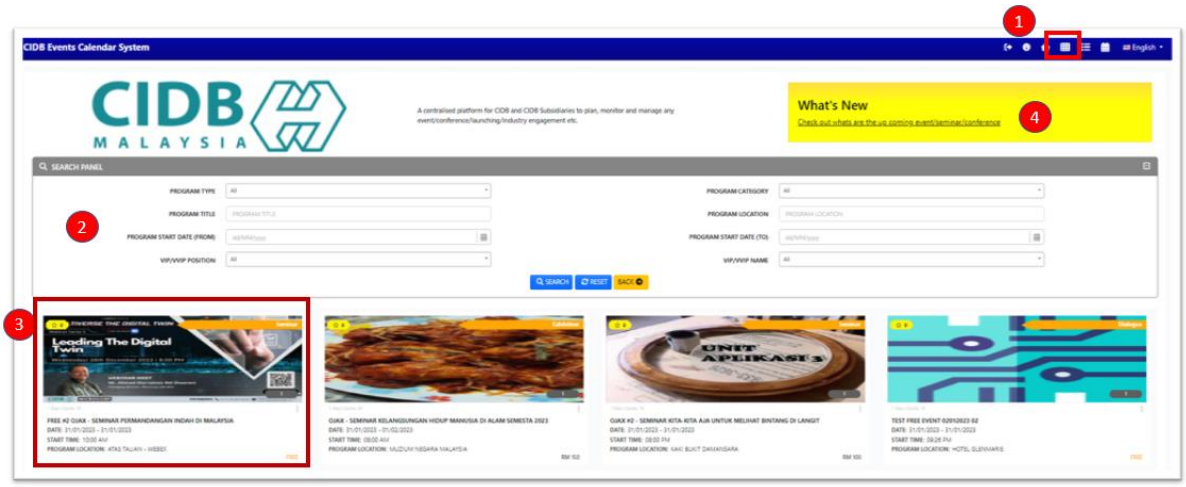
5. Click on <Program> content box in calendar view Program Main detail (#3).

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).

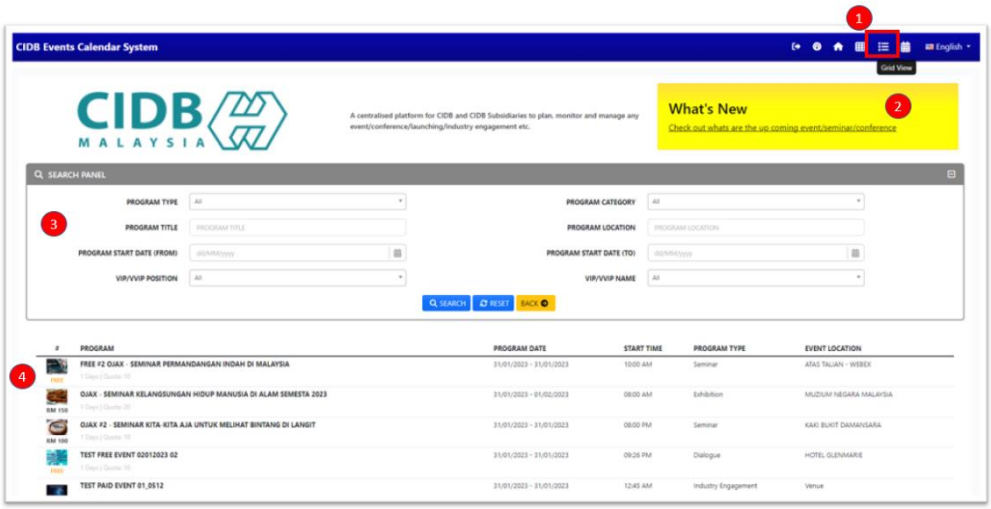
4. Click on <Program> content box to load the program details (#3). Refer to section 8.0

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.




3. Select the filters and click on <Search> button to find the desired program (#3).

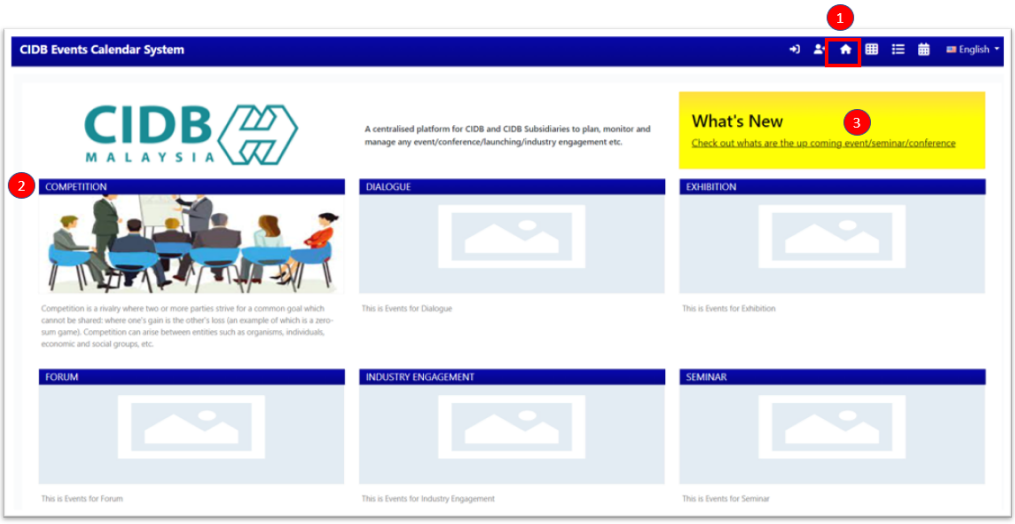
4. Click on record in the grid to load <Program Detail> screen (#4). Refer to section 8.0.

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.

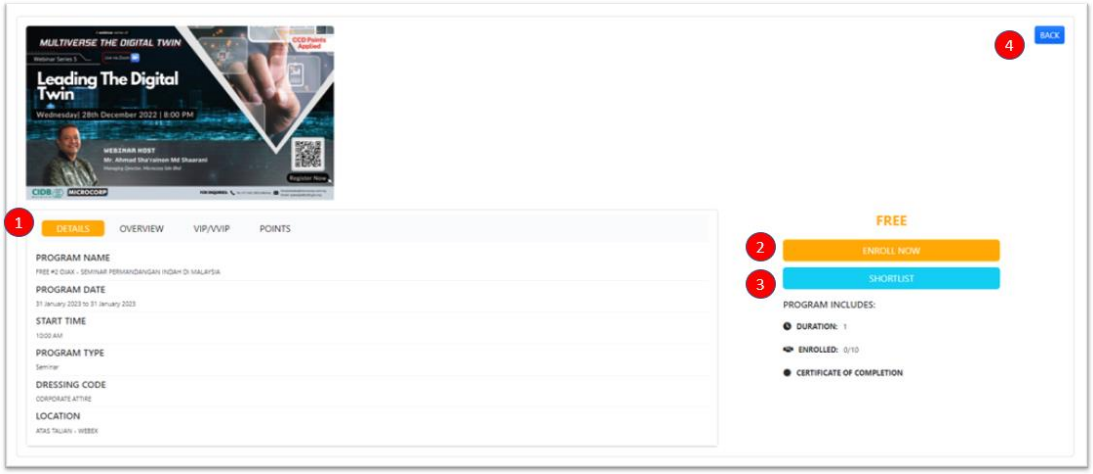
4. Click on <What's New> link to load recent program listing.

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

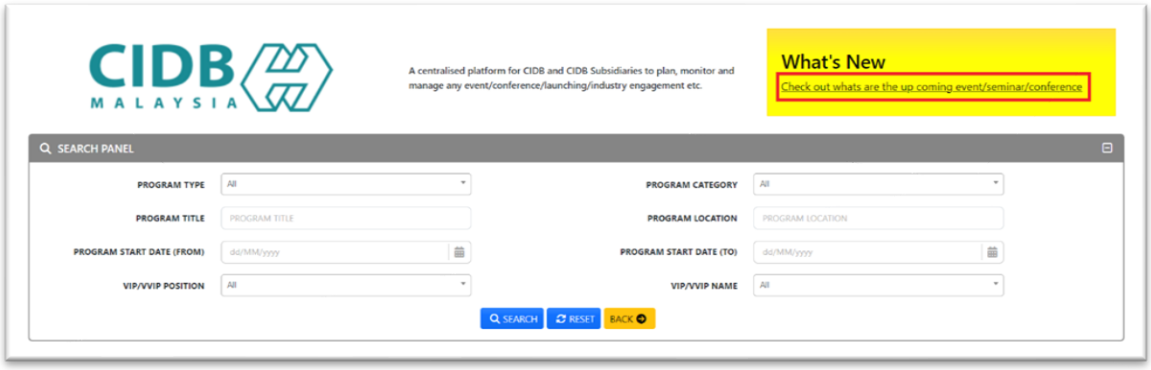
1. Click on <Language> icon header panel.

2. Select the desired <Language>.

3. The website – leader, label & messaged 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



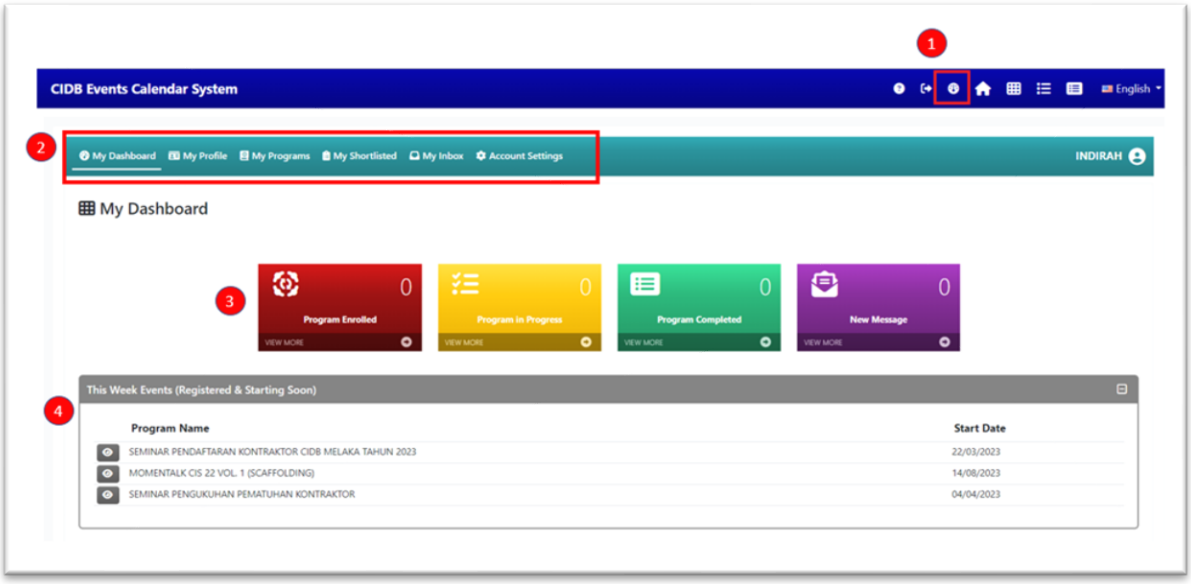

2. What's New screen will be displayed with recent programs posted.

## 11.0 Dashboard View

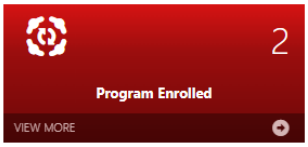
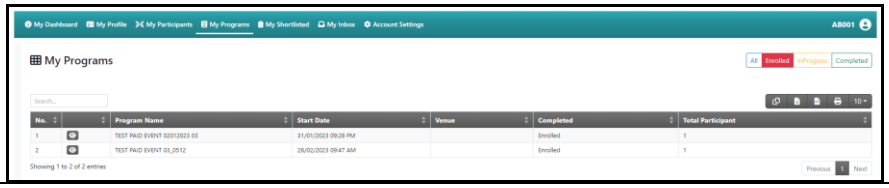
1. <Dashboard> icon will be displayed after user login.

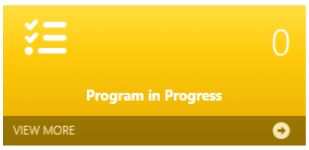
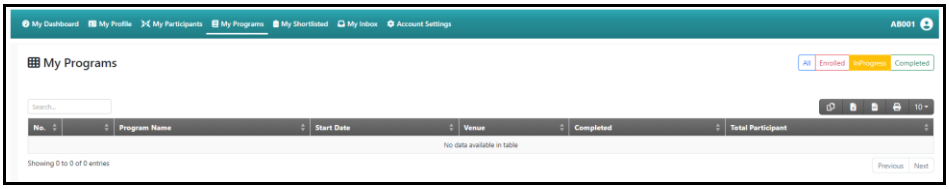
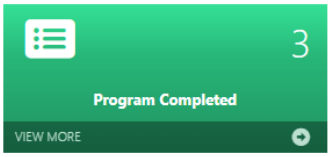
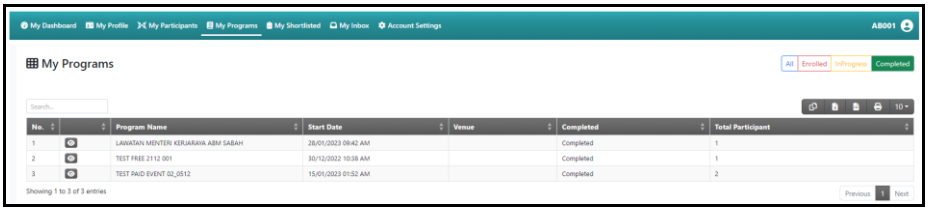
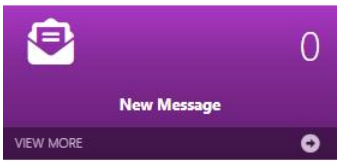
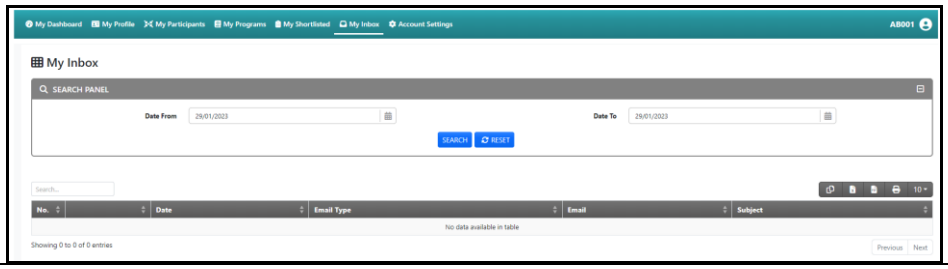
2. Click on <Dashboard > header panel icon (#1)

3. <Dashboard> screen will be displayed.




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

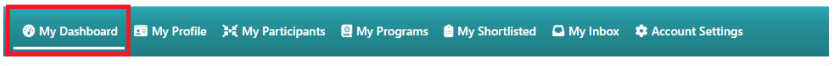
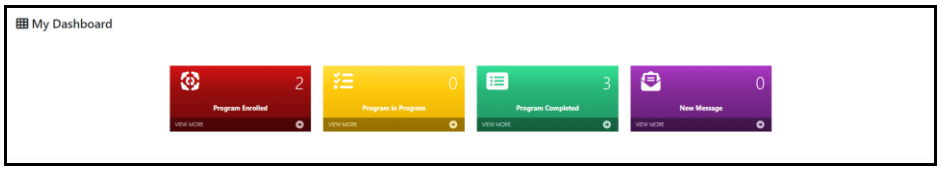
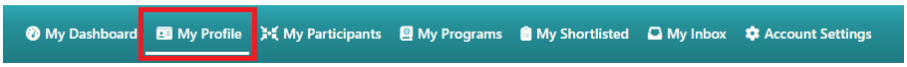
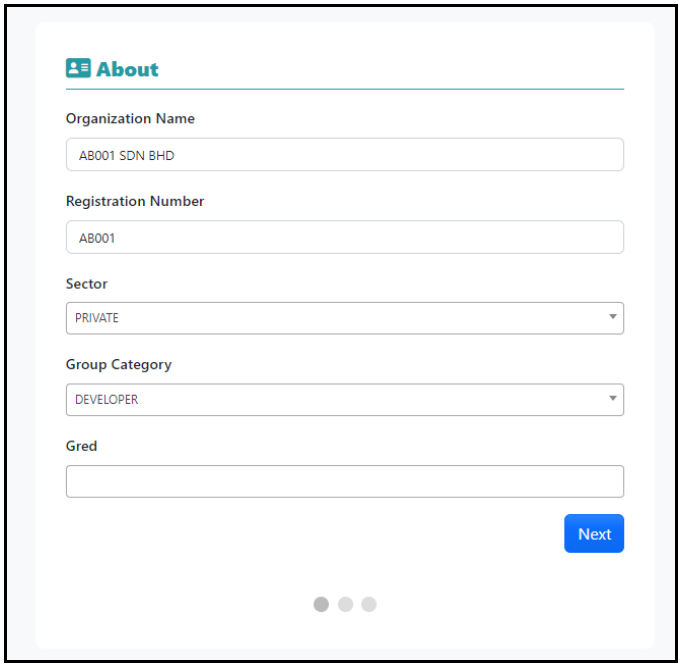
| No. | Function | Steps |
|---|---|---|
| 1 | Program Enrolled | a) Click on <View More> in <Program Enrolled> dashboard menu<br>  <br><br>b) <Program> screen will be displayed with enrolled programs.<br>  <br> |

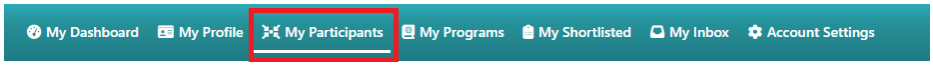
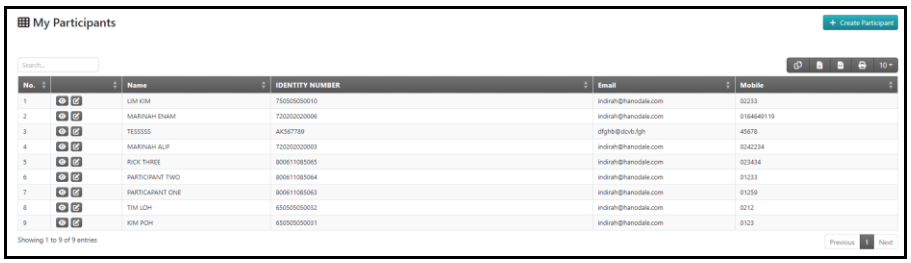
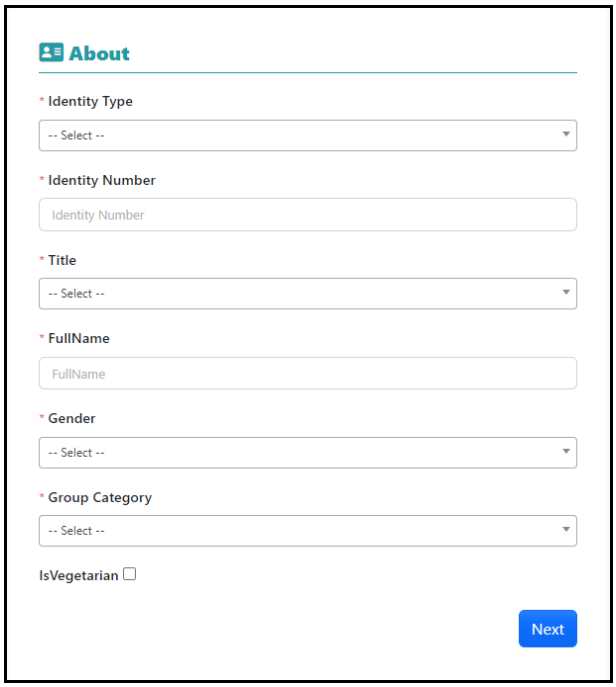
| | | |
|---|---|---|
| 2 | Program In Progress | a) Click on <View More> in <Program In Progress> dashboard menu<br>  <br>b) <Program> screen will be displayed with 'In Progress' programs.<br>  |
| 3. | Program Completed | a) Click on <View More> in <Program In Progress> dashboard menu<br>  <br>b) 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

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

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

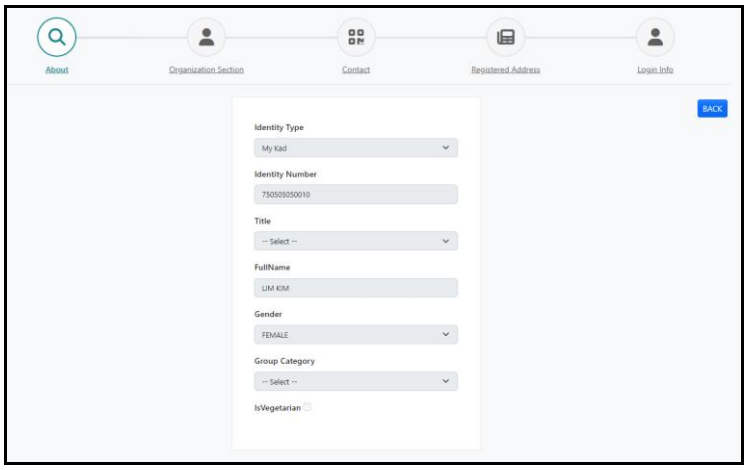
6. Click on Dashboard Tabs (#2) to redirect to desired screen.

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

| | | |
|---|---|---|
| | | 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.<br>  <br><br>b) <My Participants> tab will be displayed<br>  <br><br>c) There are few functions that available:<br><br>**<u>Create Participant</u>**<br>• Click on <Create Participant> button<br>• <Create Participant> screen will be displayed<br>  <br><br>• Fill in the details and click <Next> to continue the steps. Proceed till click <Submit> button. |

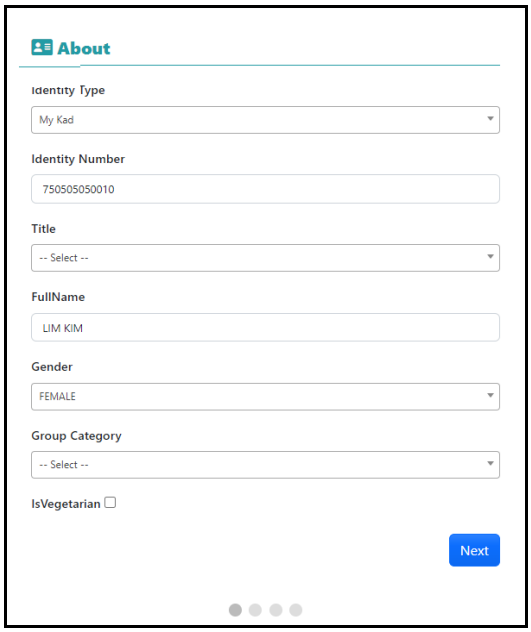
**View Participant**

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




**Edit Participant**

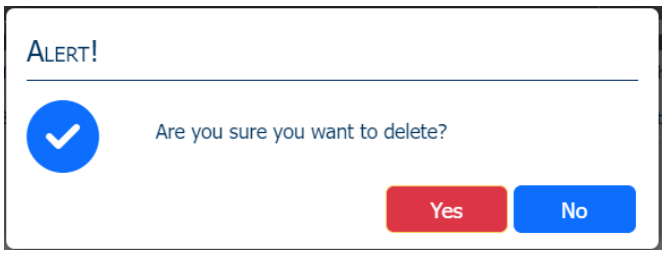
- Click on <Edit> icon in the grid
- <Edit Participant> screen will be displayed

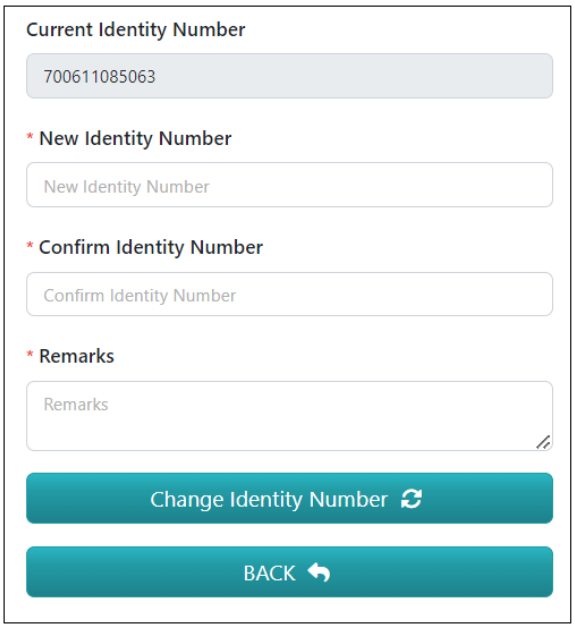


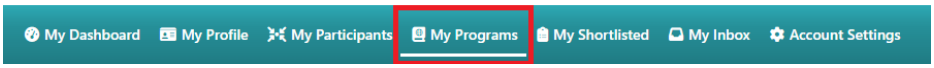

- Modify the details and click <Next> to continue the steps. Proceed till click <Submit> button to update the profile.

**Delete Participant**

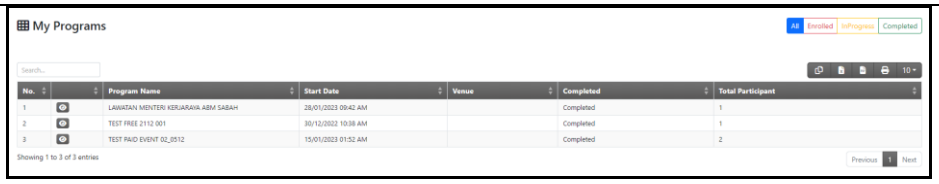
- Click on <Delete> icon in the grid
- Delete confirmation will be displayed

<table>
<tr>
<td></td>
<td></td>
<td>


<ul>
<li>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.</li>
</ul>
<u>Change ID</u>
<ul>
<li>Click on <Change ID> icon in the grid.</li>
<li><Change ID> screen will be displayed.</li>
</ul>


<ul>
<li>Key in the required details and click on the <Change Identity Number> button to change the identity number of participant.</li>
</ul>
</td>
</tr>
<tr>
<td>4.</td>
<td>My Programs</td>
<td>
<u>My Program</u><br><br>
a) Click on <My Program> button<br><br>


<br><br>
b) <My Program> screen will be displayed
</td>
</tr>
</table>




c) There are few functions that available:

**<u>View Program</u>**

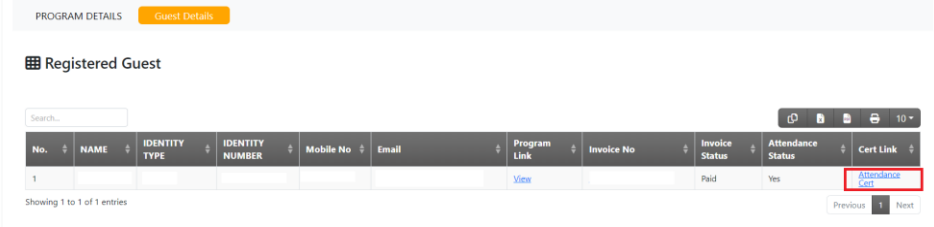
- Click on <View> icon in the grid.
- <View> screen will be displayed

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

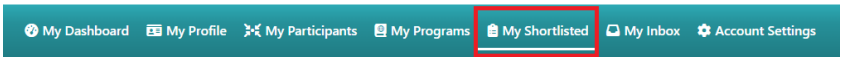
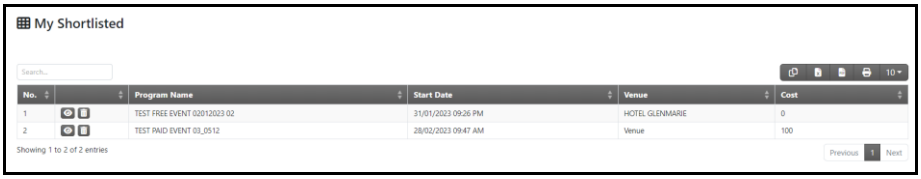
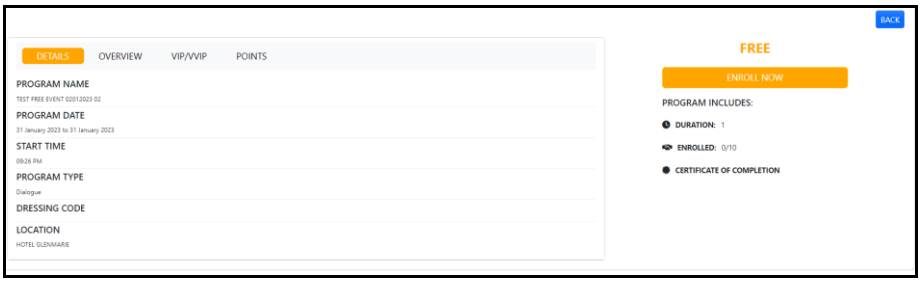
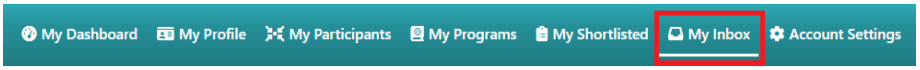
**<u>Attendance Certificate</u>**

*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.




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

| | | |
|---|---|---|
| 5. | My Shortlisted | a) Click on <My Shortlisted> tab<br>  <br><br>b) <My Shortlisted> tab will be displayed.<br>  <br><br>c) There are few functions that available:<br><br>**<u>View Program</u>**<br><br>• Click on <View> icon in the grid.<br>• <View> screen will be displayed<br>  <br><br>• To register, click on <Enroll Now> button.<br>• To return to previous screen, click on <Back> button.<br><br>**<u>Delete Program</u>**<br><br>• Click on <Delete> icon in the grid.<br>• The record will be removed. |
| 6. | My Inbox | a) Click on <My Inbox> tab<br>  <br><br>b) <My Inbox> screen will be displayed |

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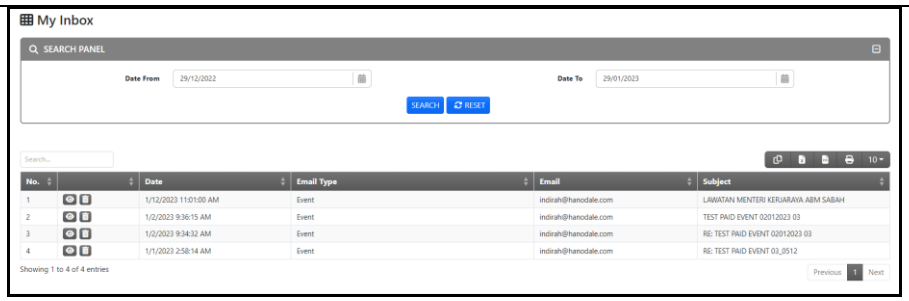
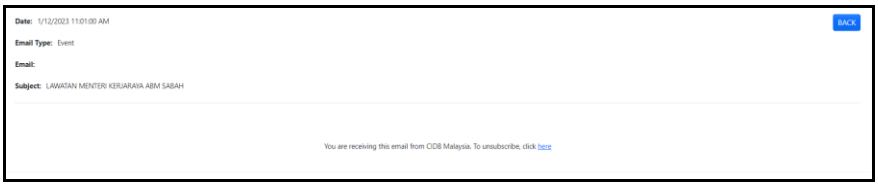
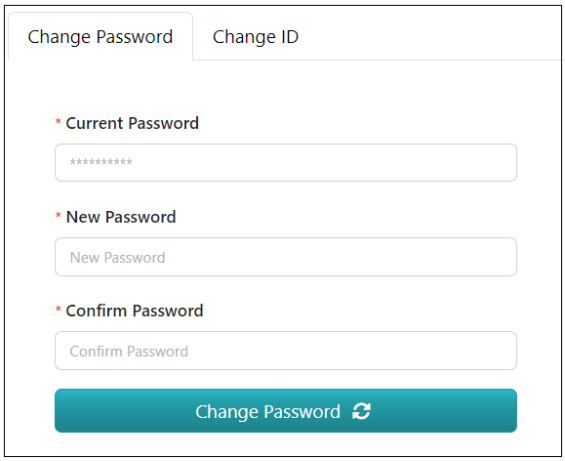
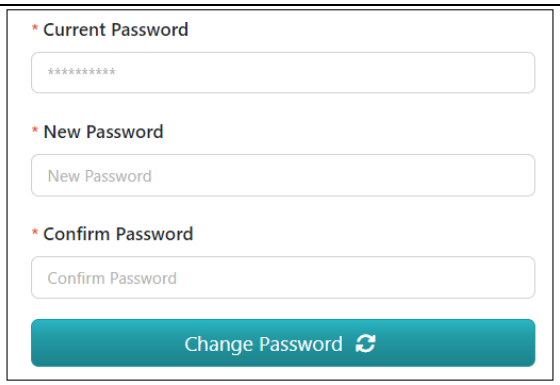
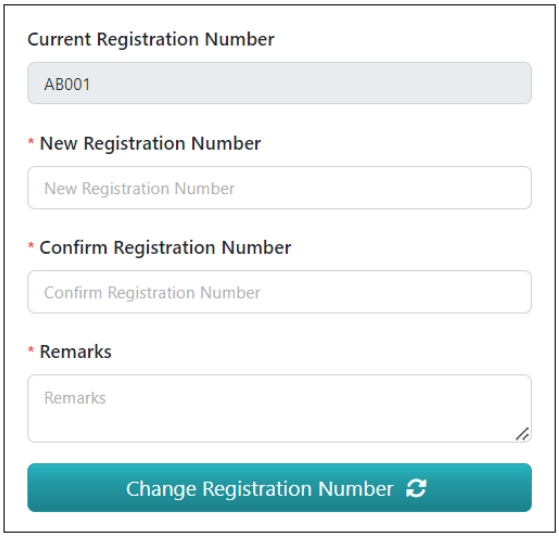
| | |  <br><br><br>c) There are few functions that available<br><br>**<u>View Program</u>**<br><br>• Click on <View> icon in the grid.<br><br>  <br><br><br>**<u>Delete Program</u>**<br><br>• Click on <Delete> icon in the grid.<br>• The record will be removed. |
| 7. | Account Settings | Click on <Account Settings> tab. Change Password & Change ID tab will be displayed<br><br>  <br><br><br>**<u>Change Password</u>**<br><br>a) <Change Password> screen will be displayed. |




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

Change ID (Organization Type Login)

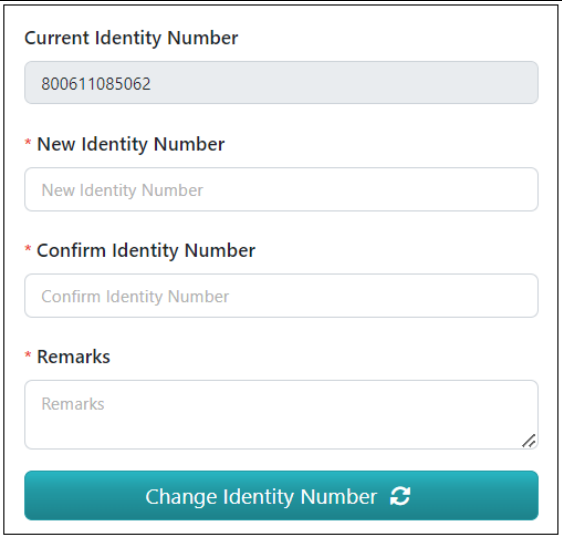
a) <Change ID> screen will be displayed based on organization or individual login.




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.

| | | |
|---|---|---|
| | |  <br>b) Key in the details and click <Change Identity Number> button to change the identity number of the individual. |

## 12.0 Log Off

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

2. User will be log Out from system.