

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

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DB Events Calendar System				•	• ≛ ♠ ⊞ ≡ ₪	English -
			11 User Manual	4 Iconic View	, ╺──┘ │ └	EventType View
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Q SEARCH PANEL						8
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PROGRAM START DATE (FROM)		1.00				
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PROGRAM START DATE (/ROM)	AR	•	VID/VVID NAME	Al	* PROGRAM DETAILS	
PROGRAM START DATE (FROM) VIP/VVIP POSITION	AT:	م. ۱۹۳۲ ۲۰۲۶	VIDYVOD NAME EARCH Ø RESET MONTH WEEK DAY			

After Login

			9 Log		Home 3
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	Al	MARCH 2023		PROGRAM	DETAILS
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	AR TUE 22 2	MARCH 2023	UNITY NOTE Q.SIANDT 2 NIST MONTH WEE DAY U FRI SAT 2 .3 .5	PROGRAM	

Key functionalities of landing page as below

No	Function	Details
1	Login	<login> screen will be displayed</login>
2	Sign Up	<sign up=""> screen will be displayed</sign>
3	Home	<home> screen will be displayed</home>
4	Iconic View	<iconic view=""> screen will be displayed</iconic>
5	Grid View	<grid view=""> screen will be displayed</grid>
6	Event Type View	<event type="" view=""> screen will be displayed</event>
7	Language Selection	Dropdown to select language will be displayed
8	Dashboard	<dashboard> screen will be displayed</dashboard>
9	Log Off	Log Off function
10	User Manual	Display user manual
11	<what's new=""></what's>	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

LOGIN	
USERNAME	1
name@exa	mple.com
PASSWORD	

	LOGIN +)
	3 Forgot your password?
	Do not have any account? SIGN UP here

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

Events Calendar System	1							€ 8	♠ ⊞	∷ #	💷 Eng
🕑 My Dashboard 🛛 E🖬 My Profile	🔀 My Participants 🛛 N	Ay Programs 📋	My Shortlisted 🛛 My In	nbox 🌣 Accoun	t Settings						AB001 (
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4. There are few functions that available in <Login> screen

No.	Function	Steps
1	Forgot your password (#3)	 a) Click on <forgot password="" your=""> link</forgot> b) <forgot password="" your=""> screen will be displayed</forgot>

			LOGIN • SIGN UP TYPE • Select Send Me! 2 () ← BACK TO LOGIN kay in sign up type & datails required (#1)
		d) e)	Click on <send me=""> button (#2). Email will be sent to registered emailed to change password. Click <back login="" to=""> to return to <login> page (#3).</login></back></send>
2.	Sign Up Here (#4)	a)	Click on <sign here="" up=""> link to return to Sign Up screen. Refer to section 3.0</sign>

3.0 Sign Up

1. Click on <Sign Up> icon



2. <Sign Up> screen will be displayed

		SIGN	I UP		
SIGN UP TYPE	1				
Select					*
USERNAME					
USERNAME					
PASSWORD					
PASSWORD					
2		SIGN U	IP 👈		
	3	H BACK T	'O LOGIN		

- 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

DB Events Calendar System Q. SEARCH PANEL						C 🔹 🗰 🚺 🚺 Copies
PROGRAM TVP	E AI				PROGRAM CATEGORY	AI *
	PROGRAM TITLE				PROGRAM LOCATION	MOSHAM LOCHTON
PROGRAM START DATE (FROM	dd/MAVyyyy				PROGRAM START DATE (TO)	deg Articly yyyy
VIP/VVIP POSITIO	Al				VIP/VVIP NAME	AI *
				STARCH DRESET		
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1	2	10 11	12	ш	14	A COLOR
25	25	12 18	19	20	21	OXX-2 - SIMINAL ICTA XIS ALL UNTUK MILIHAT BINTANG DI LANGIT BARI - INFORMA I PORTUGA SIMIT TIMIC DOD TH MODERAN LIDUKTORI KARI BUIT DAMANGARIA MILIO
22	21	24 25	26	22	28	
2	20 BEDE AM CLARE - SEMINAR EELANDSLINDGAN HIDUP MANUSTA DI ALAM SIMIST 2023 BEDE PM CLARA 92 - SEMIN SCH-ADDA AM UNITUR MEL	21 1 m m mar				

- 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.

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	PROGRAM TYPE	Al		PROGRAM CRITISORY	AL	
	PROGRAM TITLE	PRODUCTURE.		PROGRAM LOCATION	RESING CONTON	
A CONTRACTOR OF A CONTRACTOR O	2 PROGRAM START DATE (FROM)	addition .	-	PROGRAM START DATE (TO)	aphilippy:	[0]
Quesc Quesc Vector Selection Vector Vector	VIP/VVIP POSITION	44	*	VIP/VVIP NAME	45	*
STARLE STARLED AND AND AND AND AND AND AND AND AND AN				E CONTRACTOR		0

- 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.

vents	s Calendar System						(* 🗿 者 🔠 🧮 🖴 Grid View
			A centralised platform for CID event/conference/launching/lo	B and CIDB Subsidiaries to plan, monitor and industry engagement etc.	manage any	What's New Check out whats are the up or	2 ming event/teminar/conference
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	PROGRAM START DATE (FROM)	dijkmkyyjy	-	PROGRAM STAR	T DATE (TO)	MA 1999	-
	VIP/VVIP POSITION	At	•		VVIP NAME AI		-
,	PROGRAM			PROGRAM DATE	START TIME	PROGRAM TYPE	EVENT LOCATION
	FREE #2 QJAX - SEMINAR PERMA	NDANGAN INDAH DI MALAYSIA		31/01/2023 - 31/01/2023	10:00 AM	Seminar	ATAS TALIAN - WEEK
M 150	OJAX - SEMINAR KELANGSUNGA 1 Ongr Chemic 20	N HIDUP MANUSIA DI ALAM SEMESTA 2023		31/01/2023 - 01/02/2023	08:00 AM	Exhibition	MUZIUM NEGARA MALAKSIA
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-74	TEST FREE EVENT 02012023 02			31/01/2023 - 31/01/2023	OR:25 PM	Dialogue	HOTEL GLENMARIE
-							

- 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.

CIDB Events Calendar System		+) 🏖 🏫 🌐 🗮 🗮 🗰 🖬 English -
	A centralised platform for CIDB and CIDB Subsidiaries to plan, monitor and manage any event/conference/aunching/industry engagement etc.	What's New 3 Check out whats are the us coming event/seminar/conference
2 COMPETITION	DIALOGUE	EXHIBITION
Competition is a rivalry where two or more parties strive for a common goal which cannot be shared: where eners gain is the other's loss (on example of which is a zero- sum game). Competition on an accubetween entities such as organisms, individuals, economic and social groups, etc.	This is Events for Dialogue	This is Events for Exhibition
FORUM	INDUSTRY ENGAGEMENT	SEMINAR
This is Events for Forum	This is Events for Industry Engagement	This is Events for Seminar

- 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

FREE	#2 OJAX - SEMINAR PER	MANDANGAN INDAH DI MALAYSIA
	31 JANUARY 10:00 AN ATAS 1	(2023 (TUESDAY) M TO 10:00 PM fallan - webex, ;
-	INDIVIDU	GROUP/COMPANY

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

		A centralised platform for manage any event/confer	CIDB and CIDB Subsidiaries to plan, monitor and ence/launching/industry engagement etc.	What's New Check out whats are the u	p_coming_event/seminar/conference
SEARCH PANEL					
PROGRAM TYPE	All	*	PROGRAM CATEGORY	All	*
PROGRAM TITLE	PROGRAM TITLE		PROGRAM LOCATION	PROGRAM LOCATION	
PROGRAM START DATE (FROM)	dd/MM/yyyy		PROGRAM START DATE (TO)	dd/MM/yyyy	
VIP/VVIP POSITION	All	*	VIP/VVIP NAME	All	Ŧ
		0.00			

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.

DB Events Calendar System	● ← ● ╋ ▦ ፤	=
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My Dashboard O Pogram Enrolled VICH MODE	Image: set of the set	
This Week Events (Registered & Starting Soon)		(
Program Name	Start Date	
SEMINAR PENDAFTARAN KONTRAKTOR CIDB MELAKA TAHUN 2023	22/03/2023	
MOMENTALK CIS 22 VOL. 1 (SCAFFOLDING)	14/08/2023	

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</program></view> Program Enrolled VIEV MORE b) <program> screen will be displayed with enrolled programs</program>
		Abort B by Programs Abort B by Program Abort B by Program My Programs Abort B by Program My Programs Abort B by Program My Programs Abort B by Program Abort B by Program

2	Program	a) Click on <view more=""> in <program in="" progress=""> dashboard menu</program></view>
	In	
	Progress	
		Program in Progress
		b) <program> screen will be displayed with 'in Progress' programs.</program>
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3.	Program	a) Click on <view more=""> in <program in="" progress=""> dashboard menu</program></view>
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	d	
		Program Completed
		h) < Program> screen will be displayed with completed programs
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4.	New	a) Click on <view more=""> in <program in="" program="" progress=""> dashboard menu</program></view>
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4.	New Message	a) Click on <view more=""> in <program in="" program="" progress=""> dashboard menu</program></view>
4.	New Message	a) Ar logitume sector win set displayed with completed programs. Image: Displayed and set of the sector and set of t
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4.	New Message	b) the byte the by
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4.	New Message	b) the optimum section will be displayed with new messages.
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4.	New Message	b) show the second with the displayed with new messages.
4.	New Message	b) an optimize severe with occurrence programs. Image:

- 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</my>
		🕐 My Dashboard 🖪 My Profile 🔆 My Participants 🛛 My Programs 🚔 My Shortlisted 🖓 My Inbox 🌣 Account Settings
		b) <my dashboard=""> tab screen will be displayed</my>
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		Popens forsited Popens forsited Image: Completed Image: Completed
2	My Profile	a) Click on <my profile=""> tab</my>
		😵 My Dashboard 🖪 My Profile 🤾 My Participants 🗐 My Programs 🚔 My Shortlisted 🗅 My Inbox 🌣 Account Settings
		b) <my profile=""> screen will be displayed</my>
		PE About
		AB001 SDN BHD
		Registration Number
		A8001
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		PRIVATE *
		Group Category
		DEVELOPER
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	b) <my f<="" th=""><th>Participants</th><th>> tab will be displaye</th><th>d</th><th></th></my>	Participants	> tab will be displaye	d	
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		RICK THREE PARTICIPANT TWO	800511085085 800511085064	indirah@hanodale.com indirah@hanodale.com	023434 01233
		TIM LOH KOM POH	650505050032 650505050032	indirah@hanodale.com indirah@hanodale.com	0212 0123
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About	Organization Section	Contact		Registered Address	Login.Infe
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Lidentity Type My Kad Identity Number 750505050010 Title Select FullName LIM KIM Gender FEMALE Group Category Select IsVegetarian				▼ ▼	

		ALERT! Are you sure you want to delete? Yes No • 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.</change></change>
		Current Identity Number
		700611085063
		* New Identity Number
		New Identity Number
		* Confirm Identity Number
		Confirm Identity Number
		* Remarks
		Remarks
		Change Identity Number 🔁
		BACK 🦘
		 Key in the required details and click on the <change identity="" number=""> button to change the identity number of participant.</change>
4.	My Programs	My Program
		a) Click on <my program=""> button</my>
		🥙 My Dashboard 📴 My Profile 🍂 My Participants 💾 My Programs 🎽 My Shortlisted 🖾 My Inbox 🌣 Account Settings
		b) <my program=""> screen will be displayed</my>

I My Programs Completed
Seech.
No. Image: Second
3 1 13 14
c) There are few functions that available:
View Program
 Click on <view> icon in the grid.</view> <view> screen will be displayed</view>
CHOICE UNIT AND
 Click on <program details=""> tab to view the program details.</program> Click on <guest details=""> tab to view the guest registration details.</guest>
Sauch. IDENTITY NUMBER 0 IDENTITY NUMBER 0 Mobile No 0 Email 0 Program Link 0 Involve No 0 Involve No 0 Attendance Status 0 Cert Link 0 1 UM KM NBC 7505050010 02233 indraft/Prinotific.com Year No Presidue 1 No 3thewing 1 to 1 c11 entries F F 0233 indraft/Prinotific.com Year No Presidue 1 Not
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.</guest>
PROGRAM DETAILS Guest Details
Registered Guest Feach. No. 2 NAME © IDENTITY © IDENTITY © Mobile No © Email Program © Invoice No © Status Invoice No © Status Invoice No © Status Status Invoice No © Invoice © Cert Link © Invoice No © Invoice © Cert Invoice © Cert > Link to view or download the certificate.

5	My	a) Click on <my shortlisted=""> tab</my>
5.	Shortlisted	
		🎯 My Dashboard 🧰 My Profile 🕃 My Participants 🚇 My Programs 🎽 My Shortlisted
		b) <my shortlisted=""> tab will be displayed.</my>
		III My Shortlisted
		Seeth. 0 8 8 0 10*
		No. 0 Program Name Start Date Venue Cost 0 1 Its: FREE VENT 0012023 02 31(01/2023 02/26 PM HOTE, GLENARARE 0
		2 Inter TAND DVINT 00,0512 20,022023 09.47 AM Verve 100
		a) There are four functions that availables
		c) There are rew functions that available.
		View Program
		 Click on <view> icon in the grid</view>
		 <view> screen will be displayed</view>
		exx.
		DETAILS OVERVIEW VIP/AVIP POINTS FREE
		PROGRAM NAME Ittl risk text sets sets sets sets sets sets sets
		PROGRAM DATE 11 January 2021 to 21 January 2023 O DURATION: 1
		START TIME ● RROLLED: 0/10 00.5 PM ● CRETIFICATE OF COMPLETION
		PROGRAM TYPE Delogan Description Descripti
		Location
		ACTEL SCHWARE
		 To register, click on <enroll now=""> button.</enroll>
		 To return to previous screen, click on <back> button.</back>
		Delete Program
		Click on Delates in the said
		• Click on <delete> icon in the grid.</delete>
		• The record will be removed.
6	My Inhox	a) Click on <my inhox=""> tab</my>
0.		
		🐼 My Dashboard 🔛 My Profile 🔊 My Participants 🖳 My Programs 🖀 My Shortlisted 🗖 My Inbox
		b) <my inbox=""> screen will be displayed</my>

		III My Inboy
		SAMEN 201931
		Gent
		No. \$ \$ Date \$ Email Type \$ Email \$ Subject \$
		2 Q 1/2/2023 93/615 AM Event indiring/indirindindiring/indiring/indiring/indirindiring/indirindindiring/indiri
		3 C 1 1/2/2023 93-3422 AM Event indiral/Banodale.com RE: TIST PAID EVENT 0012023 03 4 C Image: Strate
		Showing 1 to 4 of 4 entries Previous 1 Next
		c) There are few functions that available
		View Program
		• Click on <view> icon in the grid.</view>
		Defe: \1/2/223110100.4M
		Email Type: Dent
		Subject LANATAN MENTER KELARARI ABM SABAH
		You are receiving this email from CDB Malaysia. To unsubcobe, click text
		Delete Program
		• Click on <delete> icon in the grid.</delete>
		The record will be removed
7.	Account Settings	Click on <account settings=""> tab. Change Password & Change ID tab will be displayed</account>
		Change Password Change ID
		t Current Desmand
		* Current Password

		* New Password
		New Password
		* Confirm Password
		Confirm Password
		Change Password 🤁
		Change Password
		a) < Change Passwords screen will be displayed
		a) Schange rassword/ screen will be displayed.
	1	

-	
	* Current Password

	* New Password
	New Password
	* Confirm Password
	Confirm Password
	Change Password
	b) key in the details and click <change password=""> button to change password.</change>
	Change ID (Organization Type Login)
	a) <change id=""> screen will be displayed based on organization or individual login.</change>
	Current Registration Number
	AB001
	* New Registration Number
	New Registration Number
	* Confirm Registration Number
	Confirm Registration Number
	* Remarks
	Remarks
	Change Registration Number 🙃
	 Key in the details and click <change number="" registration=""> button to change the registration number of the organization.</change>
	Change ID (Individual Type Login)
	a) <change id=""> screen will be displayed based on organization or individual login.</change>

	Current Identity Number
	800611085062
	* New Identity Number
	New Identity Number
	* Confirm Identity Number
	Confirm Identity Number
	* Remarks
	Remarks
	Change Identity Number $ oldsymbol{\mathcal{C}}$
b) k nur	Key in the details and click <change identity="" number=""> button to change the identity mber of the individual.</change>

12.0 Log Off

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



2. User will be log Out from system.