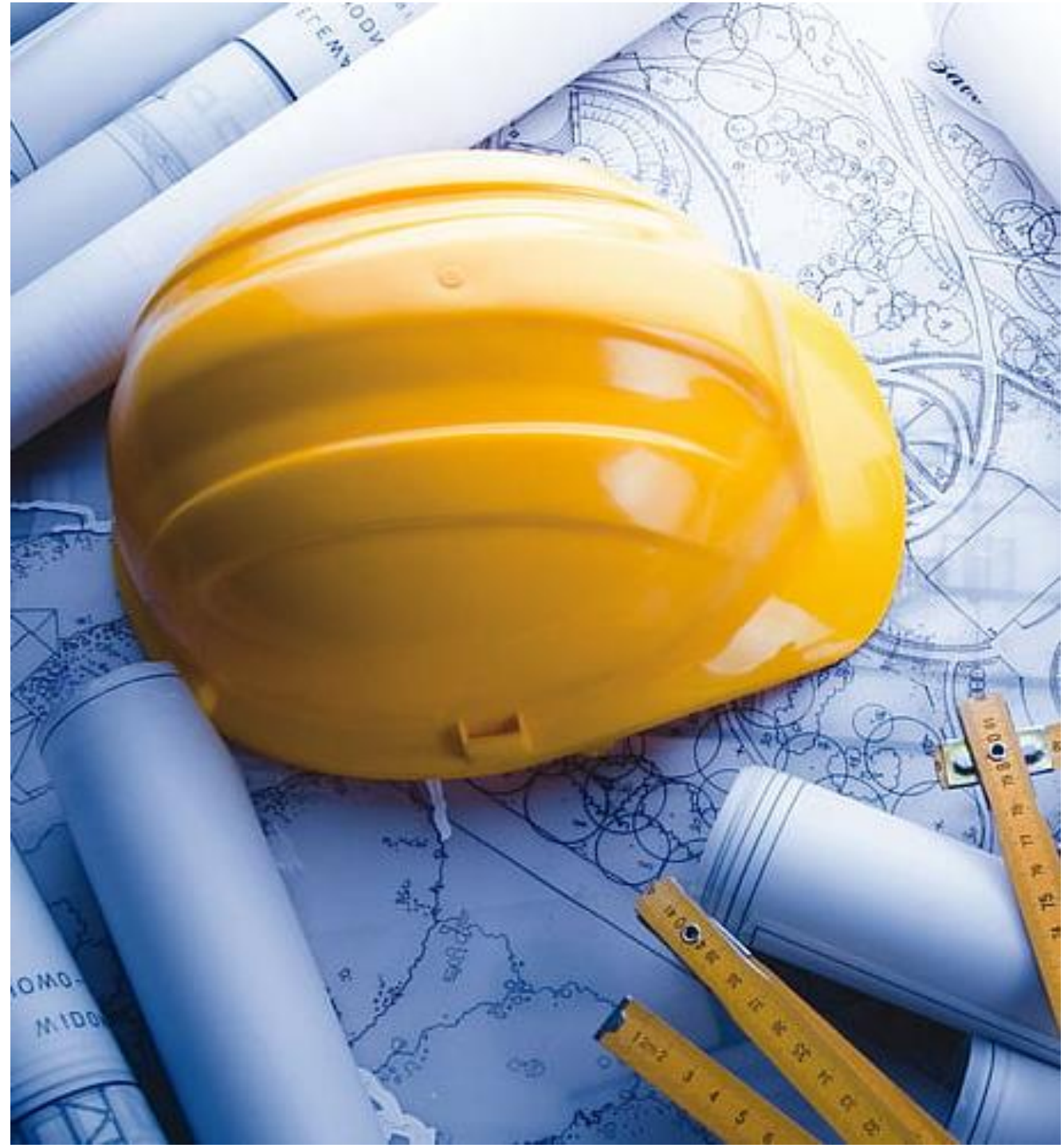


Manage By:
CIDB
HOLDINGS

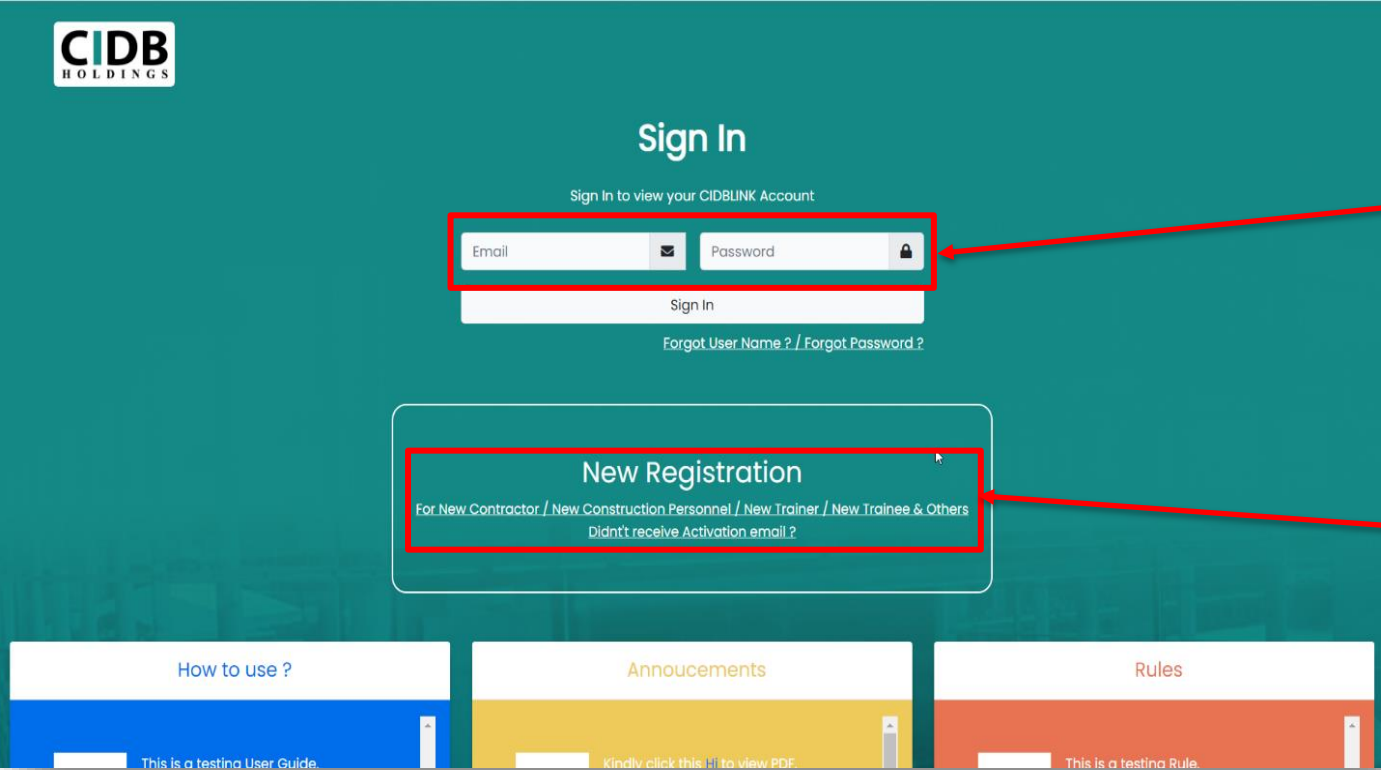
Powered By:
CIDB
MALAYSIA 

USER MANUAL

CSWMS



STEP 1: SIGN IN/ SIGN UP



➤ For returning users, please Sign in by key in the Email and Password.

Note:
Returning users: Company that had already registered with CIDB LINK

➤ For new users, click Sign Up to register.

Note:
New Users: Company that use this system for the first time.

STEP 1: SIGN IN/ SIGN UP



<

Please select the type of user you want to apply for registration as

- Company
- Government
- Individual

Back Continue



<

Please select the type of user you want to apply for registration as

Company

- Local Contractor
Select this option if you want to apply to register as Local Contractor
- Foreign Contractor
Select this option if you want to apply to register as Foreign Contractor
- Company (Non-Contractor /Project Consultant/Project Owner/Developer)
Please Select if you would like to apply as an agency related to the construction industry (Project Consultant / Project Owner / Develoopr)
- Joint Venture / Consortium Contractor (Not incorporated in SSM)
Select this option if you want to apply to register as a Joint Venture Contractor
- Penyedia Perkhidmatan Pembinaan Tempatan Bagi Project Luar Negara (Constructions & Constructions Related Services)
Please Select if you would like to apply as a Certified Training Center / Training Provider (PLSICW / PLBK / PLB or CPD)

➤ Users can choose one of these three option to register.

Note:

Users need to register according to user convenient.

STEP 1: SIGN IN/ SIGN UP

User Profile

Email *

(A verification e-mail will be sent to above E-mail)

Password *

Retype Password *

Company Name *

SSM Number *

CIDBH Registration Number

Office Number *

Postal Code *

Industry

Contact Person *

Contact Person Position *

Contact Person Mobile Number *

+ 60 (MALAYSIA)

Note: Please save your password. Do not share your password.
CIDB Holdings Sdn Bhd will never ask for your password

Back

- For new users, kindly enter details according to this Sign-Up form register.
- Click "Submit" to complete registration
- Users will receive a confirmation email and may proceed to Sign-In into the system using Login Name and Password created.

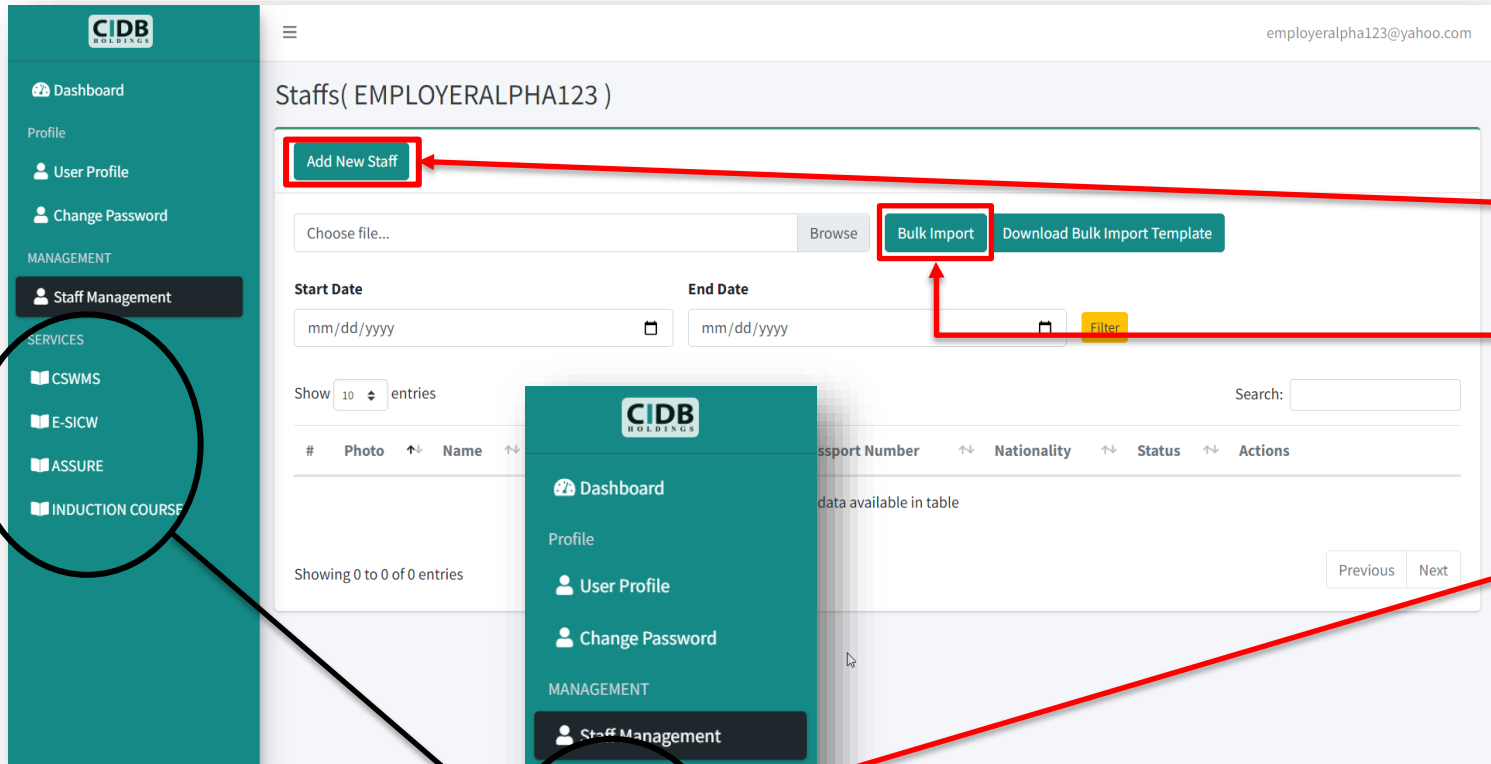
STEP 2: EMPLOYEE DASHBOARD

The screenshot displays the CIDB Holdings Employee Dashboard. The top right corner shows the user email as 'employeralpha123@yahoo.com'. The main content area features a 'Total Staff' widget with a count of 0 and a notification: 'For all user that need to update profile in order to proceed other action'. The left sidebar is organized into sections: 'Profile' (User Profile, Change Password), 'MANAGEMENT' (Staff Management), and 'SERVICES' (CSWMS, E-SICW, ASSURE, INDUCTION COURSE). A red box highlights the 'Staff Management' option in the 'MANAGEMENT' section, with a red arrow pointing to it from a text box on the right.

➤ After user Login, the system main dashboard will appear.

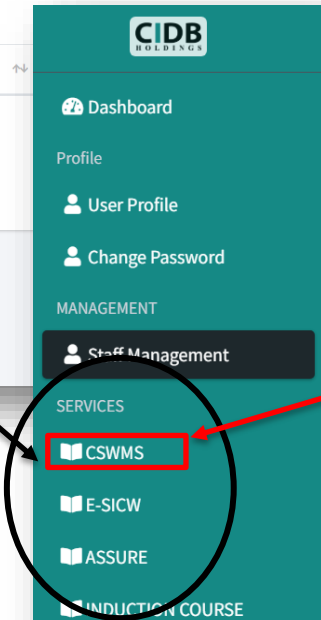
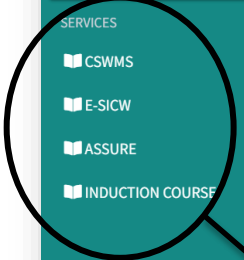
➤ User can add staff by select the "Staff Management".

STEP 3: ADDING STAFF



- User can add 1 to 10 staffs by select “Add New Staff Button”.
- Or
- User also can add more than 10 staffs by select the Bulk import.

- User can select CSWMS to proceed to CSWMS dashboard.



STEP 4: USER DASHBOARD



OACAC Dashboard OAC A

Job Order:

Date Created	Order ID	Total Worker	Payment Status	Participant	
May 18, 2022, 12:22 a.m.	JID007	1	Processing	ALIBABA/1	View

Worker Exam:

Date Time	Exam ID	OAC	Exam Trade	Worker Quantity	Status	
May 25, 2022, 12:23 a.m.	EID011	OAC A	BRICKLAYER LEVEL 1	1	Approved	View

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➤ After user had Login, the system main Dashboard will appear.

➤ User can select “Assessment Application” to create new job order for worker.

STEP 5: ASSESSMENT APPLICATION

OACAC

Job Order

OAC A

New Job Order

Date Created	Order ID	Total Worker	Payment Status	Participant	
May 18, 2022, 4:21 p.m.	JID009	0	Unpaid	[0, 1]/0	View Pay
May 18, 2022, 12:22 a.m.	JID007	1	Processing	[0, 1]/1	View

Worker List:

Worker ID	Picture	Name	Gender	Age	Phone	Trade	
WID20225019		example	Male	32	123456789	BRL1-BRICKLAYER LEVEL 1	+
WID20225020		example	Male	32	123456790	BRL1-BRICKLAYER LEVEL 1	+
WID20225021		example	Male	32	123456791	BRL1-BRICKLAYER LEVEL 1	+
WID20225022		example	Male	32	123456792	BRL1-BRICKLAYER LEVEL 1	+
WID20225023		example	Male	32	123456793	BRL1-BRICKLAYER LEVEL 1	+
WID20225024		example	Male	32	123456794	BRL1-BRICKLAYER LEVEL 1	+

Added Worker List (0/100)

➤ Create new job order by choose “New Job Order” button.

➤ Worker list will appear after user select the “New Job Order”, user can add as many workers to assign their assessment.

STEP 5: ASSESSMENT APPLICATION

Dashboard

Worker List

Assessment Application

Confirm Assessment

Payment History

Worker List:

Search here...

Worker ID	Picture	Name	Gender	Age	Phone	Trade	
WID20225023		example	Male	32	123456793	BRL1-BRICKLAYER LEVEL 1	+
WID20225024		example	Male	32	123456794	BRL1-BRICKLAYER LEVEL 1	+

Added Worker List (4/100):

Worker ID	Picture	Name	Gender	Age	Phone	Trade	
WID20225019		example	Male	32	123456789	BRL1-BRICKLAYER LEVEL 1	-
WID20225020		example	Male	32	123456790	BRL1-BRICKLAYER LEVEL 1	-
WID20225021		example	Male	32	123456791	BRL1-BRICKLAYER LEVEL 1	-
WID20225022		example	Male	32	123456792	BRL1-BRICKLAYER LEVEL 1	-

Create

Cancel

➤ User can add worker by select the “+” icon, user also can cancel the selection by select the “-” icon.

➤ After user had select their worker to assign assessment, user can confirm the selection by select the “Create” button to proceed to the payment.

STEP 6: MAKING PAYMENT

Manage By:
CIDB
HOLDINGS

Powered By:
CIDB
MALAYSIA

The screenshot displays the 'Payment Page (JID0010)' in the OACAC system. On the left is a blue sidebar with navigation options: Dashboard, Worker List, Assessment Application, Confirm Assessment, and Payment History. The main content area shows a summary of payment details:

Actual Amount <small>Exclude taxes</small>	RM 1100.00
Tax	3%
Total RM 1133.00	

Below this is the 'PAYMENT METHOD' section with two options: 'Debit/Credit Card' and 'Online Banking'. At the bottom of the page is a large green button labeled 'Proceed Payment'. Red boxes and arrows highlight the 'Debit/Credit Card' option and the 'Proceed Payment' button.

➤ This page will show the payment gateway.

➤ User can also choose any payment method before making a payment.

➤ After that, select "Proceed Payment" to proceed the payment.

STEP 7: PENDING EXAM

The screenshot shows the OACAC Job Order JID0010 interface. A red box highlights the worker list table, which contains four entries. Each entry has a red 'X' in the 'IS Assigned' column, indicating that the workers are not yet assigned. The table columns are Worker ID, Picture, Name, Gender, Age, Trade, and IS Assigned.

Worker ID	Picture	Name	Gender	Age	Trade	IS Assigned
WID20225019		example	Male	32	BRL1-BRICKLAYER LEVEL 1	X
WID20225020		example	Male	32	BRL1-BRICKLAYER LEVEL 1	X
WID20225021		example	Male	32	BRL1-BRICKLAYER LEVEL 1	X
WID20225022		example	Male	32	BRL1-BRICKLAYER LEVEL 1	X

➤ User need to wait for CIDB to assigned event for these workers.

STEP 7: PENDING EXAM

Exam Create CSWMS

[Back](#)

Accessor : Accessor Danial

Sub Accessor : Assistant Amit

Job Order : JID009 | OAC A | REMAINING WORKER : 4 0 1 0

Exam Trade : BRL1 - BRICKLAYER LEVEL 1

Exam Date & Time: 05/19/2022 05:42 AM

[Exam Create](#)

Note: Admin used only

➤ CIDB team will create examination event for workers that apply the assessment.

STEP 7: PENDING EXAM

Exam EID015 Details

CSWMS

Name: OAC A Centre Name: 123, Jln 679	Name: Accessor Danial Email: None	Name: Assistant Amit Email: None	Pending Approved
--	--------------------------------------	-------------------------------------	------------------

Date : 20 May 2022
Time : 02:22 AM
Type : BRL1 - BRICKLAYER LEVEL 1
Question & Answer Set : 1

Added Worker List (2/4):

Worker ID	Picture	Name	Type	Phone	Exam Status	Competent Status	SKK
WID20225025		example1	None	123456789	Pending	Pending	Pending
WID20225028		example4	None	123456789	Pending	Pending	Pending

➤ Date and time will be created by CIDB

Note:

- Workers will need to attend to the examination place to do the test.
- Accessor will monitor and mark workers performance and key in their result into the system.

STEP 7: PENDING EXAM

Manage By:
CIDB
HOLDINGS

Powered By:
CIDB
MALAYSIA

Exam Detail #0015

Accessor Da

[/ DASHBOARD](#) / EXAM DETAIL

OAC A

🕒 20 May 2022, 02:22 AM

👤 6 Candidates

(123, jln 679)

📄 Question Set

example1 Exam Detail

Accessor Danial

BRL1 - BRICKLAYER LEVEL 1 (Set 1)

No	Perkara Yang Dinilai	Penilaian	Catatan
1	PERSEDIaan KERJA		
1.1	Calon sentiasa memakai Peralatan Perlindungan Diri (P.P.E) mengikut kesesuaian kerja:		
1.1.1	Topi keselamatan (safety helmet)	<div style="border: 1px solid red; padding: 2px;">Terima Terima Tidak Terima</div>	

Submit

Note: Assessor used only

- Assessor will select any worker details and mark worker examination result either Approve or Not Approve.

STEP 7: PENDING EXAM

Manage By:

CIDB
HOLDINGS

Powered By:

CIDB
MALAYSIA

Dashboard

Inspector Felix

Back

Exam Date Time : 20 May 2022, 02:22 AM

Total Worker : 2

Admin :

OAC : OAC A

Accessor : Accessor Danial

Sub Accessor : Assistant Amit

Centre Name : 123, jln 679

Email : None

Email : None

Worker ID	Worker Name	Worker Passport	Worker Trade	Result	Recommendation	Remarks
WID20225025	example1	ABC1234	BRICKLAYER LEVEL 1	Marked	<input type="text" value="Competent"/>	good <input type="checkbox"/>
WID20225028	example4	ABC1237	BRICKLAYER LEVEL 1	Marked	<input type="text" value="Competent"/>	good <input type="checkbox"/>

Submit

Note: Inspector used only

➤ After Assessor mark workers exam, Inspector need to mark the worker performance.

STEP 8: EXAM RESULT

The screenshot shows the OACAC Dashboard. The 'Job Order' section displays a message: 'No Job Order Found! You have no job order to be processed.' The 'Worker Exam' section contains a table with one entry:

Date Time	Exam ID	OAC	Exam Trade	Worker Quantity	Status	
May 20, 2022, 2:22 a.m.	EID015	OAC A	BRICKLAYER LEVEL 1	2	Approved	View

➤ After Accessor and Inspector mark all the workers, OACAC users can view the result in their dashboard.

➤ User can view SKK cert by select "SKK" button.

The details page shows the exam date and time: 'Exam Date Time : 20 May 2022, 02:22 AM' and 'Total Worker : 2'. It lists the Admin, OAC (OAC A, Address: 123, jln 679), Accessor (Accessor Danial, Email: None), and Sub Accessor (Inspector Felix, Email: None). Below is a table of workers:

Worker ID	Picture	Name	Gender	Age	Trade	SKK
WID20225025		example1	Male	32	BRICKLAYER LEVEL 1	SKK
WID20225028		example4	Male	32	BRICKLAYER LEVEL 1	SKK

THANK YOU

