

The background features a dark blue gradient with a starry space pattern. On the left side, there are several circular gauges or dials with white markings and numbers, some of which are partially obscured. The numbers on the gauges include 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, and 260. There are also various circular arrows and dashed lines scattered across the background.

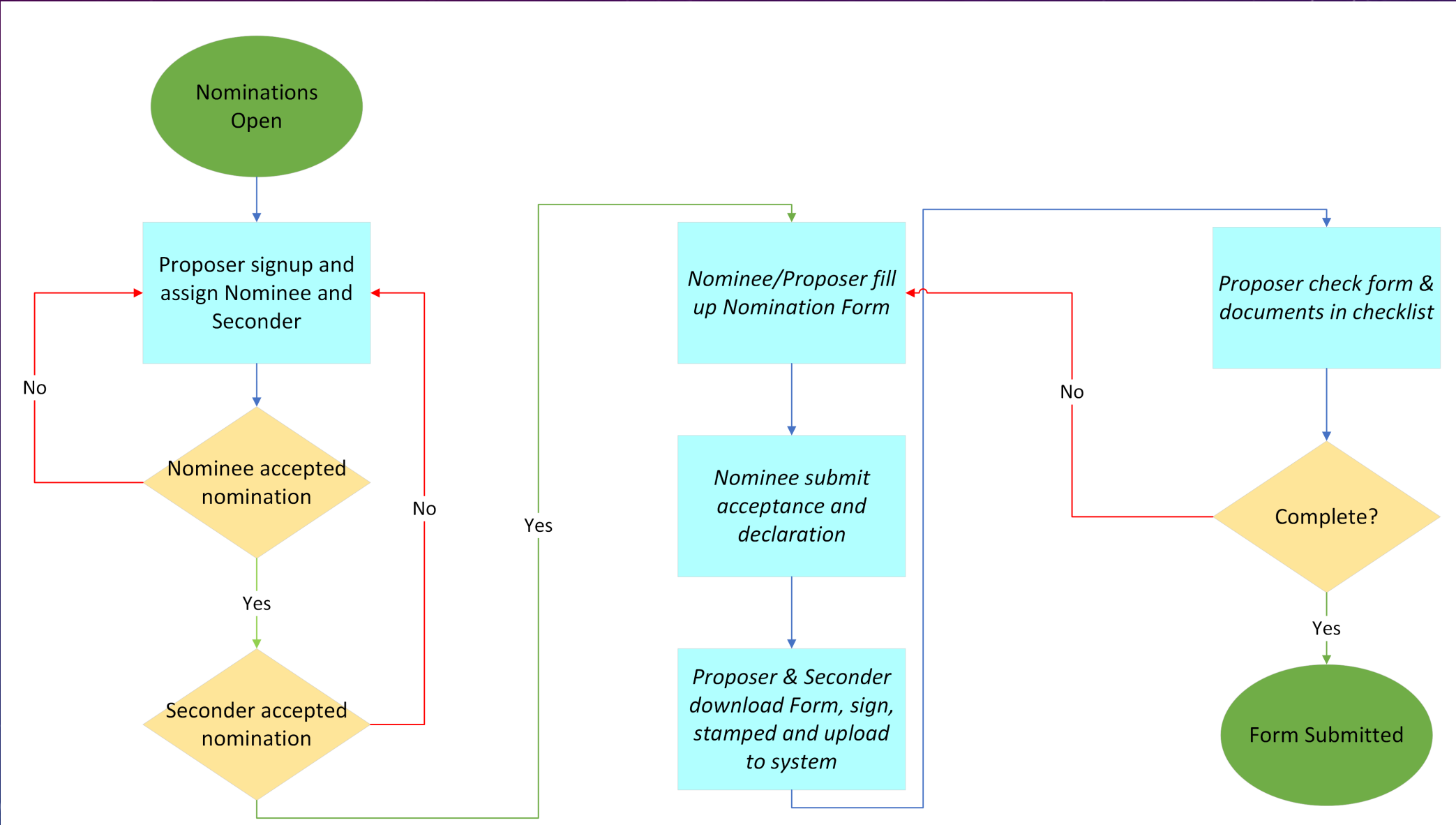
# BEM AWARDS – USER MANUAL

FOR **PROPOSER** ONLY









# SYSTEM OVERVIEW



# FLOW CHART OVERVIEW

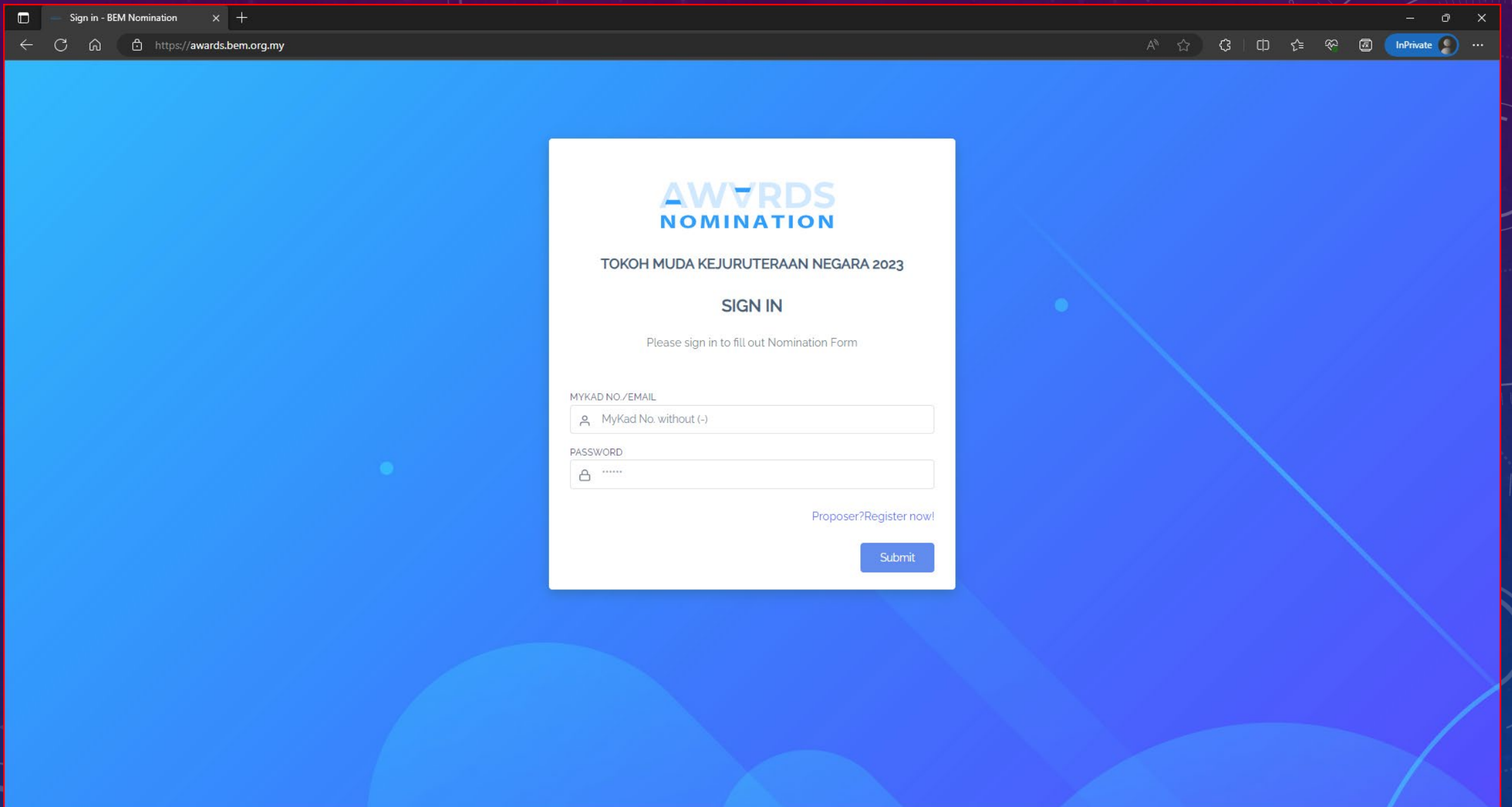


# MENU OVERVIEW

DASHBOARD & SUMMARY	
	Dashboard
	Nomination Form
MAIN MENU	
	Nominee <span>▼</span>
	Basis for Nomination
	Proposer & Seconder
	Nominee Acceptance & Declaration
	Nomination Checklist
PERSONNEL	
	Logout

Menu	Function
Dashboard	Able to view current application status
Nomination Form	Able to view current application form
Nominee	
-Nominee Personal Details	Able to view and edit Nominee personal details
-Nominee Contact Details	Able to view and edit Nominee contact details
Basis for Nomination	Able to view and edit Nominee application form
Proposer & Seconder	Able to view, edit and submit Proposer's nomination form
Nominee Acceptance & Declaration	Able to view Nominee's submitted declaration
Nomination Checklist	Able to edit and submit Proposer's checklist

STEP 1: SIGNUP AND  
ASSIGN  
NOMINEE/SECONDER



This is the front page where users of different roles could sign in

Sign in - BEM Nomination

https://awards.bem.org.my/index.php/Login/createUser

**AWARDS  
NOMINATION**

**TOKOH MUDA KEJURUTERAAN NEGARA 2023**

**Proposer Sign Up**

Please fill out the form to register.

**\*\* Proposer must be nominee's immediate supervisor.**

TITLE	NAME *
<input type="text"/>	<input type="text"/>
MYKAD NO. *	PE/PEPC REGISTRATION NO. (IF ANY)
<input type="text"/>	<input type="text"/>
DESIGNATION/POSITION	NAME OF ORGANISATION
<input type="text"/>	<input type="text"/>
Password *	Confirm Password *
<input type="password"/>	<input type="password"/>
EMAIL *	MOBILE
<input type="text"/>	<input type="text"/>

Have an account? [Login](#)

The sign-up page is only **applicable** for **Proposer** only

Dashboard

https://awards.bem.org.my/index.php/Dashboard/index

AWARDS NOMINATION

Dashboard

### Assign Nominee and Seconder

**\*\*Important notes.**  
Please fill in the details for your Nominee and Seconder. The system will then email them according to the details provided.

Nominee

Seconder

#### Fill in the nominee details

Nominee shall be below 40 years old on the closing date of nomination.

TITLE	Full name
MYKAD NO.	EMAIL
MOBILE	DATE OF BIRTH

Submit Reset

2023 © BEM NOMINEE AWARD

After sign-up, **Proposer** would require to assign **Nominee** and **Seconder** by keying in the required info



Dashboard

https://awards.bem.org.my/index.php/Dashboard

Hi, demoproposer

Dashboard

**AWARDS NOMINATION**

DASHBOARD & SUMMARY

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- Logout

Invitation email already sent to your nominee email.

### Assign Nominee and Seconder

**\*\*Important notes.**  
Please fill in the details for your Nominee and Seconder. The system will then email them according to the details provided.

Nominee Details | Seconder

Proposer may replace nominee by updating the info.  
Nominee shall be below 40 years old on the closing date of nomination.

STATUS NOMINEE Pending

TITLE	FULL NAME
demo	demonominee
MYKAD NO.	EMAIL
demo	demo
MOBILE	DATE OF BIRTH
demo	dd/mm/yyyy

Replace Nominee

Once assign, the system will email **Nominee** and **Seconder** regarding the assignment  
System will show the status wherever **Nominee** or **Seconder** had accepted and sign in the system

MANUAL – PROPOSER ONLY

The screenshot shows a web browser window with the URL <https://awards.bem.org.my/index.php/Dashboard>. The page header includes the 'AWARDS NOMINATION' logo and a user greeting 'Hi, demoproposer'. A green notification bar at the top states 'Invitation email already sent to your nominee email.' The main content area is titled 'Assign Nominee and Seconder' and contains a modal window for assigning a new nominee. The modal has fields for TITLE, FULL NAME, MYKAD NO., EMAIL, MOBILE, and DATE OF BIRTH. At the bottom of the modal are 'Close' and 'Assign' buttons. In the background, a 'Replace Nominee' button is highlighted with a red dashed box. The left sidebar contains navigation links for Dashboard, Nomination Form, and various menu items under 'MAIN MENU' and 'PERSONNEL'.

In the event a **Nominee** or **Seconder** refuse the accept the nomination, **Proposer** could replace them by clicking “Replace **Nominee**” or “Replace **Seconder**”

Dashboard

https://awards.bem.org.my/index.php/Dashboard/index

Hi, demoproposer

Dashboard

### AWARDS NOMINATION

DASHBOARD & SUMMARY

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## Assign Nominee and Seconder

**\*\*Important notes.**  
Please fill in the details for your Nominee and Seconder. The system will then email them according to the details provided.

Nominee Details | Seconder

Proposer may replace nominee by updating the info.  
Nominee shall be below 40 years old on the closing date of nomination.

STATUS NOMINEE: [Accept invitation](#) (Date: 21/08/2023 05:30)

TITLE	FULL NAME
<input type="text" value=""/>	<input type="text" value="demonominee"/>
MYKAD NO.	EMAIL
<input type="text" value="demonominee"/>	<input type="text" value="bemmeeting3@bem.org.my"/>
MOBILE	DATE OF BIRTH
<input type="text" value="012"/>	<input type="text" value="01/01/2010"/>

System will update the status once **Nominee** or **Seconder** accepted the invitation

# STEP 2: FILL UP THE NOMINATION FORM

Dashboard

Hi, demoproposer

## Basis for Nomination

Dashboard

Please submit and scanned nomination form together with with the supporting documents (proof/evidence) to support the basis of nomination for criteria A, B, C, D, and E and; a copy of nominee's CV.

### A. Professional Achievements and Awards Received

*State (i) significant and notable engineering achievement such as positions in organisation and professional qualifications, (ii) has managed or led an organisation in making noteworthy contributions in engineering and (iii) list the awards obtained in national and international level.*

(IN NOT MORE THAN 500 WORDS)

Save Reset

Attach additional files to support

Choose Files No file chosen Save

Attachment Files :

### B. Service to Engineering Profession

*State (i) significant involvement in engineering fraternity in national and/or international level, (ii) contribution to the advancement and application of engineering through professional activities, organisational involvement and apply innovative technology, design, materials, process/ methods in engineering solutions or policy making, and (iii) pioneer in technologies and innovations in planning and solving complex engineering problems.*

(IN NOT MORE THAN 500 WORDS)

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Once **Nominee** and **Seconder** accepted the invitation, **Proposer** could help Nominee to fill up the rest of the form

STEP 3:  
SUBMISSION

Dashboard <https://awards.bem.org.my/index.php/Menu/proposersecondar> InPrivate

Hi, demoproposer

**AWARDS NOMINATION**

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- Logout

Document has been uploaded successfully.

**DETAILS OF PROPOSER (to be signed by immediate supervisor)**

**PROPOSER**

TITLE

NAME

MYKAD NO.  PE/PEPC REGISTRATION NO. (IF ANY)

DESIGNATION/POSITION

NAME OF ORGANISATION

[Save](#) [Reset](#)

Download the form, sign, affix your company stamp, scan it as PDF and upload back to the system.

[Download attachment](#)

**ATTACHMENT**

PROPOSER DETAILS ATTACHMENT DULY STAMPED

No file chosen

ATTACHMENT : [Download file](#)

[Save](#) [Reset](#)

**DETAILS OF SECONDER (to be signed by immediate supervisor)**

**Proposer** is required to fill up, download, sign, stamped and upload the stamped documents

Dashboard

https://awards.bem.org.my/index.php/Menu/declaration

Hi, demoproposer

### AWARDS NOMINATION

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#### ACCEPTANCE AND DECLARATION BY NOMINEE

I, demonominee **accept** the nomination and hereby declare that:

- I am a Malaysian citizen
- I am a registered Person with BEM
- I have NO criminal record
- I have NO disciplinary action taken by BEM against me
- I am NOT a bankrupt

The system will email **Proposer** upon declaration completed by **Nominee**



Dashboard

https://awards.bem.org.my/index.php/Menu/checklist

Hi, demoproposer

### NOMINATION CHECKLIST BY PROPOSER

Please tick if the following nomination checklist has been fulfilled and submitted:

- Nomination Form duly completed and signed
- Documents (proof/evidence) to support the basis of nomination for criteria A, B, C, D and E
- Nominee's CV or Biodata

Save Reset

**AWARDS NOMINATION**

**DASHBOARD & SUMMARY**

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**Proposer** is required to check the application, fill up the checklist and save the checklist

The screenshot shows a web browser window with the URL <https://awards.bem.org.my/index.php/Menu/checklist>. The page header includes the AWARDS NOMINATION logo and a user greeting "Hi, demoproposer". A green notification bar at the top states "Checklist has been updated successfully." Below this is a blue header for "NOMINATION CHECKLIST BY PROPOSER". The main content area contains a message: "Please tick if the following nomination checklist has been fulfilled and submitted. The submit application button will appear after all the checklist have been fulfilled." A checklist with three items, all marked with green checkmarks, is shown: "Nomination Form duly completed and signed", "Documents (proof/evidence) to support the basis of nomination for criteria A, B, C, D and E", and "Nominee's CV or Biodata". At the bottom right of the checklist area are "Save" and "Reset" buttons. A red dashed box highlights a "Submit for Nomination" button that has appeared below the checklist.

Dashboard

Hi, demoproposer

Checklist has been updated successfully.

**NOMINATION CHECKLIST BY PROPOSER**

Please tick if the following nomination checklist has been fulfilled and submitted. The submit application button will appear after all the checklist have been fulfilled.

- Nomination Form duly completed and signed
- Documents (proof/evidence) to support the basis of nomination for criteria A, B, C, D and E
- Nominee's CV or Biodata

Save Reset

**Submit for Nomination**

**DASHBOARD & SUMMARY**

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Upon saving, the ***“Submit for Nomination”*** button will appear  
Press the button for final submission

The screenshot shows a web browser window with the URL <https://awards.bem.org.my/index.php/Menu/checklist>. The page header includes the 'AWARDS NOMINATION' logo and a user greeting 'Hi, demoproposer'. A green notification bar at the top states 'Checklist has been updated successfully'. Below this is a blue header for 'NOMINATION CHECKLIST BY PROPOSER'. The main content area contains a checklist with three items, all marked with green checkmarks: 'Nomination Form duly c...', 'Documents (proof/evid...', and 'Nominee's CV or Biodata...'. A red 'Submit for Nomination' button is visible. A white pop-up window with a red header 'Nomination Submission' is centered on the screen, containing the text: 'Your nomination will be submitted. Once the form has been submitted, the nomination form shall be deemed as final.' The pop-up has 'Close' and 'Confirm submit' buttons. In the background, there are 'Save' and 'Reset' buttons.

A pop-up notification will appear to confirm the submission  
**Please take note that no editing is allow after submission**

# COMPLETE

PROPOSER'S ROLE IS  
COMPLETED ONCE THE  
SUBMITTED.

NO EDIT IS ALLOWED AFTER  
SUBMISSION