

PROPOSER

User Manual

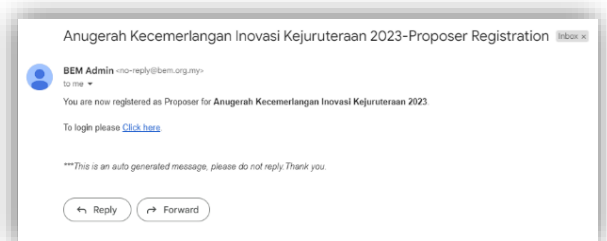
Anugerah Kecemerlangan Inovasi Kejuruteraan 2023

<https://eieawards.bem.org.my>

Getting started

1. Navigate to URL <https://bem.innovationaward.com>.
2. Ensure that proposer is Head of Company or Government Agency or Authorized personnel. Click Register now!

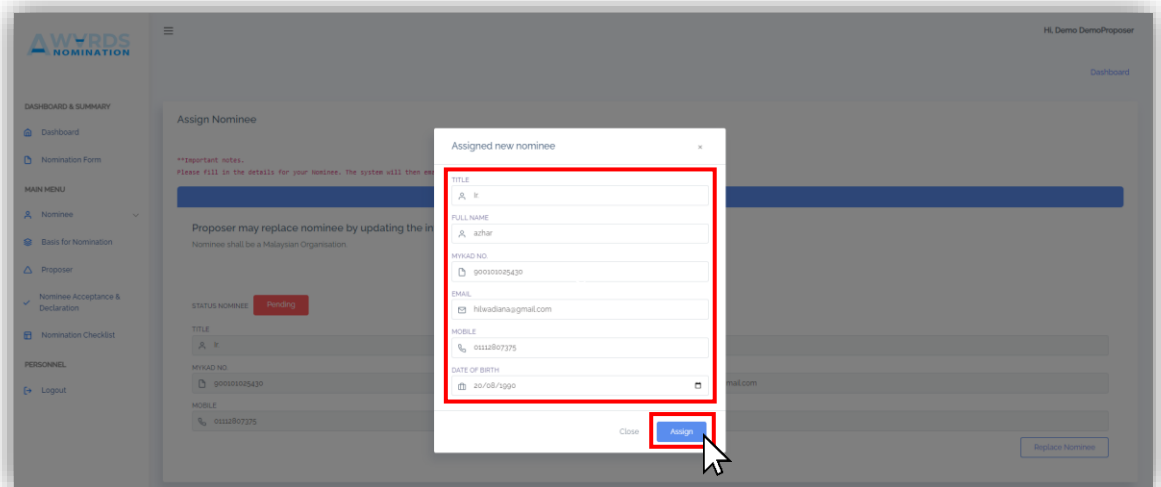
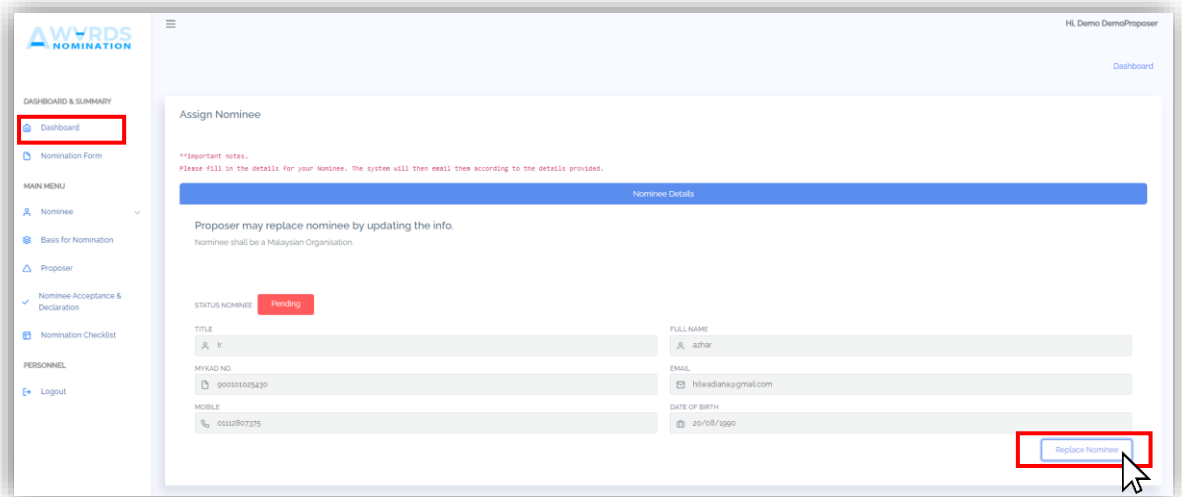
3. Fill all the requirement details and click submit button. If the registration successful, proposer will receive an email and the system will directly go to login page.



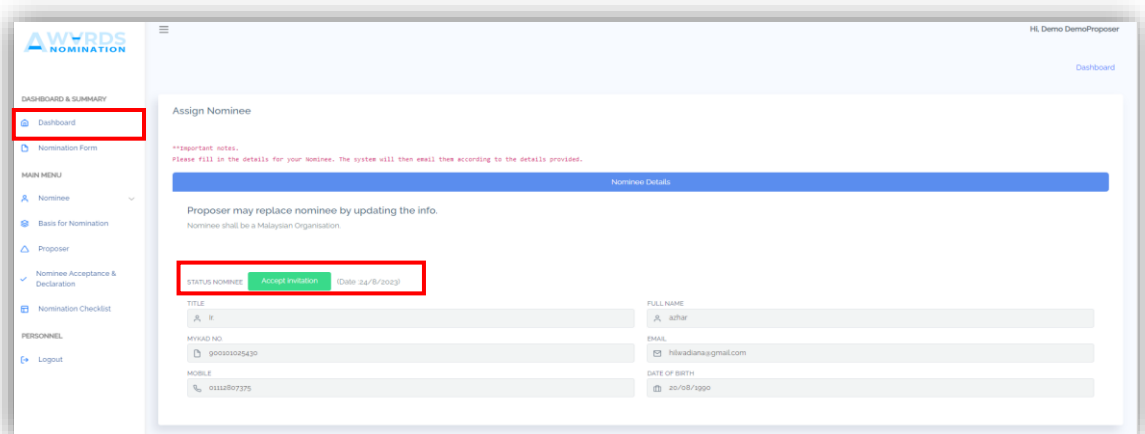
- Log into the system using registration details.

- System will show dashboard page which require proposer to assign nominee by fill out the details and valid email. The invitation email will be sent to assigned nominee after submit button clicked.

- To replace nominee, proposer need to click Replace Nominee and assign new nominee by fill out the new details of nominee. The invitation will be send to assigned nominee.



- Once nominee accept the invitation, the status will be updated as Accept Invitation.



8. To update details nominee, nomination basis, details proposer, nominee acceptance and declaration can be found at the left side of navigation menu.

The screenshot shows the navigation menu on the left side of the application. The menu is divided into several sections: DASHBOARD & SUMMARY, MAIN MENU, and PERSONNEL. The MAIN MENU section is highlighted with a red box. Red arrows point from the menu items to their corresponding descriptions on the right.

- DASHBOARD & SUMMARY**
 - Dashboard: Assign/replace nominee and check nominee invitation status
 - Nomination Form: Summary of nomination form(view only)
- MAIN MENU**
 - Nominee: Allow proposer to update detail and nominee's contact information
 - Nominee Personal Details
 - Nominee Contact Details
 - Basis for Nomination: Allow proposer to update nomination basis
 - Proposer: Allow proposer to update own details
 - Nominee Acceptance & Declaration: Allow proposer to view either nominee already accept, declare and upload the stamped form
 - Nomination Checklist: Allow proposer to update checklist before submit nomination
- PERSONNEL**
 - Logout

9. Nominee personal details, contact information and nomination basis can be fill out by proposer/nominee.

The screenshot shows the 'NOMINATION FORM' page. The left navigation menu is visible, with the 'Nominee' menu item highlighted. The main content area is divided into two sections: 'Team Leader Details' and 'Personal Details'. The 'Team Leader Details' section contains fields for 'Name of Organisation' and 'Company's SSM Registration No. If available'. The 'Personal Details' section contains fields for 'Title', 'Name of Nominee', 'My Kad No.', 'Date of Birth', 'BEM Registration No.', 'Registration Category', and 'BEM Approved Discipline'. There are 'Save' and 'Reset' buttons at the end of each section.

10. Proposer need to download the form, sign, affix with company stamp and scan as PDF then upload back to the system under ATTACHMENT part.

11. System only allows nominee to submit Nomination Acceptance and Declaration form. Proposer can view the status and ensure nominee upload the stamped documents.

12. Finally, proposer need to update checklist and ensure all documents and details fulfilled before submit for Nomination. The button Submit for Nomination will appear after all requirement was checked. Once the form has been submitted, the nomination form shall be deemed as final.

13. Proposer can either logout from the system or view summary of nomination form.