

# CQM Online Quick Guide for Contractors

# CQM On-Line

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# CQM On-Line

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After your Cqm Online account has been created, please follow the steps below on the usage of the online system.

- Please log in to [\*\*http://www.bca.gov.sg/cqmonline\*\*](http://www.bca.gov.sg/cqmonline) for booking of CONQUAS / Quality Mark / Briefing.

# CQM On-Line

## ❖ Master User Account:

To log in:

➔ **Step 1:** Click User Login.

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**User Login**

Company:

Project ID:

Password:

Remember Me: ☐

Login

[Forgot Your Password?](#)

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**Step 2:** Under User Login, key-in your Company ID & Password and click <Login> to access.

If you forgot your password, click <Forget Your Password?> and input your email address to allow a new password to be sent to you.

<Master User Account>

➔ **Step 3:** Click on the <My Bookings> for checking of booking status for your

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projects.

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**CQM On-Line**

Login Successful.

**Main Menu**

- Manage Accounts
- My Bookings
- Statistics
- Account Details
- Tutorial
- Logout

**Bookings Log Book**

[Previous Week](#) | Bookings From 20/06/2011 To 25/06/2011 | [Next Week](#)

Show Bookings Based On Project ID:

Date	Day	Time	Type Of Assessment	Project ID	Project	Status	Cancel	Submitted On
------	-----	------	--------------------	------------	---------	--------	--------	--------------

Email This Page To:

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By selecting the projects ID in the drop down panel, you can view the booking status of the selected project and even email this page to whoever you want by typing the email address in the email column. Then click <Send Email>

<Master User Account>

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→ **Step 4:** Click on the <Manage Accounts> to update and manage your account.

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## CQM On-Line

**Main Menu**

- Manage Accounts
- My Bookings
- Statistics
- Account Details
- Tutorial
- Logout

**Manage Accounts**

Login ID	Access Level	IC	Project ID	Company Name	Project Name	Update	Delete
test	Master User	wa	1	BCA	TEST anson 90106340	<a href="#">Update</a>	<a href="#">Delete</a>
test	Normal User		3	bca	bca bca anson 90106340	<a href="#">Update</a>	<a href="#">Delete</a>
test	Normal User		4	test	11	<a href="#">Update</a>	<a href="#">Delete</a>

[Add New Account](#)

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**Step 5:** To create new account for new normal account user,  
click <Add New Account>

**Note:** A new normal account has to be created for every new project.

<Master User Account>

# CQM On-Line


Next, key-in all the information. All fields must be filled in for normal user account when creating a new account for a new normal user.

Main Menu	Add New Account
 Manage Accounts	Login ID: <input type="text"/>
 My Bookings 	Password: <input type="text"/>
 Statistics	Confirm Password: <input type="text"/>
 Account Details	Project ID: <input type="text"/>
 E-Information/Forms	Email: <input type="text"/>
 Tutorial	Project Name: <input type="text"/>
 Logout	Project Location: <input type="text"/>
	Contact Person & Phone Number: <input type="text"/> 
	Project IC: <input type="text"/> 
	Project Category: <input type="text"/>
	<input type="button" value="Add New Account"/>

<Master User Account>

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**Step 6:** Click <Account Details> to update or amend your particulars. This page also allows you to change your password and contacts details.



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Manage Accounts

My Bookings 

Statistics

Account Details

Tutorial

Logout

Login ID:

Password:  (Leave Blank If No Change)


Confirm Password:


Project ID:

Email:

Project Name:

Project Location:

Contact Person & Phone Number:  

Project IC:  

Project Category:

Click <Update Details>

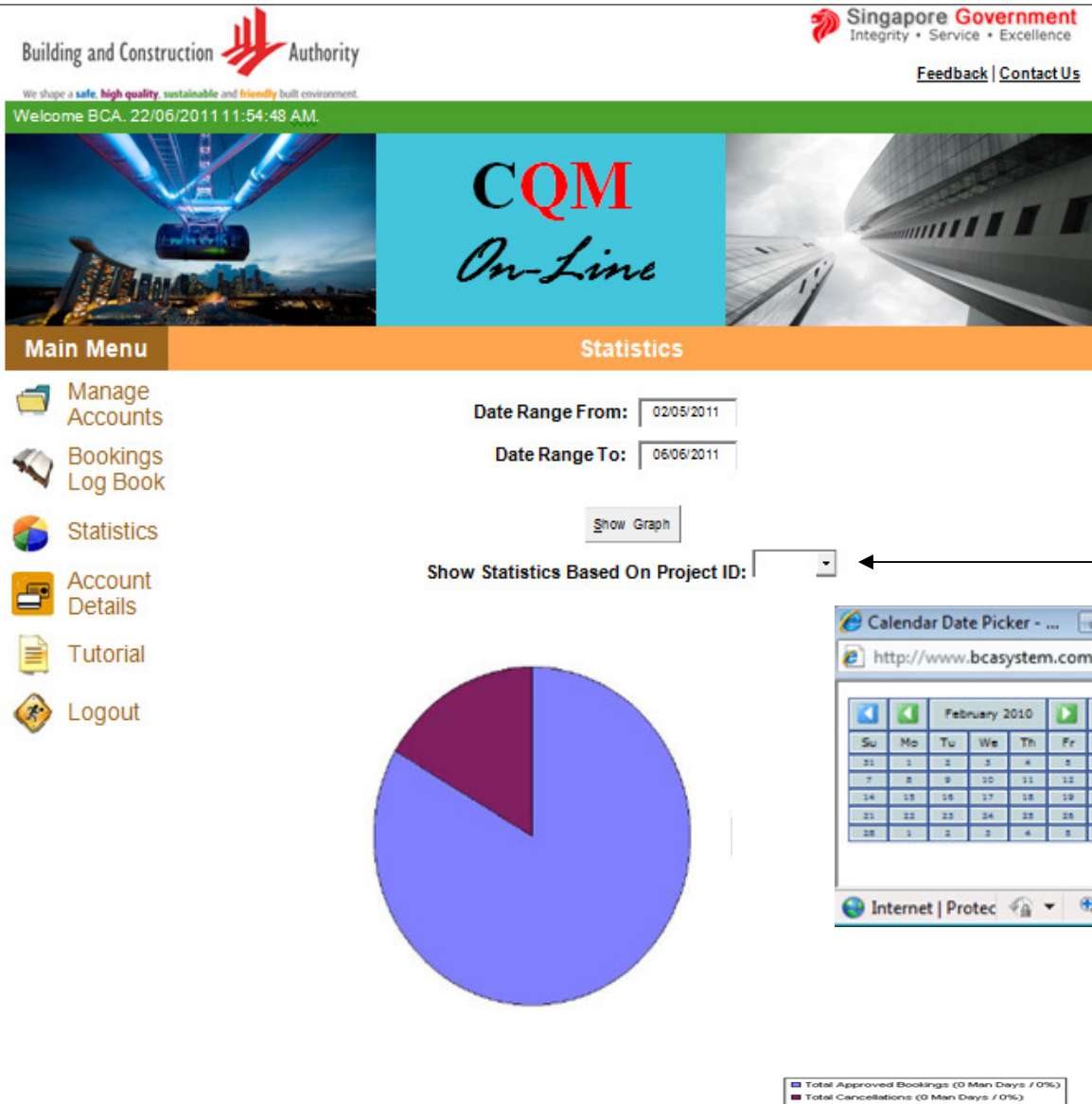
<Master User Account>

8



# CQM On-Line

**Step 7:** Click on the <Statistics> to check the total no: of bookings & cancellations made for each projects by selecting the project ID in the drop down panel.



End of Master Account Instruction Manual

<Master User Account>

# CQM On-Line

## ❖ Normal User Account:

To log in:

➔ **Step A:** Click User Login.

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**CQM On-Line**

**Main Menu**

- User Login
- Admin Login
- Assessor Login
- Contact Us

**User Login**

Company:

Project ID:

Password:

Remember Me: ☐

Login

[Forgot Your Password?](#)

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**Step B:** Under User Login, key-in your Company ID, Project ID & Password and click <Login> to access.

If you forgot your password, click <Forget Your Password?> and input your email address to allow a new password to be sent to you.

<Normal User Account>

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**Step C:** Click on the <Make/Amend> to make your booking for briefing or other types of assessments.

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Main Menu

 Make/Amend 

 My Bookings 

 Statistics

 Account Details

 Tutorial

 Logout

Login Successful.

Bookings Log Book

[Previous Week](#) | Bookings From 20/06/2011 To 25/06/2011 | [Next Week](#)

Date

Day

Time

Type Of Assessment

Project ID

Project

Status

Cancel

Submitted On

Email This Page To:

Date	Day	Time	Type Of Assessment	Project ID	Project	Status	Cancel	Submitted On
------	-----	------	--------------------	------------	---------	--------	--------	--------------

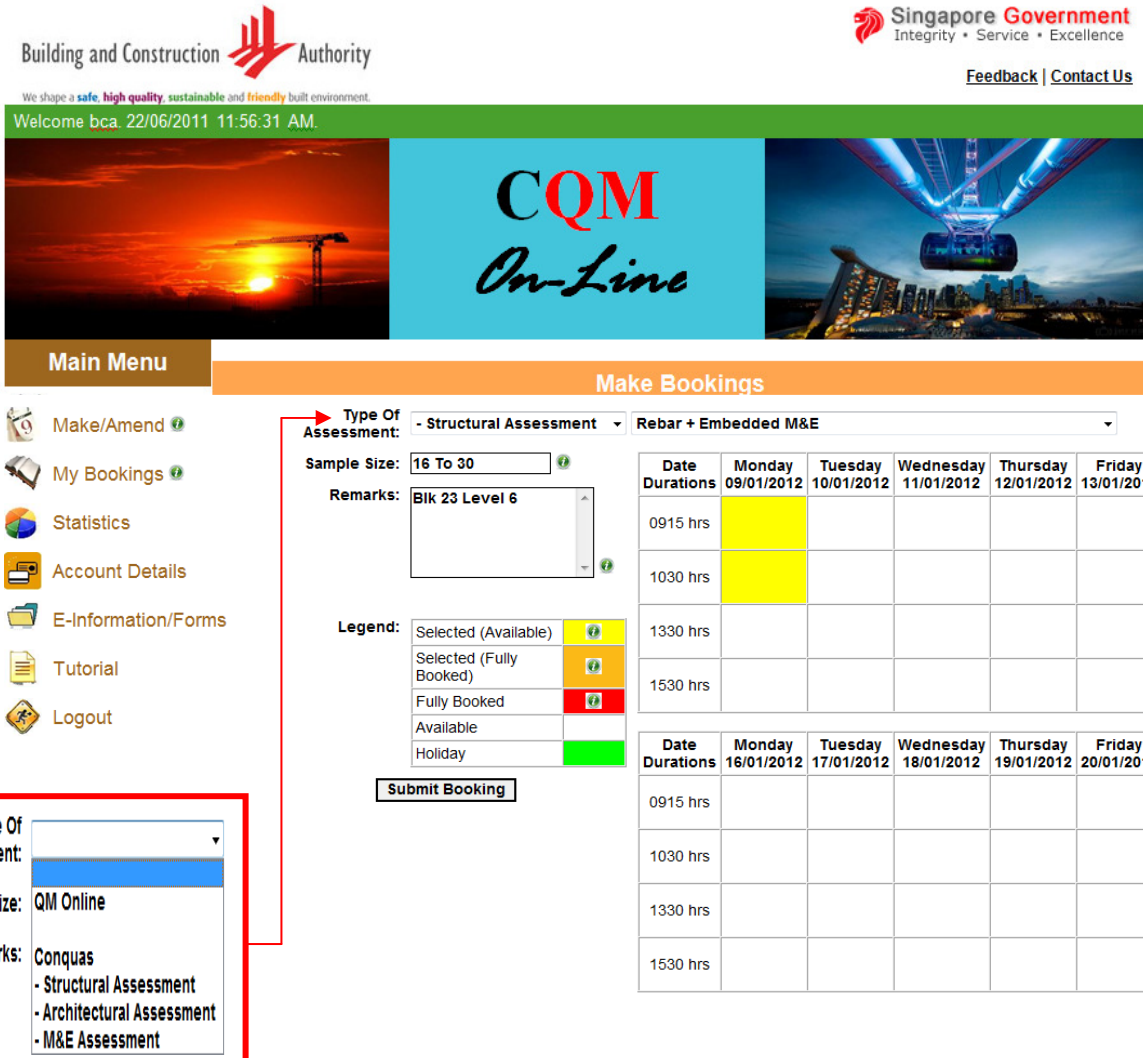
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<Normal User Account>

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**Step D:** You may now start to do your booking by selecting the type of assessments you want (Conquas or Quality Mark) and the type of trade assessments such as Rebar formwork for Structural Assessment, Internal Finishes for Architectural Assessment and even M&E Exposed for M&E Assessment.

Please click  for assistance.



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**Main Menu**

- Make/Amend
- My Bookings
- Statistics
- Account Details
- E-Information/Forms
- Tutorial
- Logout

**Make Bookings**

Type Of Assessment: **- Structural Assessment** | Rebar + Embedded M&E

Sample Size: **16 To 30**

Remarks: **Blk 23 Level 6**

**Legend:**

Selected (Available)	
Selected (Fully Booked)	
Fully Booked	
Available	
Holiday	

**Submit Booking**

Date Durations	Monday 09/01/2012	Tuesday 10/01/2012	Wednesday 11/01/2012	Thursday 12/01/2012	Friday 13/01/2012
0915 hrs					
1030 hrs					
1330 hrs					
1530 hrs					

Date Durations	Monday 16/01/2012	Tuesday 17/01/2012	Wednesday 18/01/2012	Thursday 19/01/2012	Friday 20/01/2012
0915 hrs					
1030 hrs					
1330 hrs					
1530 hrs					

Once ready, click on the **<Submit Booking>** .

Please note that the cut-off time for booking is on every Wednesday 2359 hrs for assessment in the following week.

<Normal User Account>

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**Step E:** Please book the assessment in a preferable way as shown below.



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**Main Menu**

**Make Bookings**

 **Make/Amend**

 **My Bookings**

 **Statistics**

 **Account Details**

 **E-Information/Forms**

 **Tutorial**

 **Logout**

**Type Of Assessment:** - Architectural Assessme

**Sample Size:** 226 To 250

**Remarks:** Bik 23 level 3 to level 16

**Conquas Internal Finishing Assessment**

Date Durations	Monday 09/01/2012	Tuesday 10/01/2012	Wednesday 11/01/2012	Thursday 12/01/2012	Friday 13/01/2012
0915 hrs					
1030 hrs					
1330 hrs					
1530 hrs					

Date Durations	Monday 16/01/2012	Tuesday 17/01/2012	Wednesday 18/01/2012	Thursday 19/01/2012	Friday 20/01/2012
0915 hrs					
1030 hrs					
1330 hrs					
1530 hrs					

**Legend:**

Selected (Available)	
Selected (Fully Booked)	
Fully Booked	
Available	
Holiday	

Submit Booking

**Type Of Assessment:** QM Online

**Sample Size:** QM Online


**Remarks:** Conquas

- Structural Assessment
- Architectural Assessment
- M&E Assessment

<Normal User Account>

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Avoid booking in a staggered or alternate manner as shown below.



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**Main Menu**

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-  [Statistics](#)
-  [Account Details](#)
-  [E-Information/Forms](#)
-  [Tutorial](#)
-  [Logout](#)

**Type Of Assessment:** - Structural Assessment

**Sample Size:** 201 To 220

**Remarks:**

**Finishing Concrete Assessment**

Date Durations	Monday 09/01/2012	Tuesday 10/01/2012	Wednesday 11/01/2012	Thursday 12/01/2012	Friday 13/01/2012
0915 hrs					
1030 hrs					
1330 hrs					
1530 hrs					

**Legend:**

Selected (Available)	
Selected (Fully Booked)	
Fully Booked	
Available	
Holiday	

Date Durations	Monday 16/01/2012	Tuesday 17/01/2012	Wednesday 18/01/2012	Thursday 19/01/2012	Friday 20/01/2012
0915 hrs					
1030 hrs					
1330 hrs					
1530 hrs					

Submit Booking

**Type Of Assessment:** QM Online

**Sample Size:** QM Online

**Remarks:** Conquas  
- Structural Assessment  
- Architectural Assessment  
- M&E Assessment

**Step F:** The system will inform you whether the bookings are successful or not after submitting through email and SMS.

<Normal User Account>



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→ **Step G:** Click on the <My Bookings> for checking of booking status for your projects.

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Date	Day	Time	Type Of Assessment	Project ID	Project	Status	Cancel	Submitted On
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You can view the booking status of the project and even email this page to whoever you want by typing the email address in the email column. Then click <Send Email>

<Normal User Account>

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**Step H:** Click <Account Details> to update or amend your particulars. This page also allows you to change password.

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CQM

On-Line

Main Menu

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Login ID:

Password:  (Leave Blank If No Change)

Confirm Password:

Project ID:

Email:

Project Name:

Project Location:

Contact Person & Phone Number:

Project IC:

Project Category:

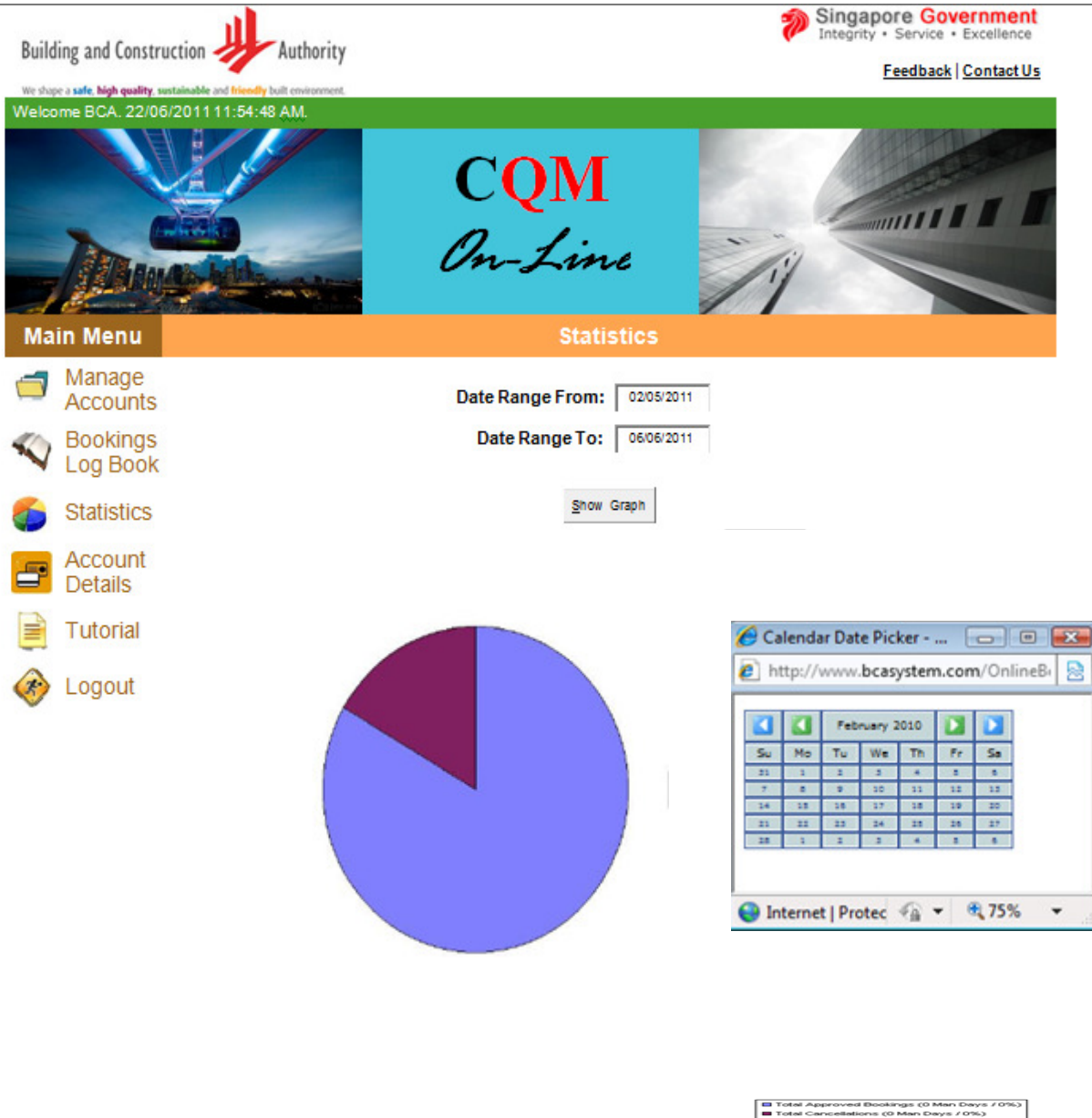
Click <Update Details>

<Normal User Account>



# CQM On-Line

**Step I:** Click on the <Statistics> to check the total no: of bookings & cancellations made for your projects.



End of Normal Account Instruction Manual

<Normal User Account>

## CQM On-Line

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For further enquiry or technical issue /  
ID & Login Password Issue,  
please feel free to contact us @ 67304400 or email  
to:

poh\_chek\_tang@bca.gov.sg (hp: 94563200) /  
anson\_wong@bca.gov.sg (hp: 90106340)