



BUILDSPACE EPROJECT

For User

Account Setting

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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(BuildSpace Version 3.2)

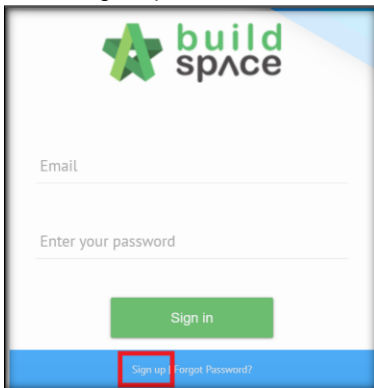
Last Updated: 18/9/2020

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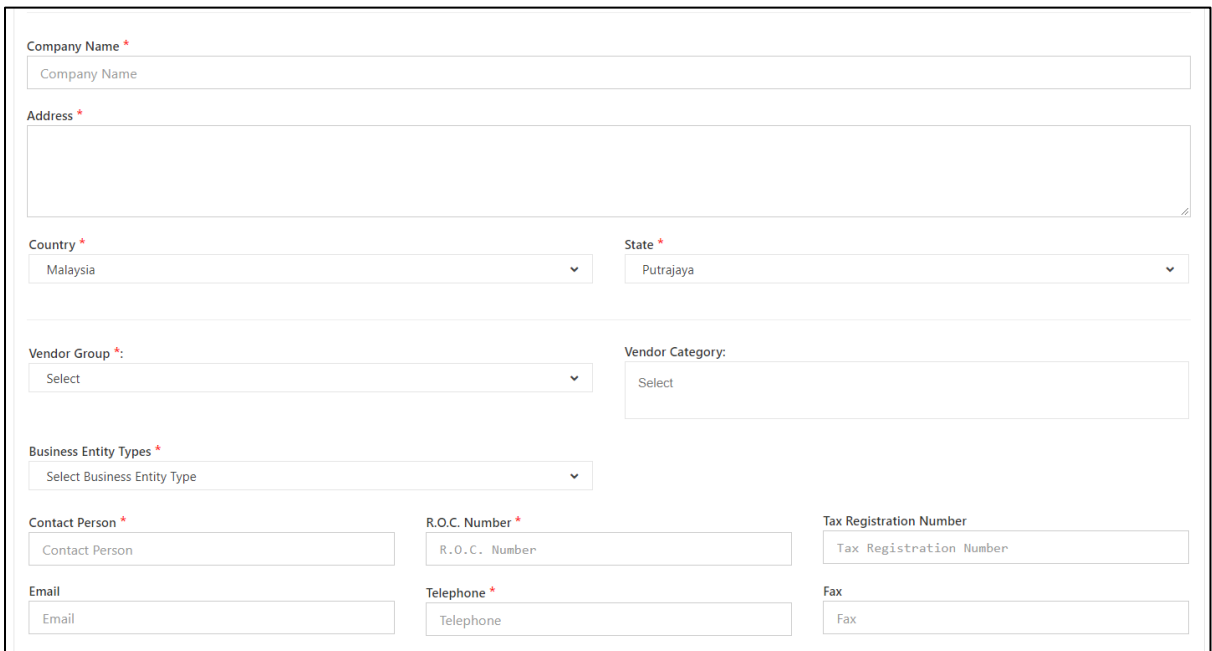
Temporary Login Account Request

1. Click "Sign Up"



The screenshot shows the buildspace login page. At the top is the buildspace logo. Below it are two input fields: "Email" and "Enter your password". A green "Sign in" button is centered below the fields. At the bottom, there are two links: "Sign up" and "Forgot Password?". The "Sign up" link is highlighted with a red rectangular box.

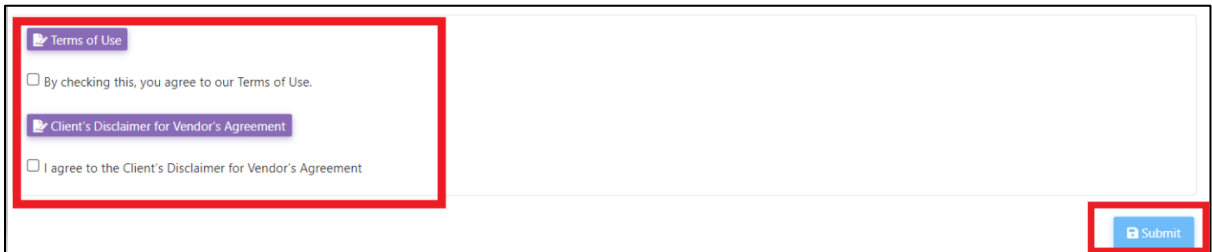
2. Insert details



The screenshot shows a registration form with the following fields and sections:

- Company Name ***: A text input field with "Company Name" as a placeholder.
- Address ***: A large text area for the address.
- Country ***: A dropdown menu with "Malaysia" selected.
- State ***: A dropdown menu with "Putrajaya" selected.
- Vendor Group ***: A dropdown menu with "Select" as the placeholder.
- Vendor Category:**: A text input field with "Select" as the placeholder.
- Business Entity Types ***: A dropdown menu with "Select Business Entity Type" as the placeholder.
- Contact Person ***: A text input field with "Contact Person" as the placeholder.
- R.O.C. Number ***: A text input field with "R.O.C. Number" as the placeholder.
- Tax Registration Number**: A text input field with "Tax Registration Number" as the placeholder.
- Email**: A text input field with "Email" as the placeholder.
- Telephone ***: A text input field with "Telephone" as the placeholder.
- Fax**: A text input field with "Fax" as the placeholder.

3. Tick Checkbox and Click "Submit"



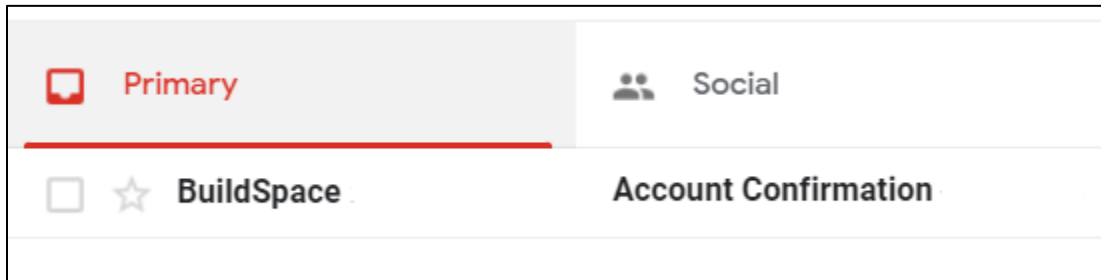
The screenshot shows the bottom section of the registration form, which is highlighted with a red border. It contains the following elements:

- Terms of Use**: A link with a document icon.
- By checking this, you agree to our Terms of Use.
- Client's Disclaimer for Vendor's Agreement**: A link with a document icon.
- I agree to the Client's Disclaimer for Vendor's Agreement
- Submit**: A blue button with a white arrow icon, highlighted with a red box.

Account Activation & Change Password

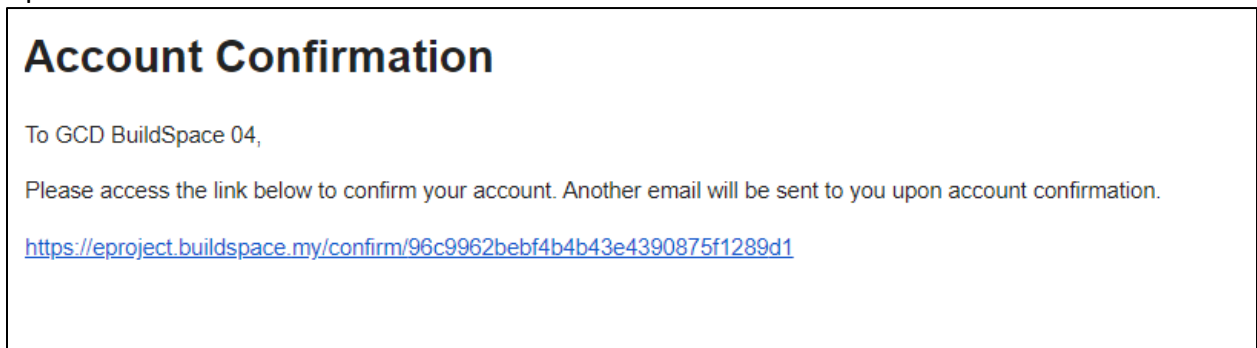
1. You will receive an “**Account Confirmation**” email from **BuildSpace** as follows;

Notes: Please check your junk mail or spam mail box

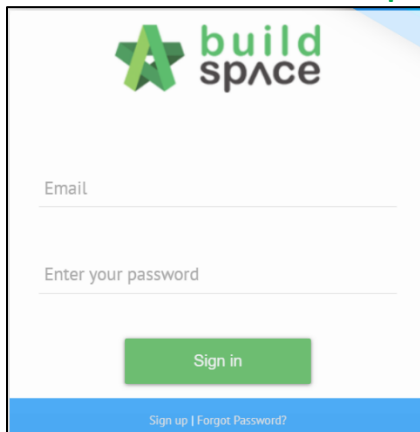


Note: Email's subject title might vary depending on Client's setup

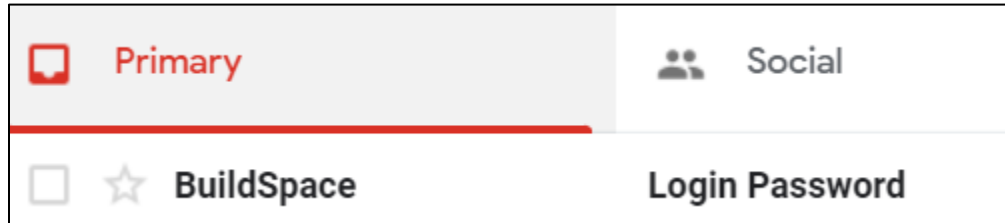
2. Open the email and **click at the link as follows:**



3. You will be diverted to **BuildSpace eProject** login page

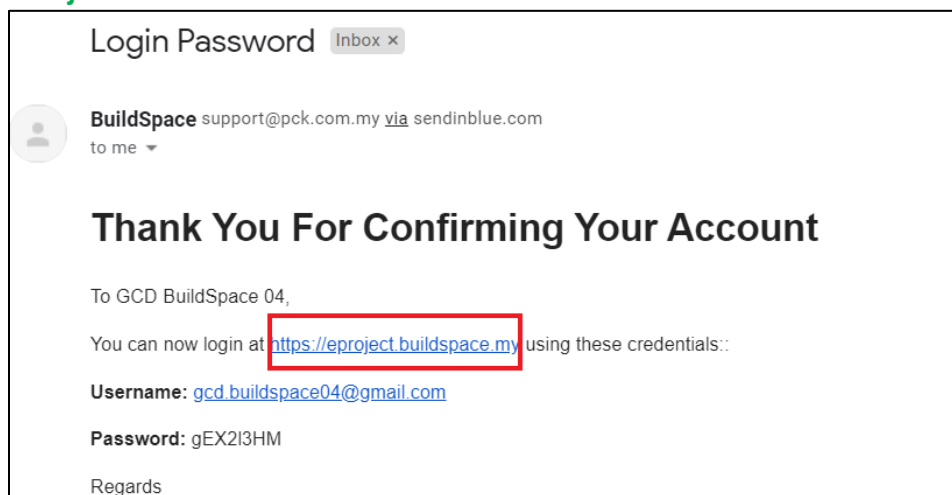


- After that, you will receive another “Login Password” email from BuildSpace as follows;
Notes: please check your junk mail or spam mail box

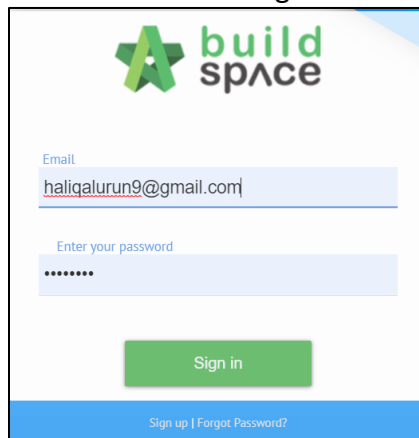



Note: Email's subject title might vary depending on Client's setup

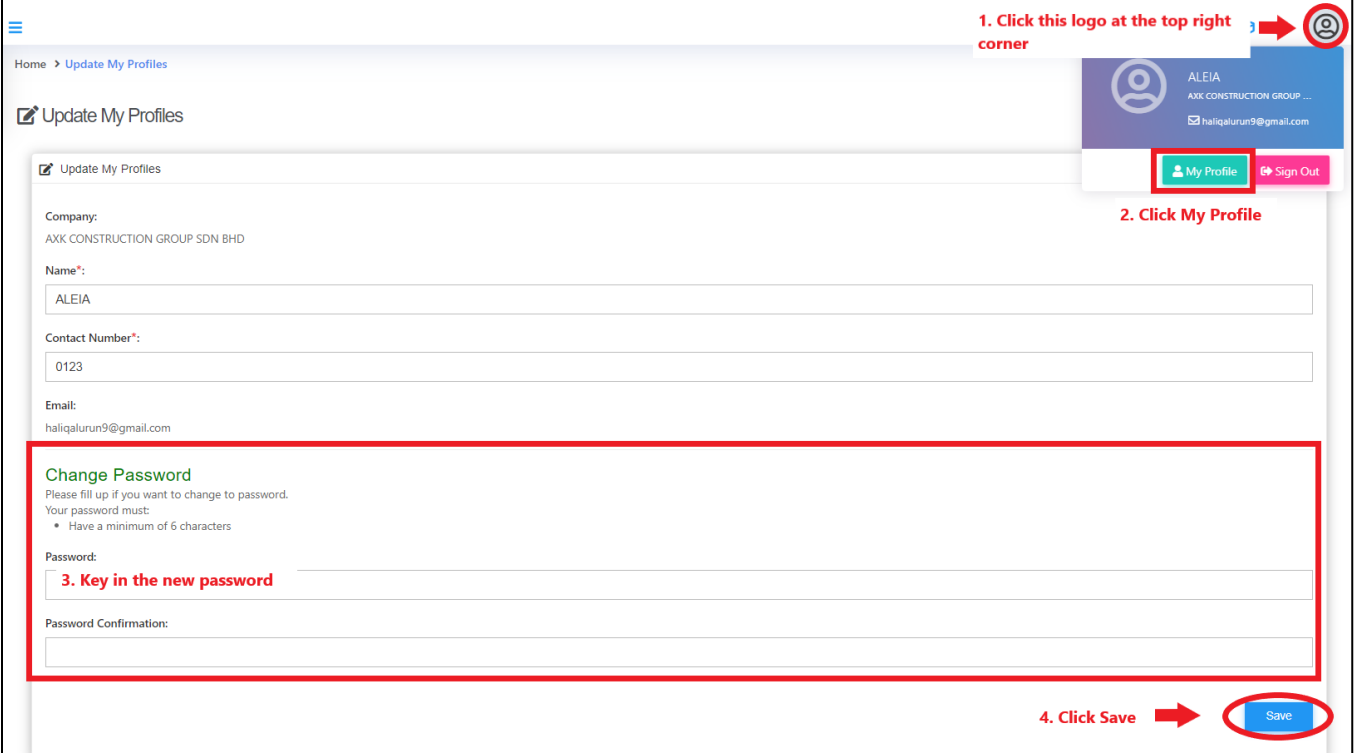
- Open the email and you will be given a link and default password to your BuildSpace eProject account.



- Click at the link to login to the system using the given password.



7. You can still change your password again and again by simple click at this logo . Then click at **“My Profile”**. Key in your new password and click **“Save”**.



The screenshot shows the 'Update My Profiles' page in the BuildSpace system. The page includes a header with the user's name 'ALEIA' and email 'haliqalurun9@gmail.com'. A navigation menu in the top right corner contains 'My Profile' and 'Sign Out' buttons. The main content area is titled 'Update My Profiles' and contains a form with the following fields:

- Company: AXK CONSTRUCTION GROUP SDN BHD
- Name*: ALEIA
- Contact Number*: 0123
- Email: haliqalurun9@gmail.com

Below these fields is a section titled 'Change Password' with the following instructions and fields:

- Please fill up if you want to change to password.
- Your password must:
 - Have a minimum of 6 characters
- Password: (Annotated with '3. Key in the new password')
- Password Confirmation:

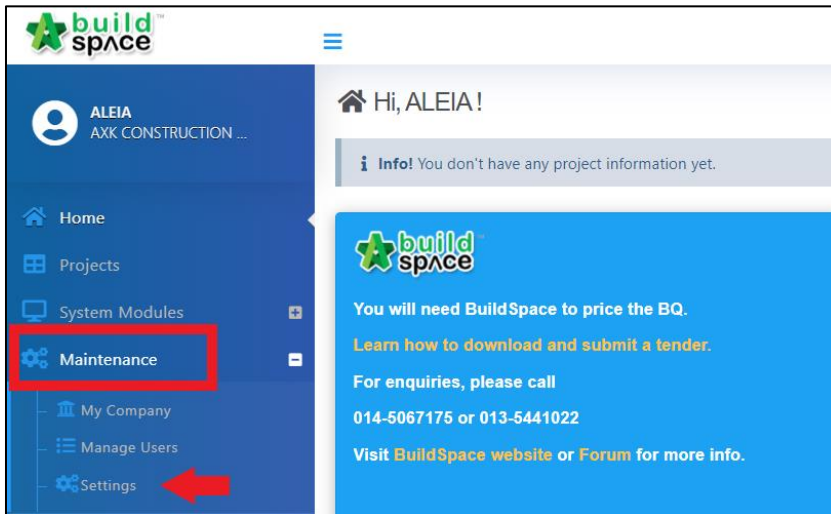
At the bottom right of the page, there is a 'Save' button (Annotated with '4. Click Save').

Annotations on the screenshot include:

- '1. Click this logo at the top right corner' pointing to the user profile icon in the top right header.
- '2. Click My Profile' pointing to the 'My Profile' button in the navigation menu.
- '3. Key in the new password' pointing to the password input field.
- '4. Click Save' pointing to the 'Save' button.

Language

1. To change the language for the overall system, click at **“Maintenance”** and click **“Settings”**.



2. Click at the drop-down button to select the language. Then click **“Save”**.

