



## Assign User Role For RFV Module

For Admin User

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**(BuildSpace Version 2.3)**

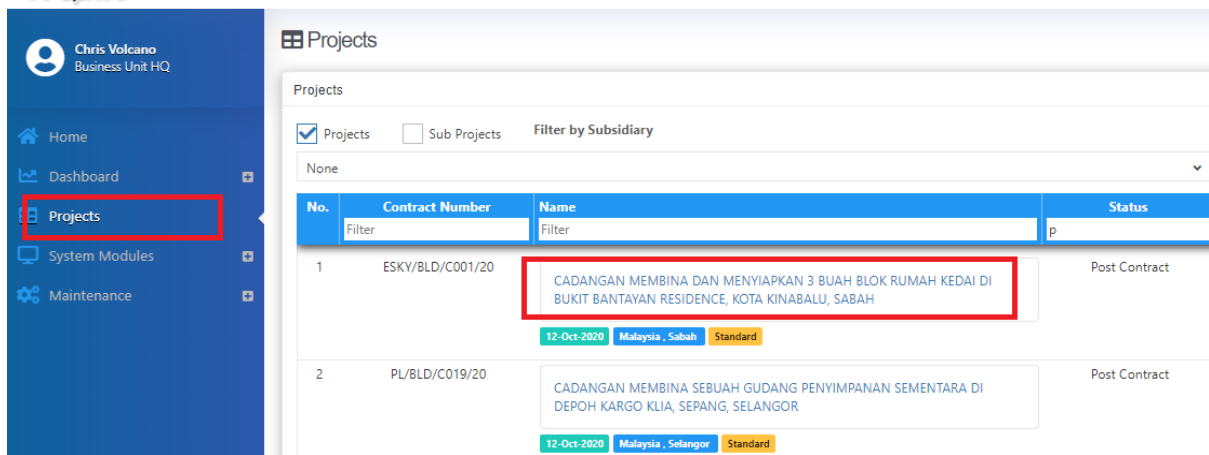
**Last updated: 13/10/2020**

## Assign User Role for RFV Module

**Note:** Admin user can assign user role for RFV module within a project.

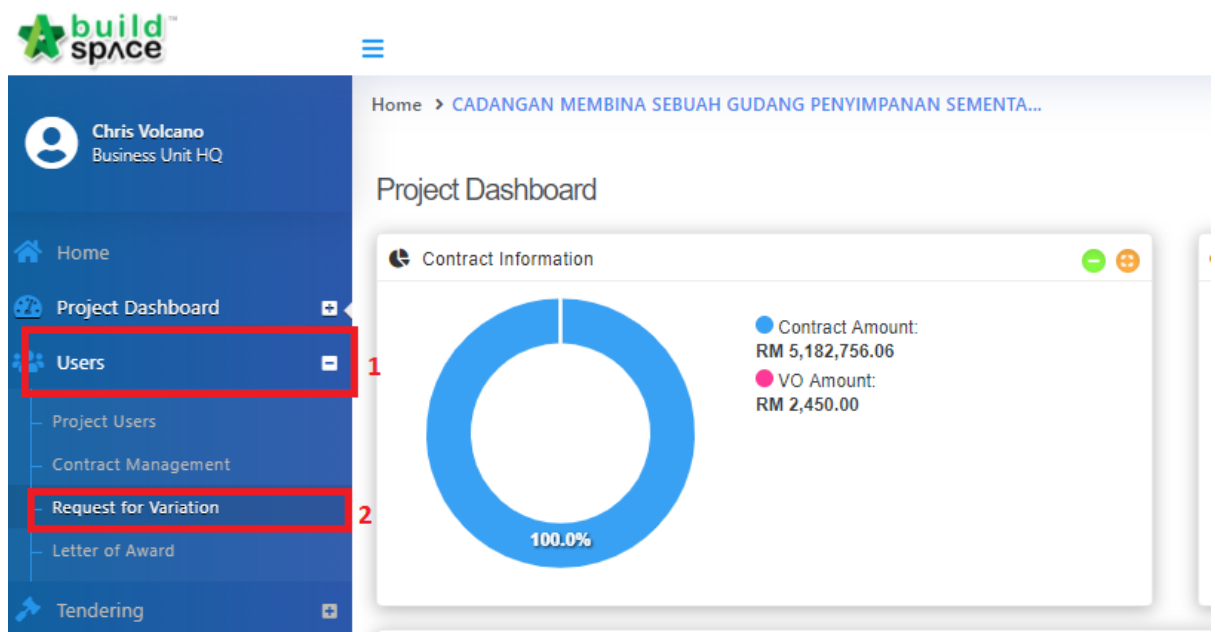
1. Login eProject system, go to **Project** and open a project.

**Note:** The project must be in **Post Contract** stage.



No.	Contract Number	Name	Status
1	ESKY/BLD/C001/20	CADANGAN MEMBINA DAN MENYIAPKAN 3 BUAH BLOK RUMAH KEDAI DI BUKIT BANTAYAN RESIDENCE, KOTA KINABALU, SABAH	Post Contract
2	PL/BLD/C019/20	CADANGAN MEMBINA SEBUAH GUDANG PENYIMPANAN SEMENTARA DI DEPOH KARGO KLIA, SEPANG, SELANGOR	Post Contract

2. Click **Users > Request for Variation**.

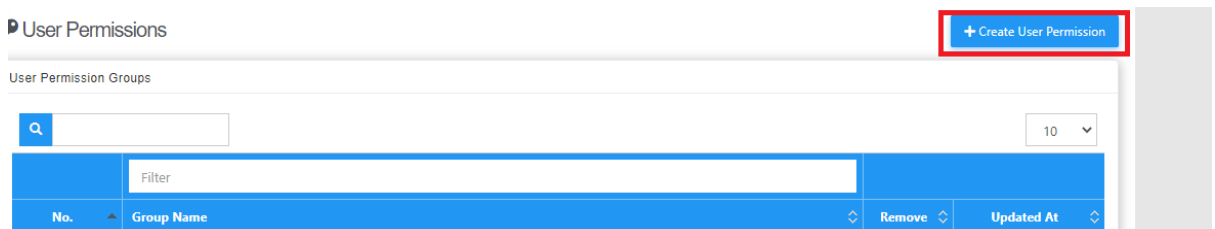


Contract Information

100.0%

- Contract Amount: RM 5,182,756.06
- VO Amount: RM 2,450.00

3. Click **+Create User Permission**.



User Permissions

+ Create User Permission

User Permission Groups

No.	Group Name	Remove	Updated At
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4. Input Group Name (*like Building Works / M&E / C&S / etc*)

Create User Permission

Create User Permission Group

Group Name\*:  
Building Works| (Building Works / M&E / C&S / etc)

Submit Request For Variation | Fill up Omission / Addition | Submit for Approval

+ Add Users

No.	Name	Email	View Cost Estimate	View VO Report	Remove
No User Assigned To This Role					

Save Back

5. Click at each tab, then click **+Add Users** to assign user into each role.

**Note:** **Submit Request For Variation** – User who able to raise RFV form in system.

**Fill Up Omission / Addition** – User who able to prepare cost estimation of proposed RFV.

**Submit for Approval** – User who able to submit the proposed RFV for approval (*suggest to assign Client into this role*)

Create User Permission

Create User Permission Group

Group Name\*:  
Building Works| Click at each tab to assign user role

Submit Request For Variation | Fill up Omission / Addition | Submit for Approval

+ Add Users

No.	Name	Email	View Cost Estimate	View VO Report	Remove
No User Assigned To This Role					

Save Back

6. Tick to grant access for each user to view RFV details and allow the user to submit RFV for final approval. Once finalized on RFV user assignment, click **Save**.

Submit Request For Variation    Fill up Omission / Addition    Submit for Approval

Tick to grant access to this user to submit RFV for final approval

+ Add Users

No.	Name	Email	View Cost Estimate	View VO Report	Is Editor	Remove
2	Chris Volcano Prasarana LRT	sky@buildspace.my	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Tick to grant access to the user to view

Save    Back

**Note: Once saved, the assigned users able to access into RFV module**