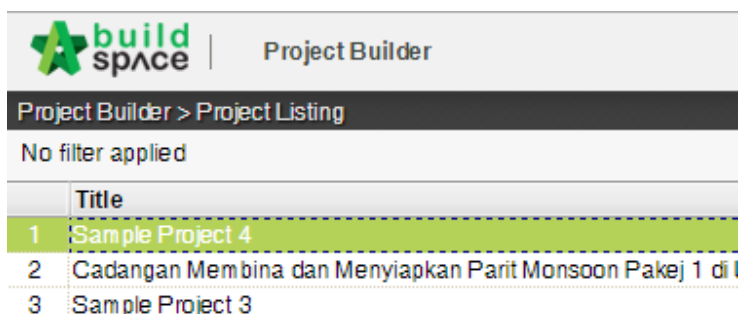


## How to assign users to a project

1. Double click to open a project.



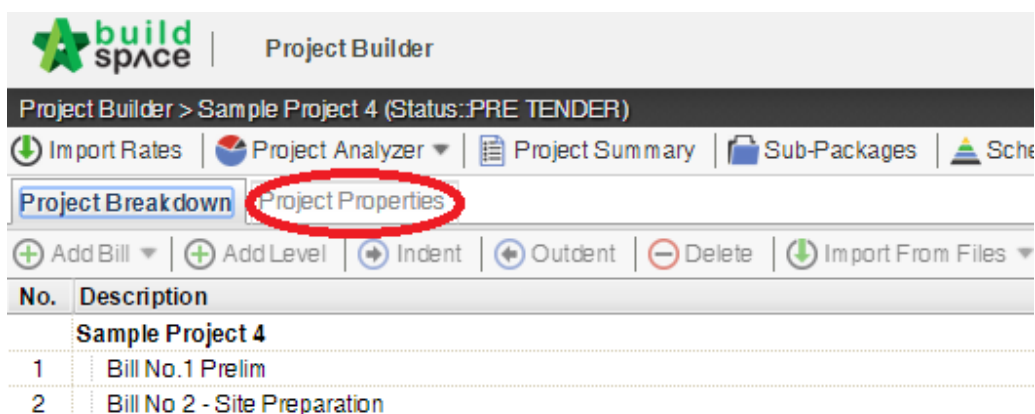
buildspace | Project Builder

Project Builder > Project Listing

No filter applied

	Title
1	Sample Project 4
2	Cadangan Membina dan Menyiapkan Parit Monsoon Pakej 1 di l
3	Sample Project 3

2. Click at “Project Properties” tab.



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Project Builder > Sample Project 4 (Status:PRE TENDER)

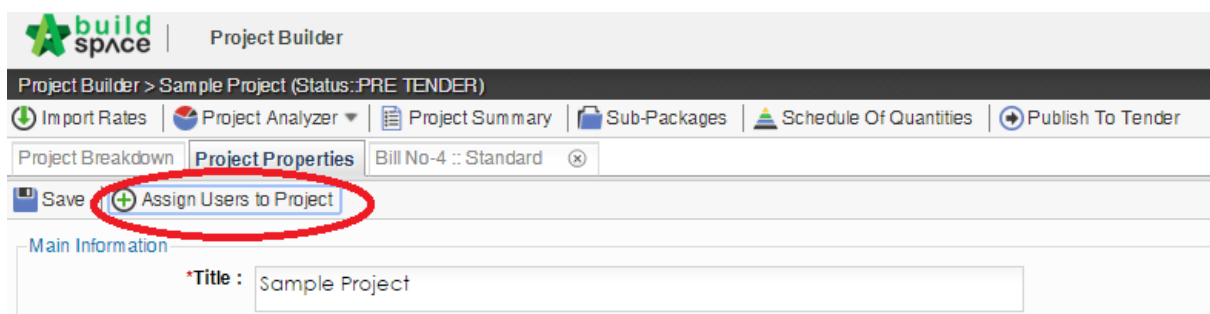
Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule

Project Breakdown | **Project Properties**

+ Add Bill | + Add Level | Indent | Outdent | Delete | Import From Files

No.	Description
	Sample Project 4
1	Bill No.1 Prelim
2	Bill No 2 - Site Preparation

3. Click at “Add Users to Project”.



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Project Builder > Sample Project (Status:PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Publish To Tender

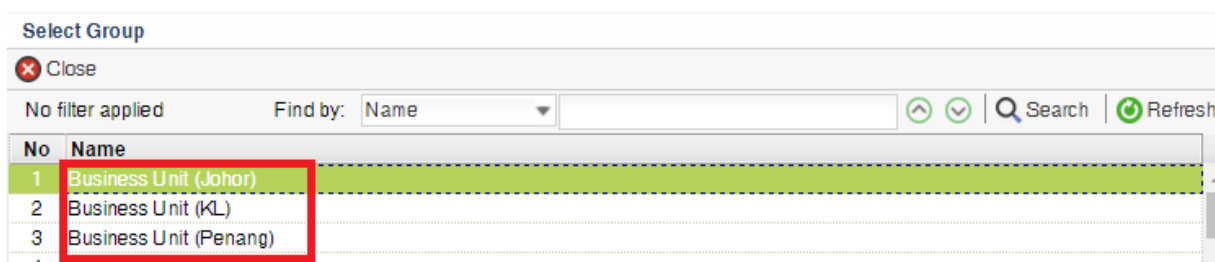
Project Breakdown | **Project Properties** | Bill No-4 :: Standard

Save | **Assign Users to Project**

Main Information

\*Title : Sample Project

4. **Double click** to select a group.



5. Then **tick** to select users and click **“Save”**. You also can set the users as **“Admin”** for this project which they can **share the project with other users** as well and also can **publish the project to tendering or post contract modules**.

