



BUILDSPACE EPROJECT

Manage / Import User
from other BU group

For Admin User Only

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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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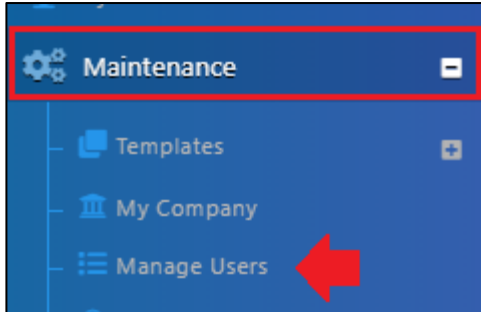
(BuildSpace Version 2.3)

Last updated: 13/10/2020

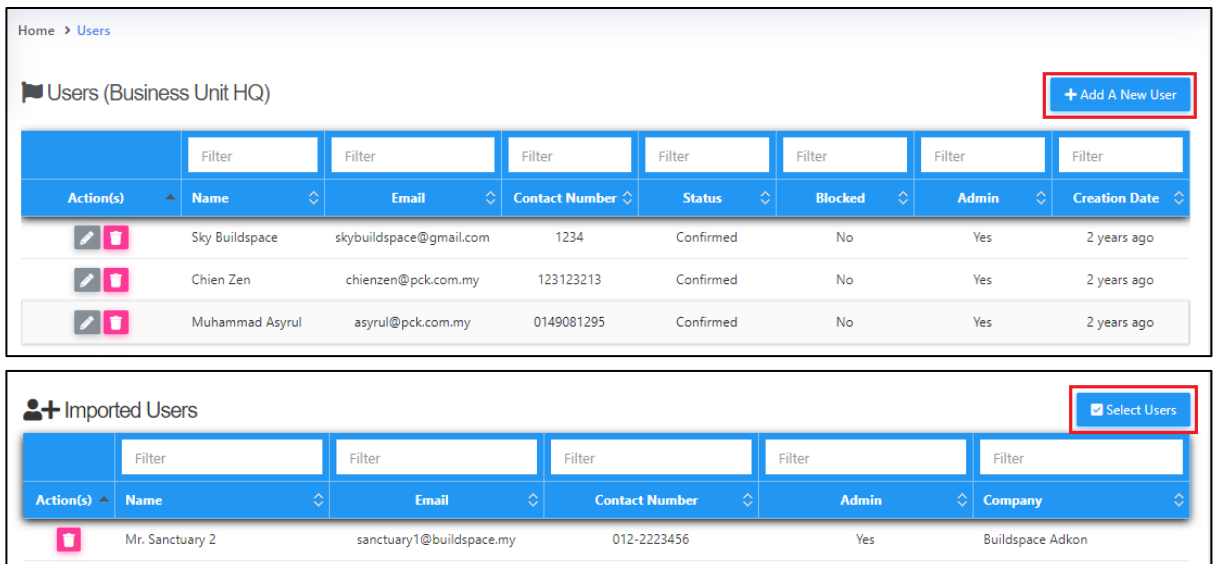
Manage Users / Import User as Verifier (only by Admin User)

Note: Only Admin user is able to access user assignment module.

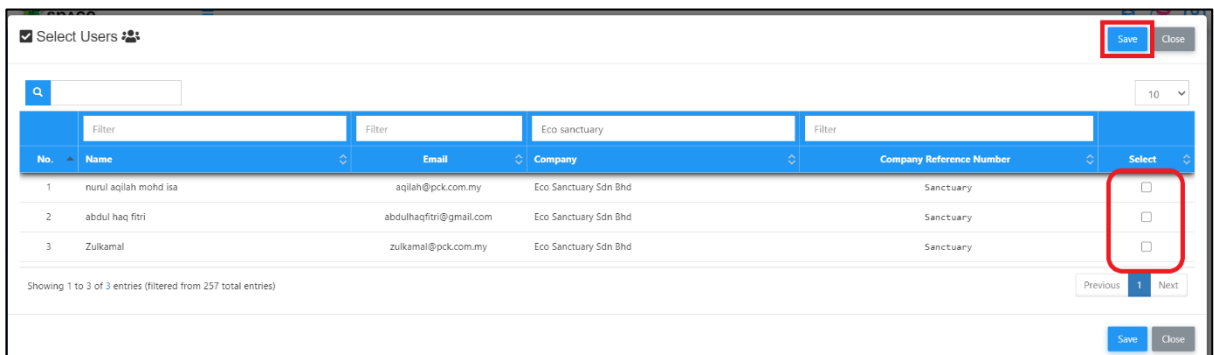
1. To import user (top management) as a verifier, click **“Maintenance”** and then click **“Manage Users”**.





2. To add the new user just click **“+ Add A New User”**. To import user, click **“Select user”**.



3. Tick to select which user to import, then click **save**.



4. After clicking “**Save**”, the new imported user will display under **Imported User** list

 Imported Users <input checked="" type="checkbox"/> Select Users					
Action(s)	Name	Email	Contact Number	Admin	Company
	Mr. Sanctuary 2	sanctuary1@buildspace.my	012-2223456	Yes	Buildspace Adkon