

BUILDSPACE EPROJECT

Manage / Import User from other BU group

For Admin User Only

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ЮРск

GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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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"**.



To add the new user just click "+ Add A New User". To import user, click "Select user".

		Filter	Filter	Filter	Filter	Filter	Filter	Filter
Action(s)	•	Name 🗘	Email 🗘	Contact Number 🗘	Status 🗘	Blocked 🗘	Admin 🗘	Creation Da
		Sky Buildspace	skybuildspace@gmail.com	1234	Confirmed	No	Yes	2 years ago
/		Chien Zen	chienzen@pck.com.my	123123213	Confirmed	No	Yes	2 years ago
1		Muhammad Asyrul	asyrul@pck.com.my	0149081295	Confirmed	No	Yes	2 years ago
- Imported Users Select Users								
Importe	ed Use	10						
• Importe	Filter		Filter	Filter		Filter	Filter	

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

Select Users 🏝								
٩								
	Filter	Filter	Eco sanctuary	Filter				
No. 🔺	Name	Email 🗘	Company	Company Reference Number	Select (
1	nurul aqilah mohd isa	aqilah@pck.com.my	Eco Sanctuary Sdn Bhd	Sanctuary				
2	abdul haq fitri	abdulhaqfitri@gmail.com	Eco Sanctuary Sdn Bhd	Sanctuary				
3	Zulkamal	zulkamal@pck.com.my	Eco Sanctuary Sdn Bhd	Sanctuary				
Showing 1 to 3 of 3 entries (filtered from 257 total entries) Previous 1 Next								
					Save Close			



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

Select Users								
	Filter	Filter	Filter	Filter	Filter			
Action(s) 🔺	Name 🗘	Email 🗘	Contact Number 🛛 🗘	Admin 🗘	Company 🗘			
	Mr. Sanctuary 2	sanctuary1@buildspace.my	012-2223456	Yes	Buildspace Adkon			