BUILDSPACE

EPROJECT

(BuildSpace Version 2.3)
Last updated: 13/10/2020

Manage / Import User from other BU group

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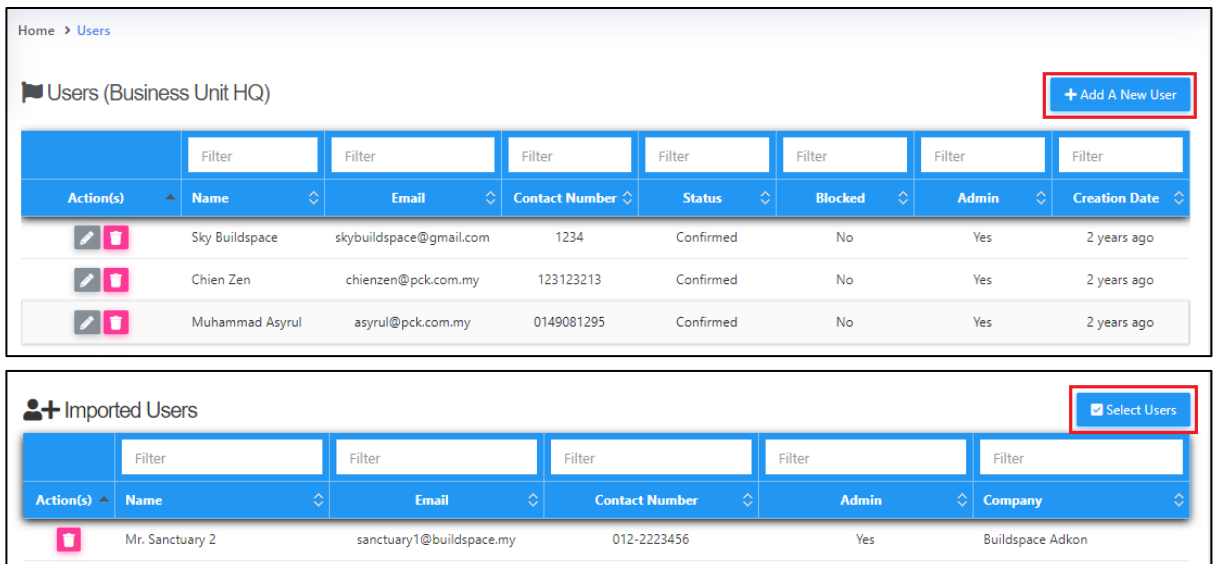
Manage Users / Import User as Verifier (only by Admin User)

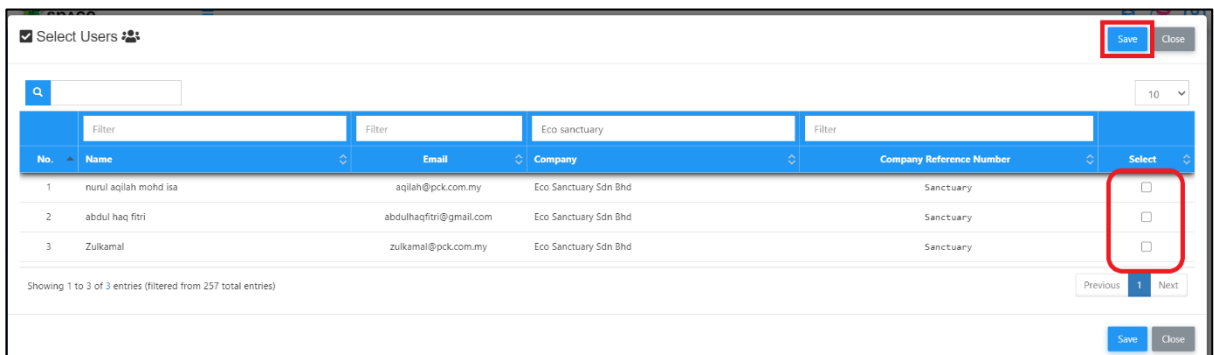**Note: Only Admin user is able to access user assignment module.**

1. To import user (top management) as a verifier, click **"Maintenance"** and then click "**Manage Users**".
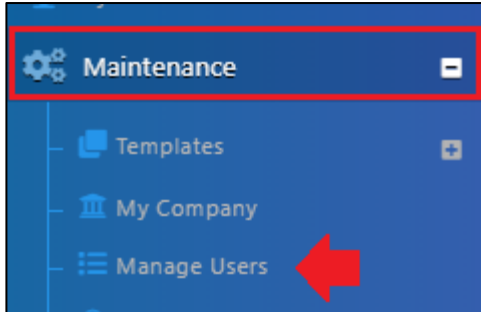
2. To add the new user just click **"+ Add A New User".** To **import user**, click **"Select user".**

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