Module Permissions

Contents

Verify Company

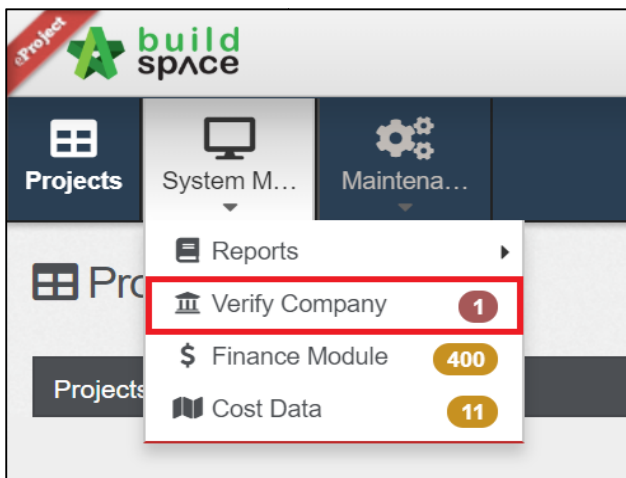***Note: User assign by super admin only can verify for each registration company***

1. Login etender system with **email and passwords**

2. Click **"Verify Company"**

3. List of company registration from consultant, contractor or supplier. Click **"✓" to approve** or **click "X" to reject** the registration and click the company's name to view the company details

4. The company details. Click **"Verify"** or **"Delete"** for registration

How to create template "Form of Tender"

1. Login to eTender system, select "**Maintenance**" menu. Then select "**Templates**" & click "**Form of Tender**".
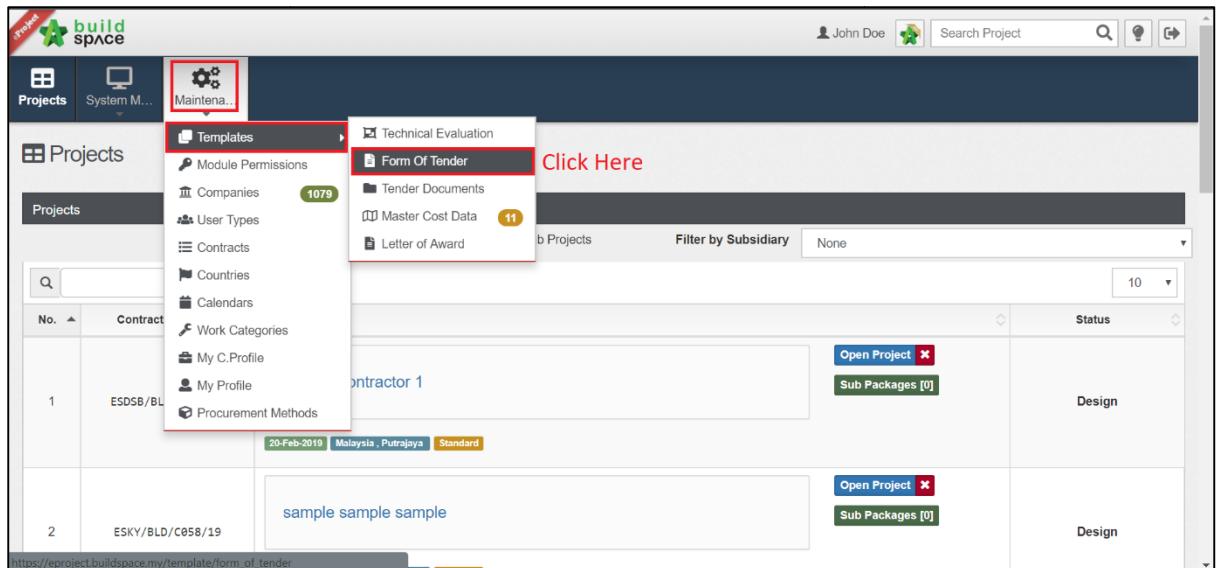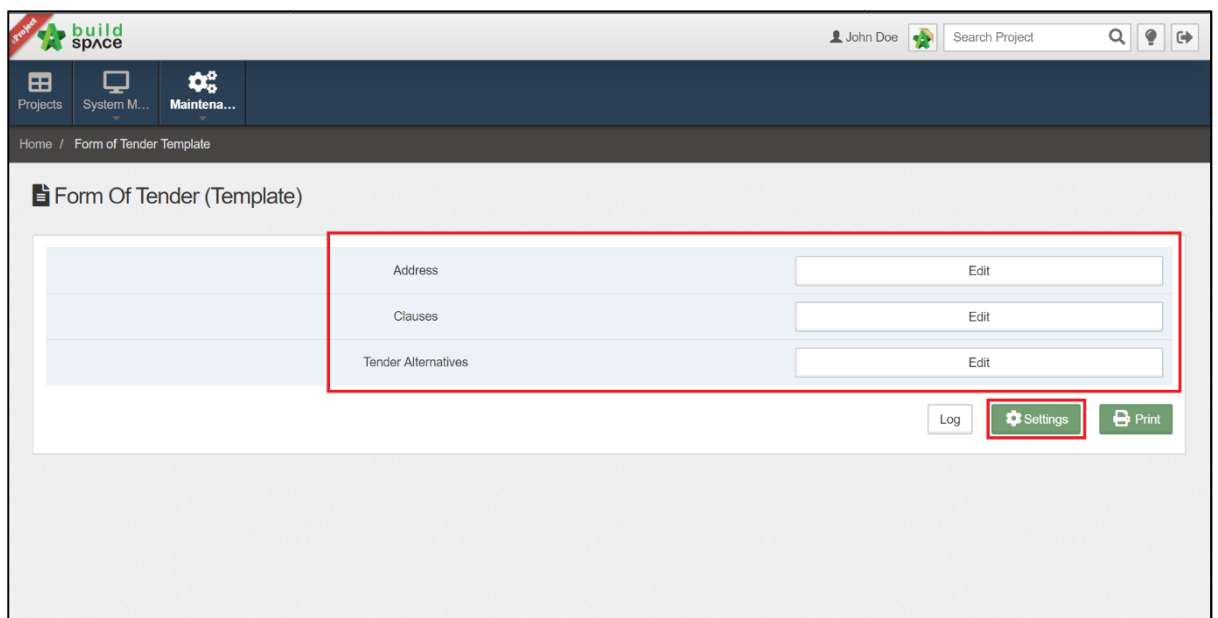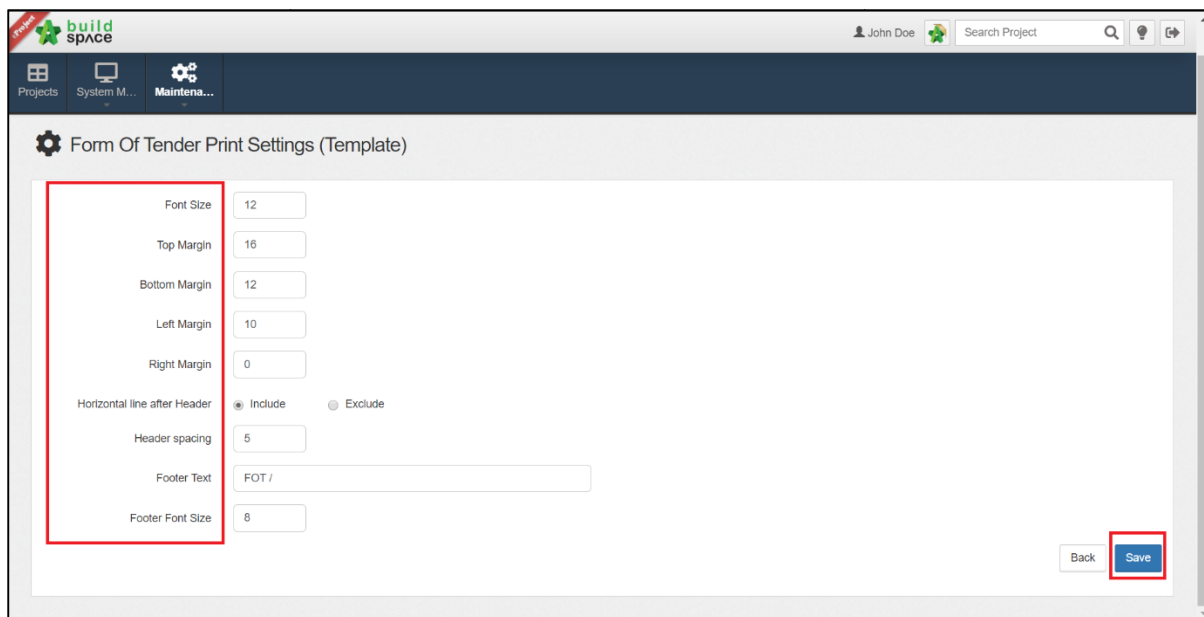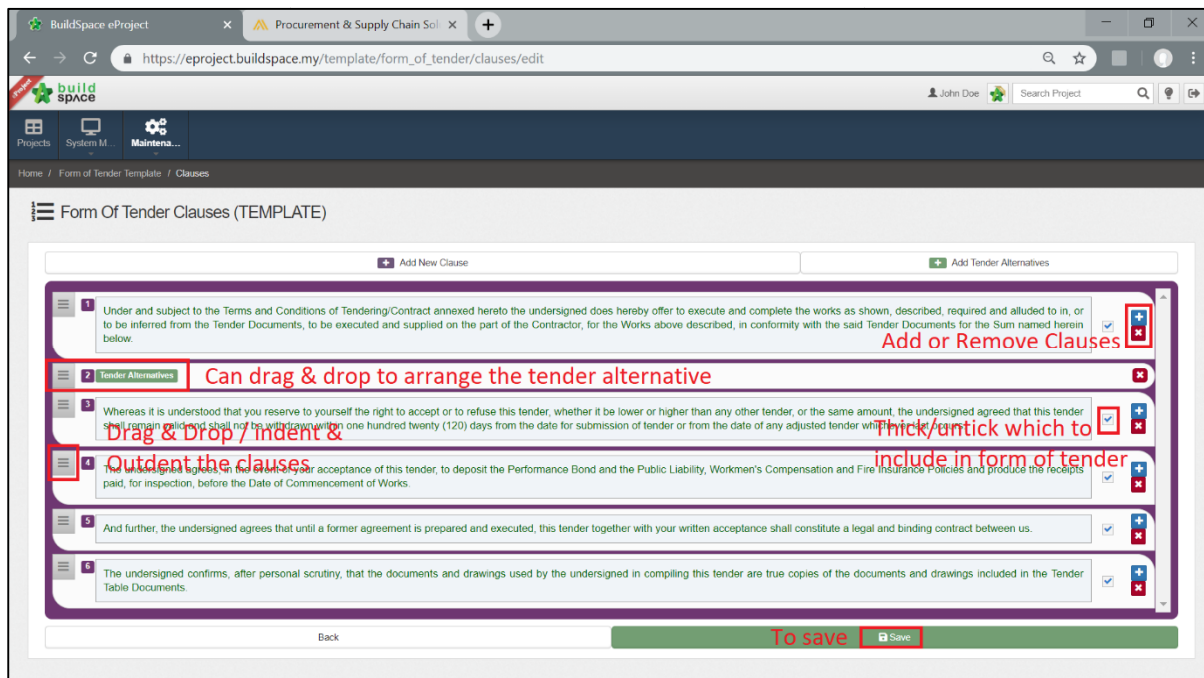

2. Click at "**Edit**" to edit form of tender (template). For example, if you want to edit address, clauses or tender alternatives, just **click "Edit"** and setting to edit font or margin.

3. For settings you can do your format editing, once done click on **"Save"**


4. For example to edit tender clause, you can **move/edit/indent/outdent/add/delete** clauses easily. You can choose where to appear the "**Tender Alternatives**" clauses which you can select the list of options of tender alternatives clauses at **"Tender Alternatives" section**. Once completed you can click on **"Save"**
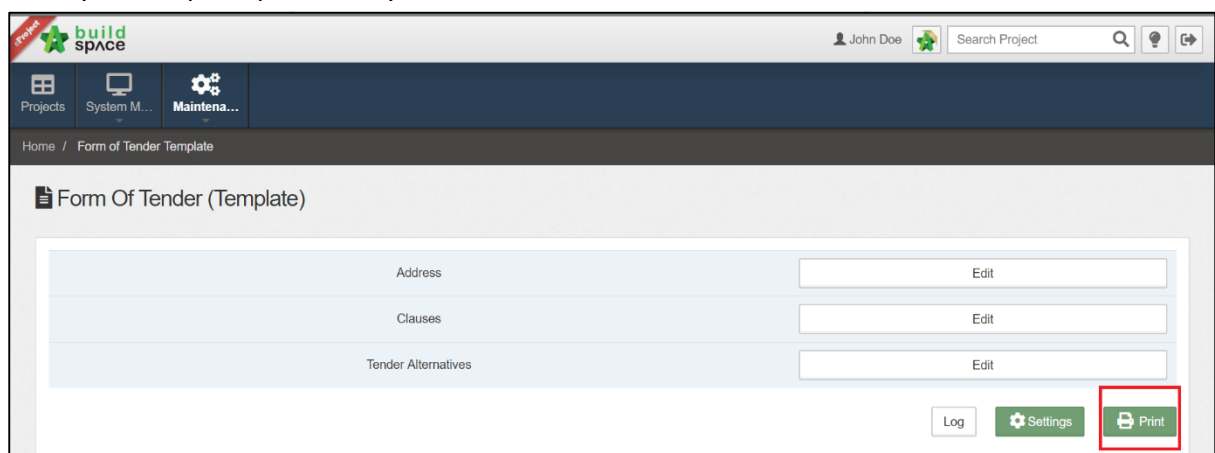
5. Click "**Edit**" at "**Tender Alternatives**" section to select which types of alternative you want it appear at your form of tender.
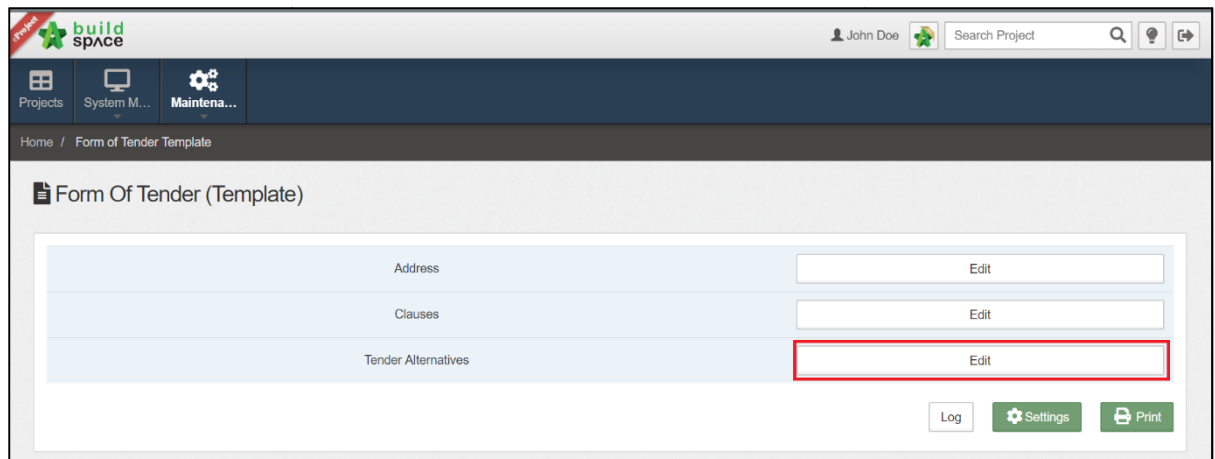
6. Select which tender alternatives you want to use by click at check box. Then click "**Save**". Normally "**Tick**" at **No. 1** and **No. 5** options.
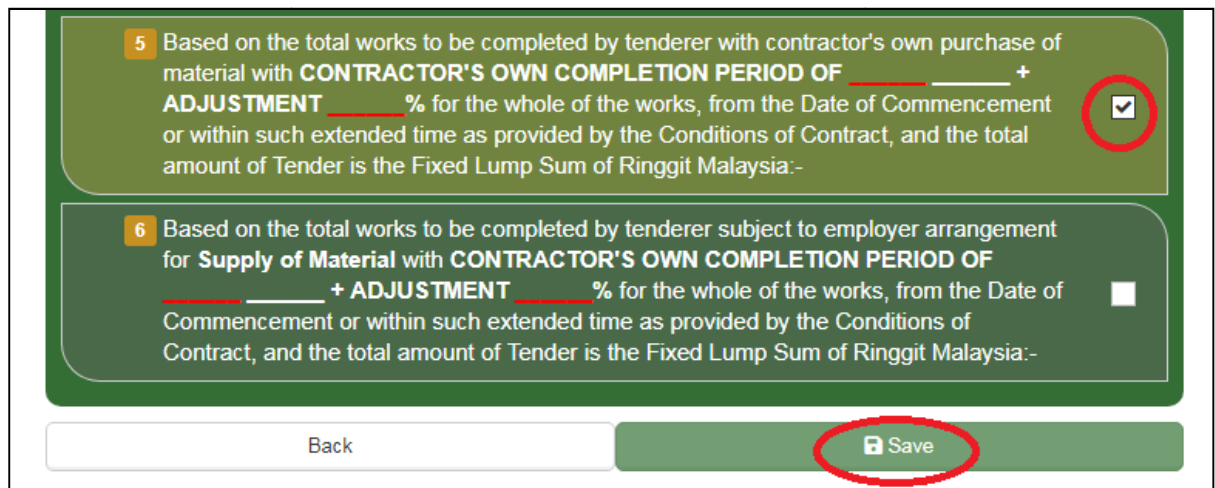
7. Then you can print preview by click at "**Print**" button.

Create Template for Tender Documents

Note: User assign by super admin only can verify for each registration company

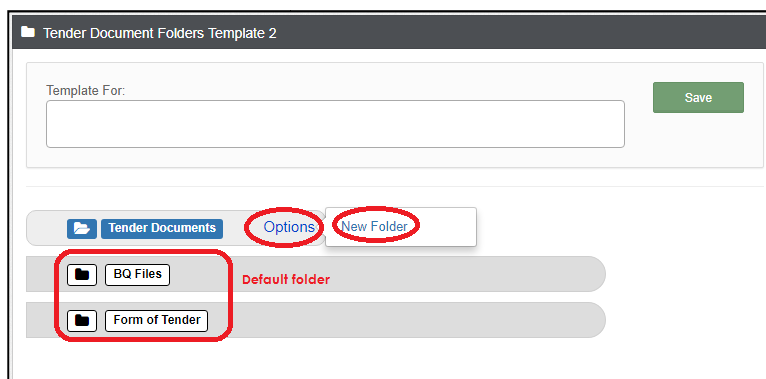***Note: Please ask your IT department to assign user to access this module.***

1. Login to eTender system. Click at "**Maintenance**" menu and select "**Templates**". Then click at "**Tender Documents**" or click "**Add Template**" to create a new template.
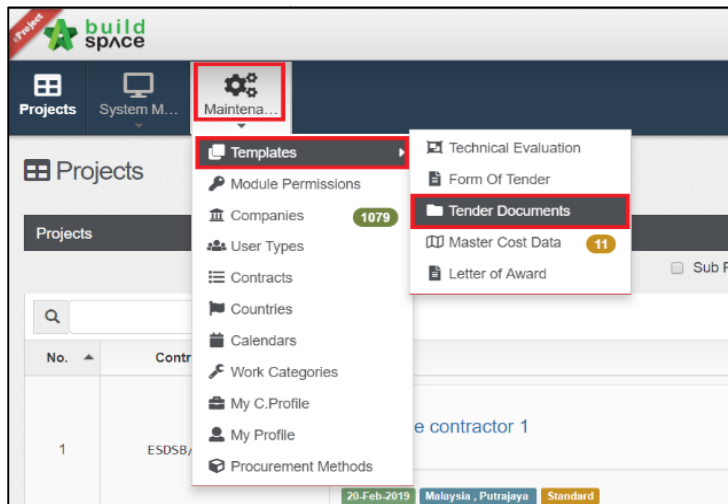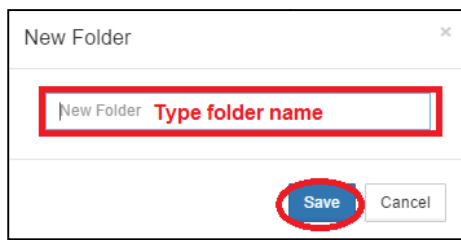

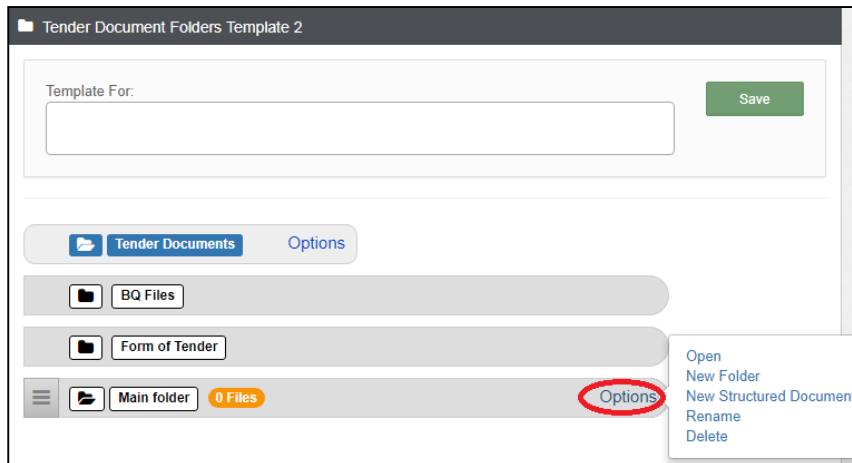2. Click "**Add Template**" to create a new template
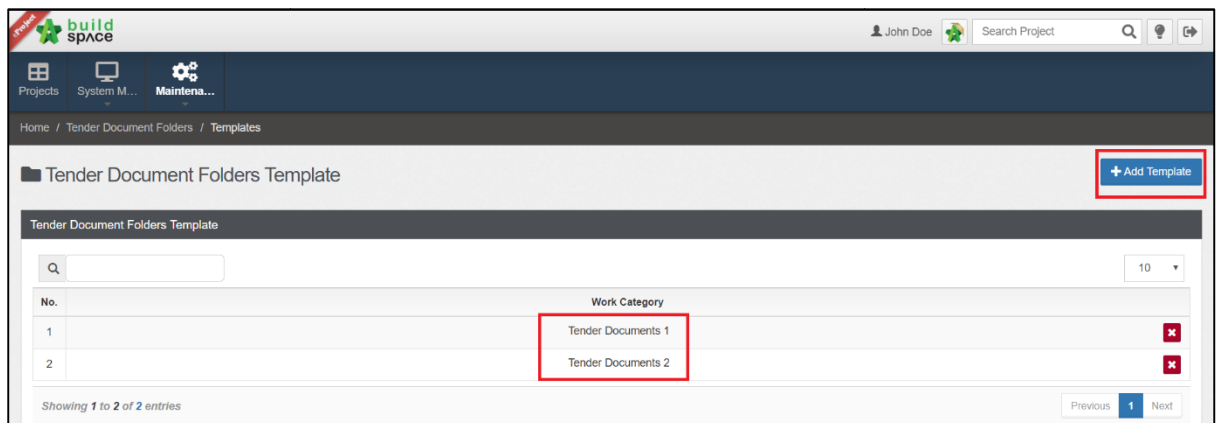
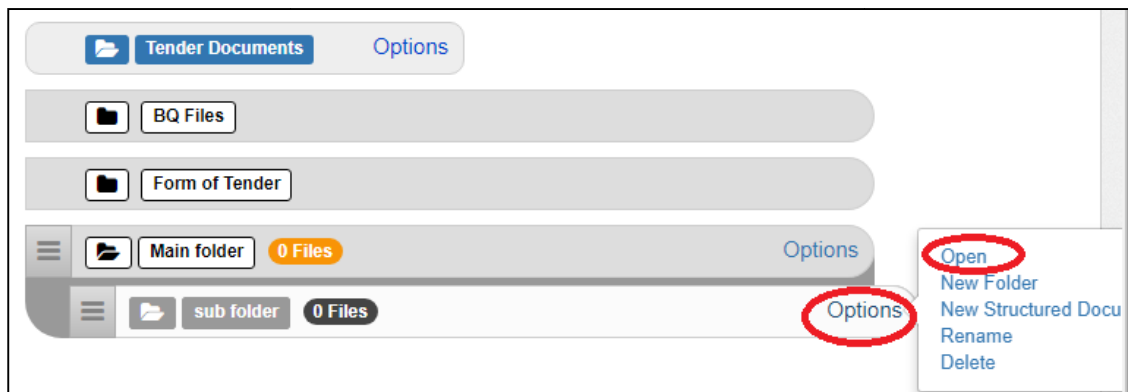3. Click at "**Options**" and select "**New Folder**" to create a folder.

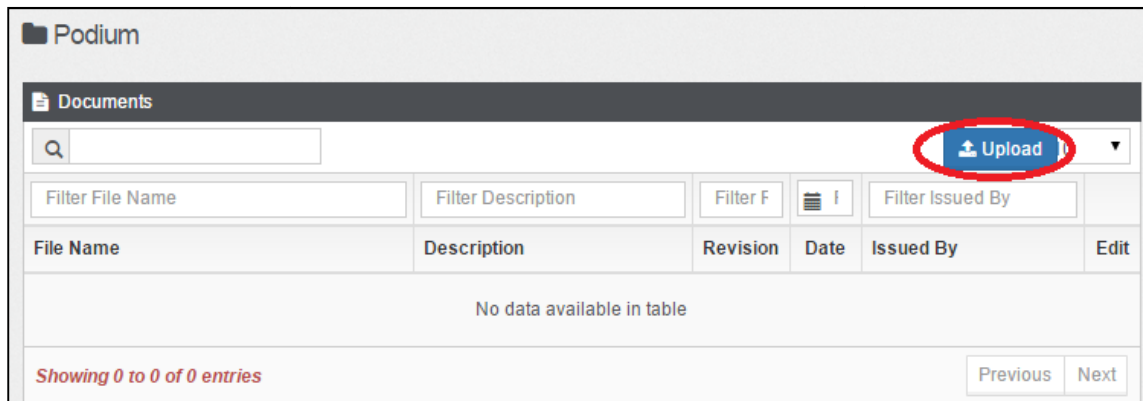4. Type in folder name and click "**Save**".

5. Click at created folder's "**Options**" and select "**New Folder**" to create a sub folder.

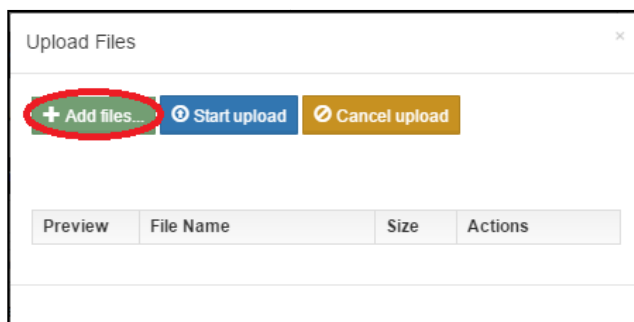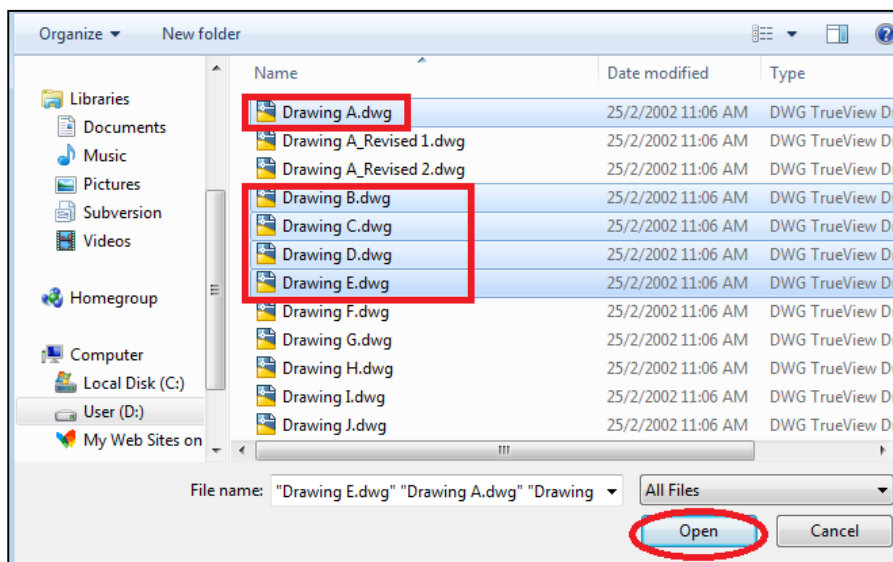6. Click "**Options**" again and select "**Open**" to access folder.

7. Click "**Upload**" to upload files (you can upload standard tender document file which will be used for each tender project, if not just leave it blank).
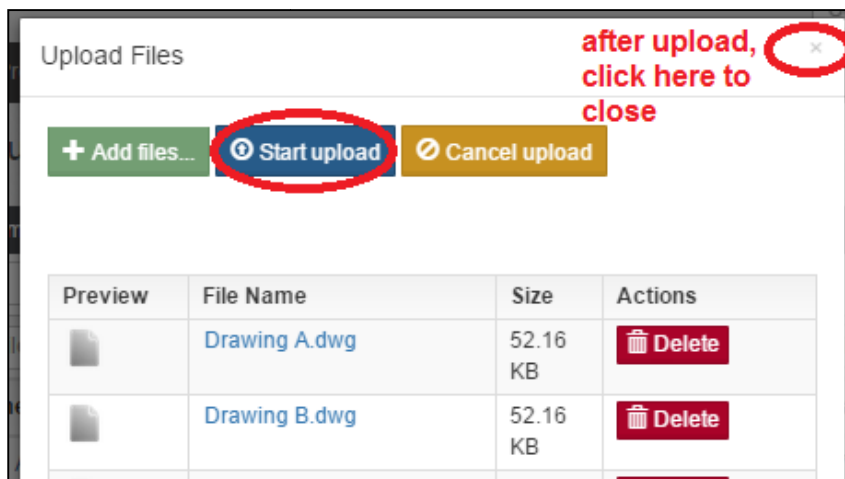

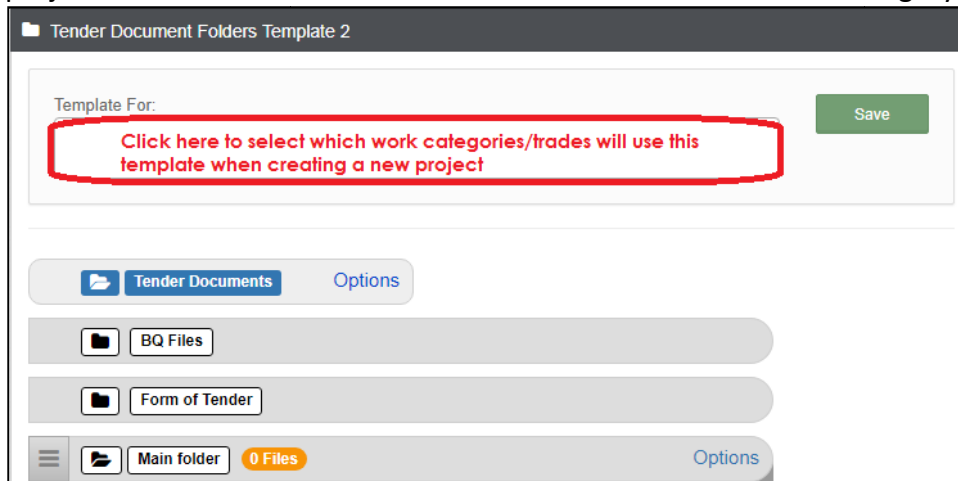8. Click "**Add Files**" to browse and select files that you want to upload.
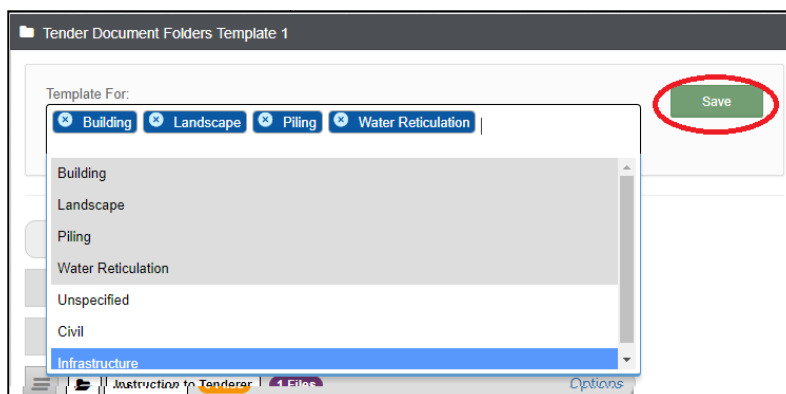

9. Can multi select files and click "**Open**"

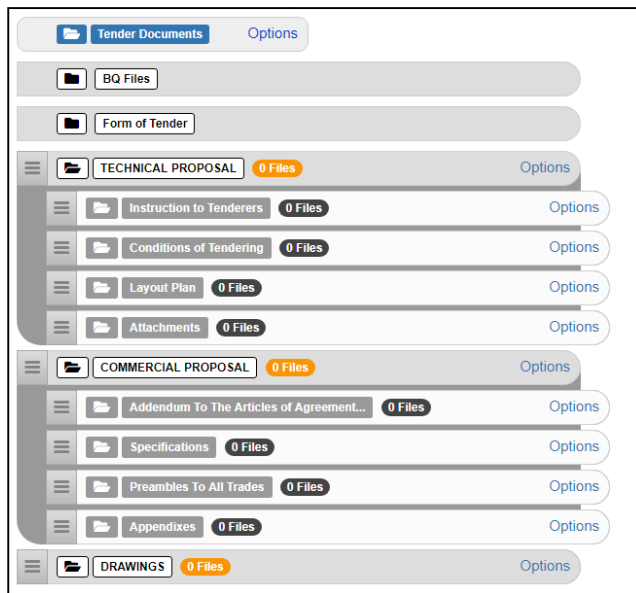10. Click "**Start upload**" and after finish uploaded, **click "x" sign** to return.

11. Select which work categories or trades that will use this template when creating a project. Please remember **EVERYTIME** to add new created work category here.

12. It will show like the following and click "**Save**" button;

13. Here's sample tender document template

Create Template for Technical Evaluation

Note: User assign by super admin only can verify for each registration company

Note: Please ask your IT department to assign user to access this module.

1. Login to eTender system. Click at "**Maintenance**" menu and select "**Technical Evaluation**". Then click at "**Add**" button to create a new template.
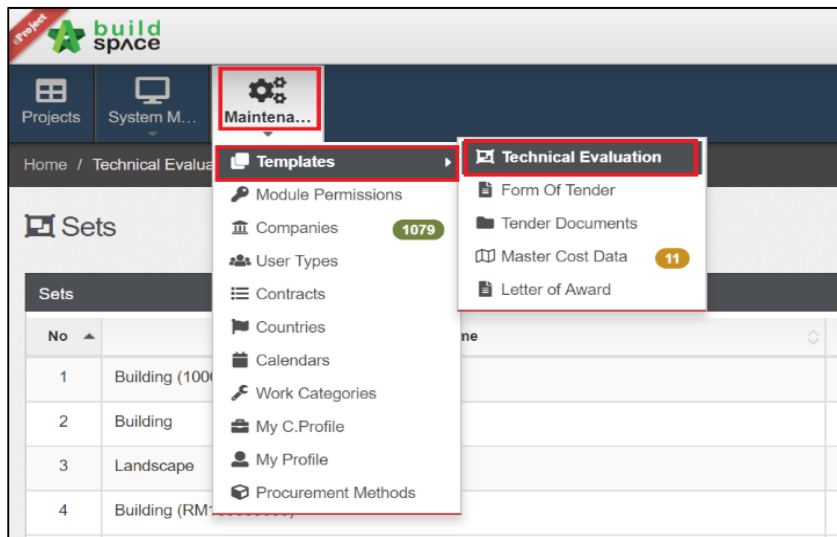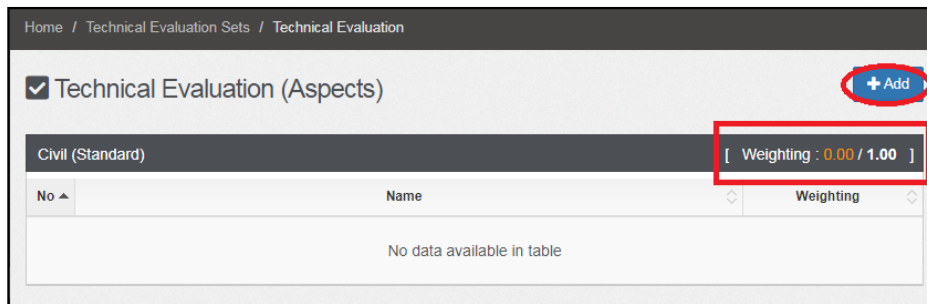
2. Select which "**Work Category**" and click at "**Set New Contract Limit**" to set this technical evaluation's contract limit or can put sub work category.
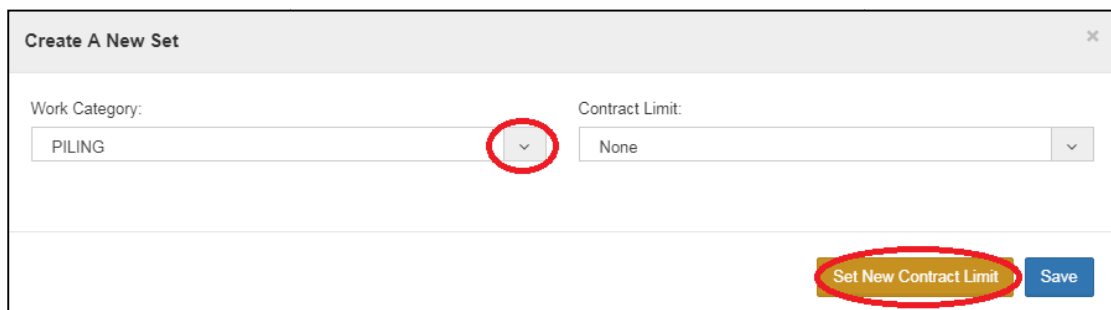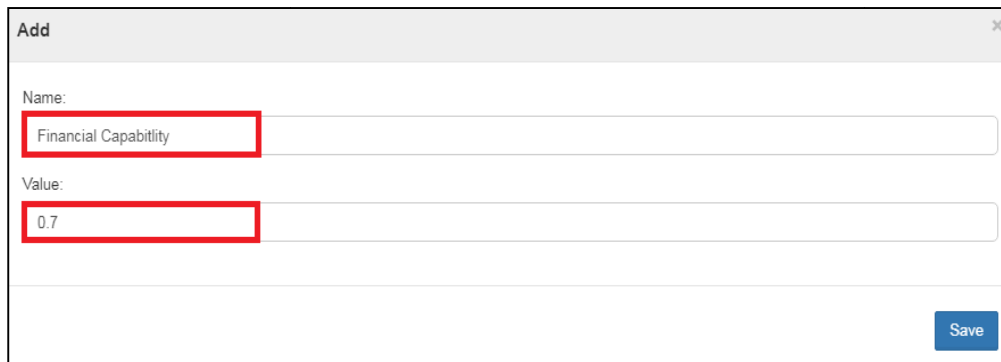
3. Type in new contract limit or can type any name for this technical evaluation such as standard, play equipment or others and click "**Save**".
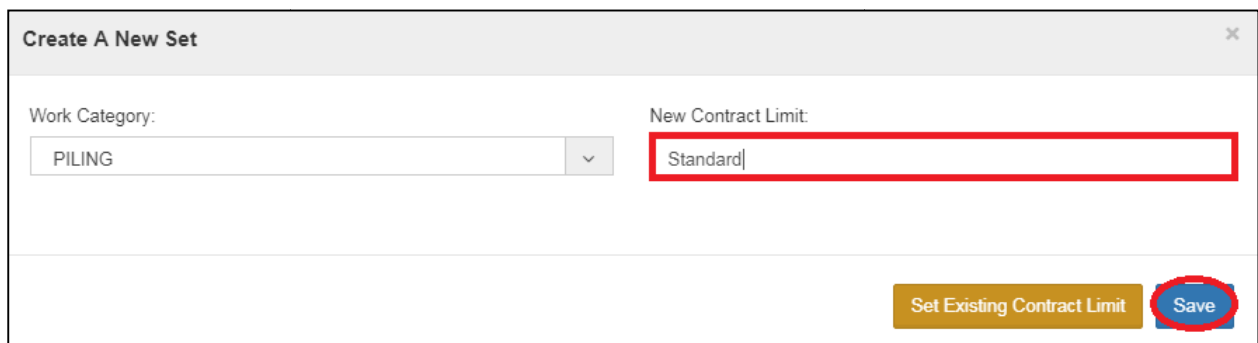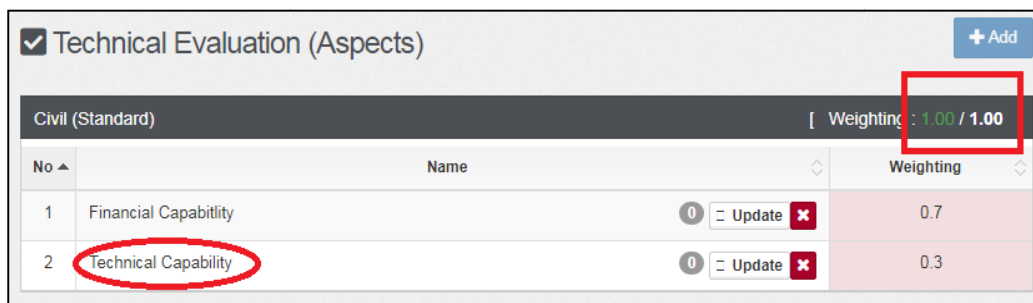
4. Then you can see the following and click "**Add**" to add criteria. The maximum is "1" at this level.
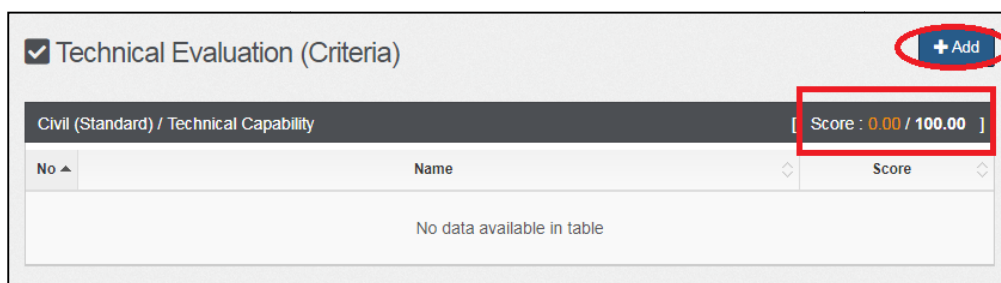
5. Let say I put "**Financial Capability**" to cover 0.7 score from total of 1.

6. Then I put the rest of 0.3 score on "**Technical Capability**". Click at "Technical Capability" to input the main criteria for technical capability.

7. Here the maximum score is 100 and click "**Add**" to add criteria.

8. After created criteria, click at criteria to add "Items". Let say "**Project Organisation Chart**" is allocated 10 score from total of 100.

9. You can see maximum 20 score and click "Add" to add items (sub criteria).

10. After created items (sub criteria), click at item to add "Options". Let say "**Project Director**" is allocated 3 score from total of 20.

11. You can see maximum 3 score for each "**Options**" and click "Add" to add options.
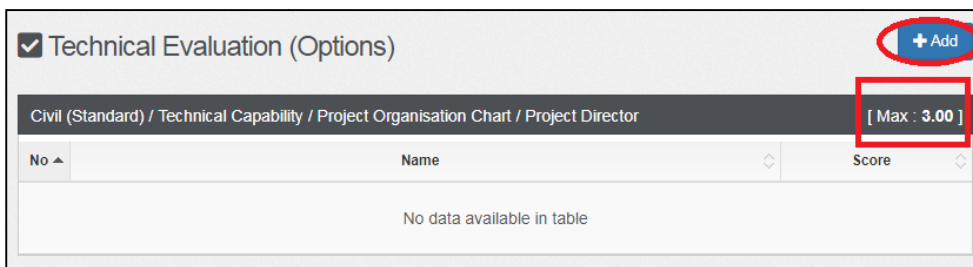
12. You can see the all options can't exceed 3 score. Repeat the above steps to create more criteria, sub criteria & options. Click "**Technical Evaluation Sets**" to go back to list of technical evaluation sets.
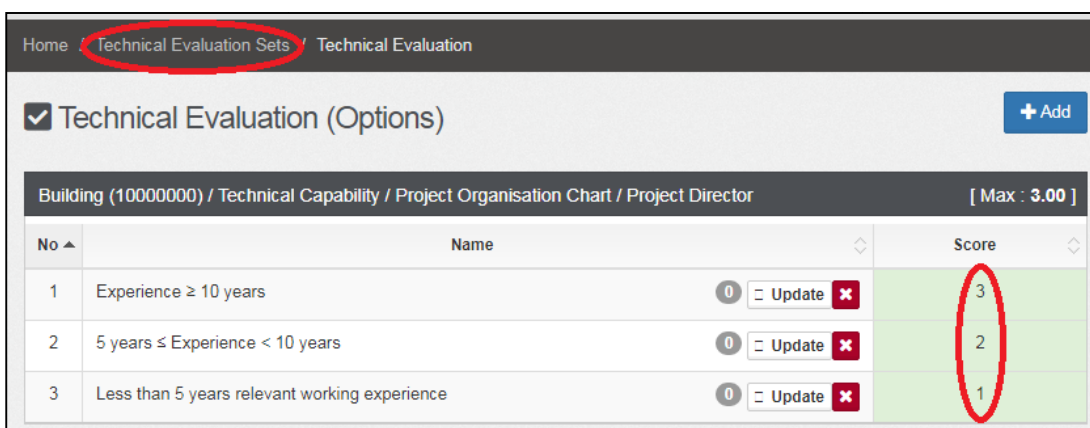
13. Click at "**Attachments**" to set a list of attachments need to be submitted by the tenderer during calling tender.
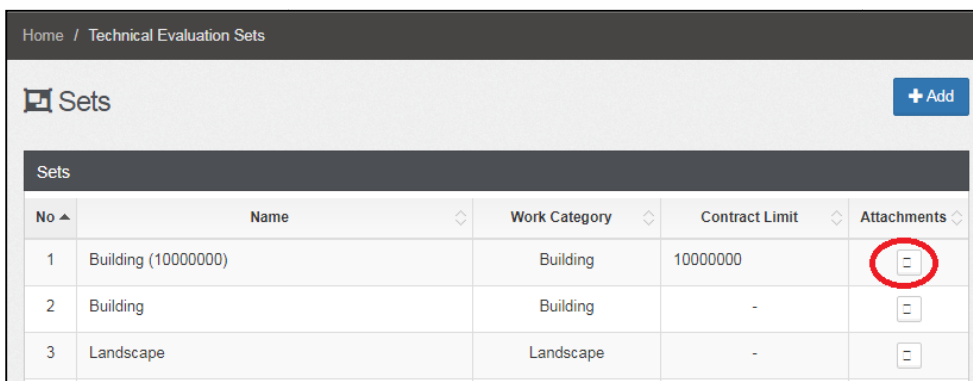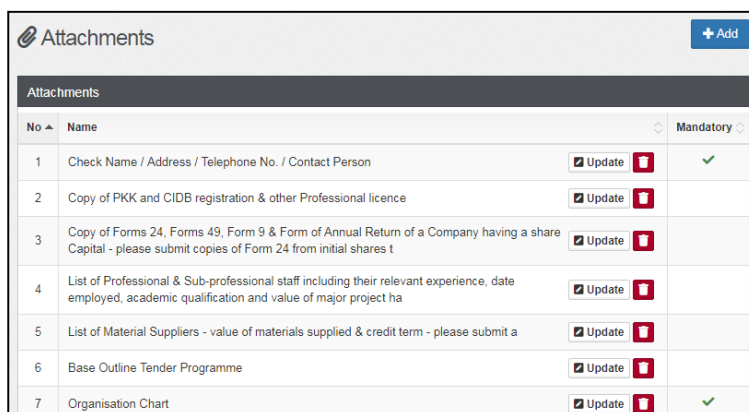
14. Click "**Add**" to add attachment name.
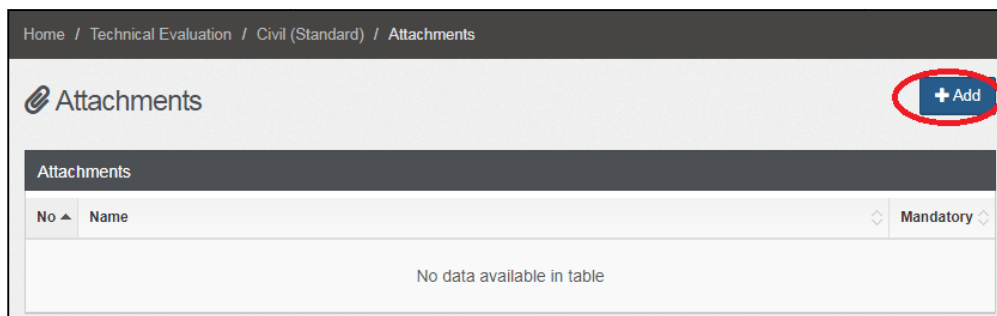
15. Type the attachment name and set whether it's "**Mandatory**" or not, then click "**Save**".
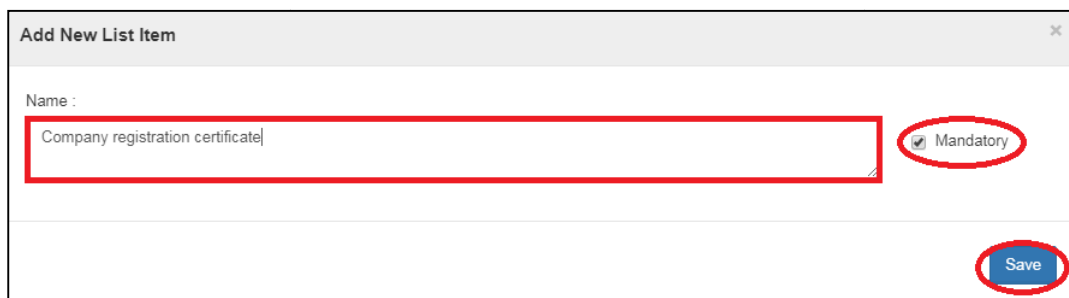
16. After created, it will look like below;

Note: You need to do this whenever you had created a new work category.

Access to Project Overview (R.O.T & L.O.T)

1. Log in to system & access to project

2. Go to "Tendering", select "Calling Tender" then it will show ROT & LOT

   Note : ROT, LOT, Calling tender can be edited by certain users in the project such as BU/Consultants
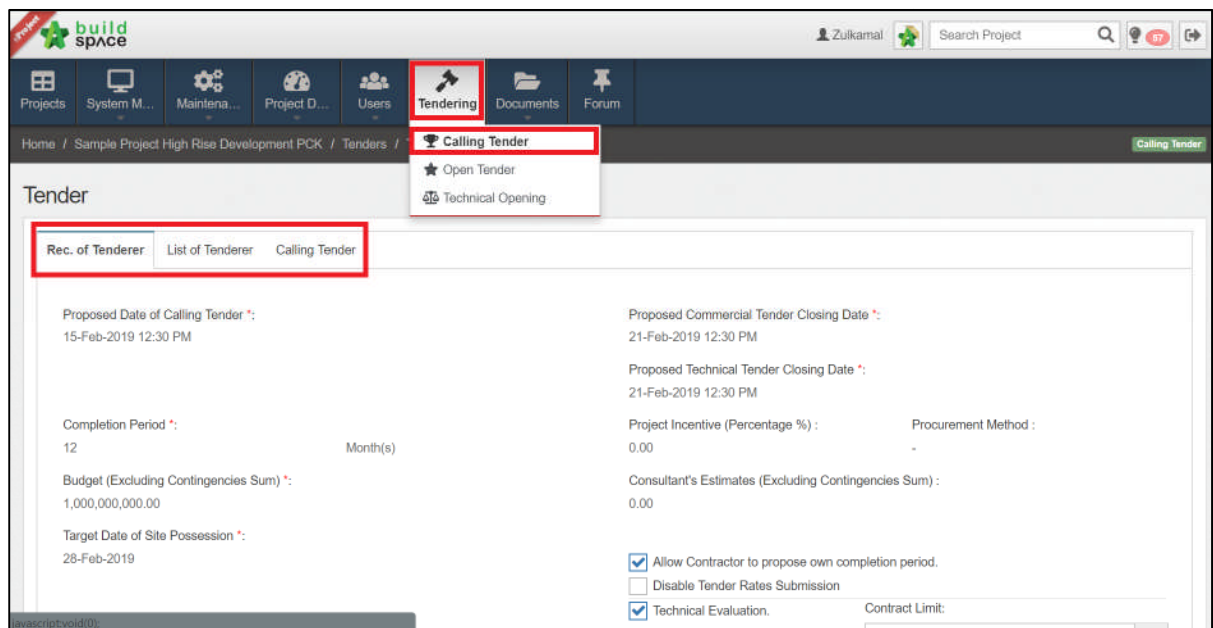
Predefined Location Trade

1. Login eTender system with **Username and passwords,** click **"Buildspace Pro"**

2. Click **"Buildspace"** logo
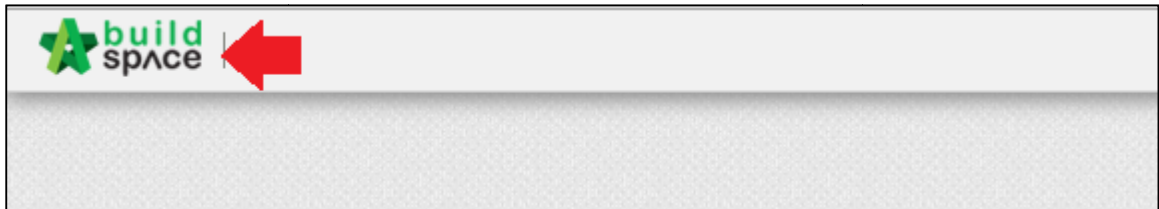
3. Click **"Administration"** module
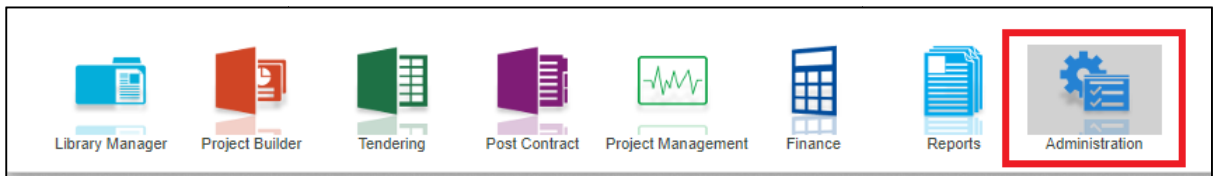
4. Click **"System Maintenance"**
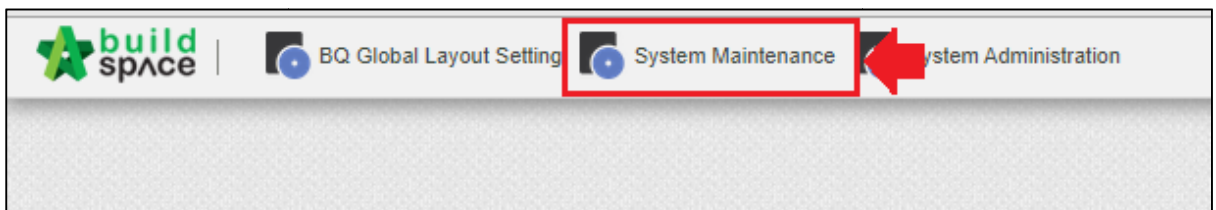
5. Double click **"Predefined Location Codes"**
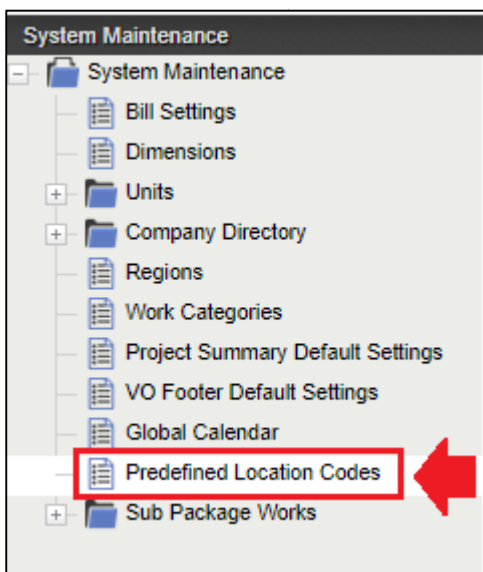
6. Type the **new trade**

46	Test		ELEMENT	30/09/2017 18:32
47	Concrete Works	Press "Enter" to type the trade and press "Enter" to save	TRADE	06/12/2018 16:15
48			TRADE	06/12/2018 16:15

7. **Single click** at the row and **right click** to **add row, indent or outdent** and **delete** the trade

| 40	Anti-termite		TRADE	07/09/2017 16:49
41	Floor Hardener	⊕ Add Row	TRADE	07/09/2017 16:49
42	Fire Protection	⊙ Indent	TRADE	07/09/2017 16:50
43	Lift Installer		TRADE	07/09/2017 16:50
44	Swimming Pool	⊙ Outdent	TRADE	07/09/2017 16:50
45	Others	⊖ Delete Row	TRADE	30/09/2017 18:32
46	Test		ELEMENT	30/09/2017 18:32
47				-

How to Create Defect

1. To create defect first "Super Admin" need to assign which user that can access in editing **"defect"**

2. Go to **"Maintenance"** & click on **"Module Permissions"**
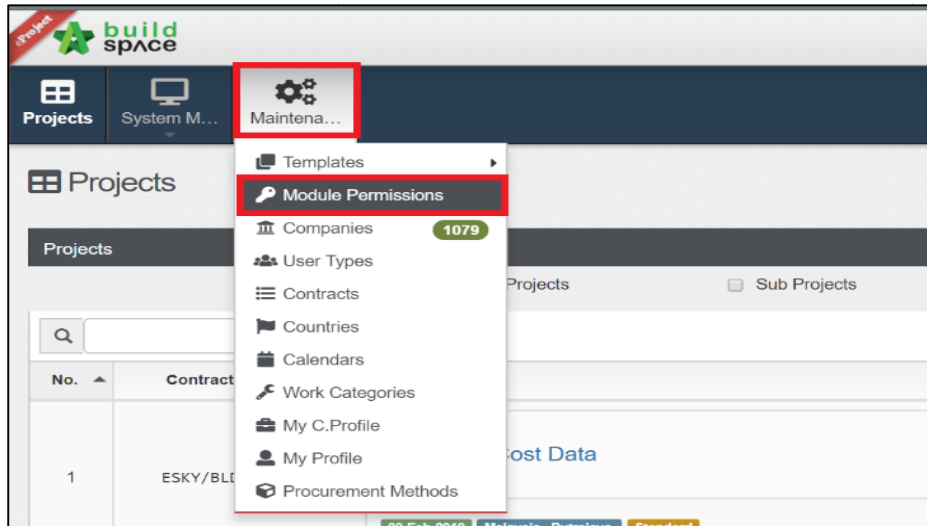
3. Search bar select on **"defect"** and click
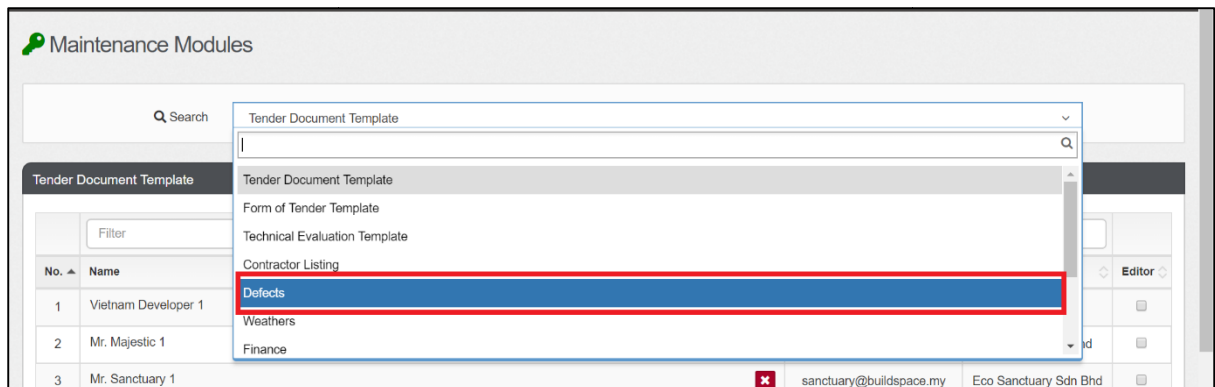
4. Then thick on which user to become the **"Editor"** for defects module
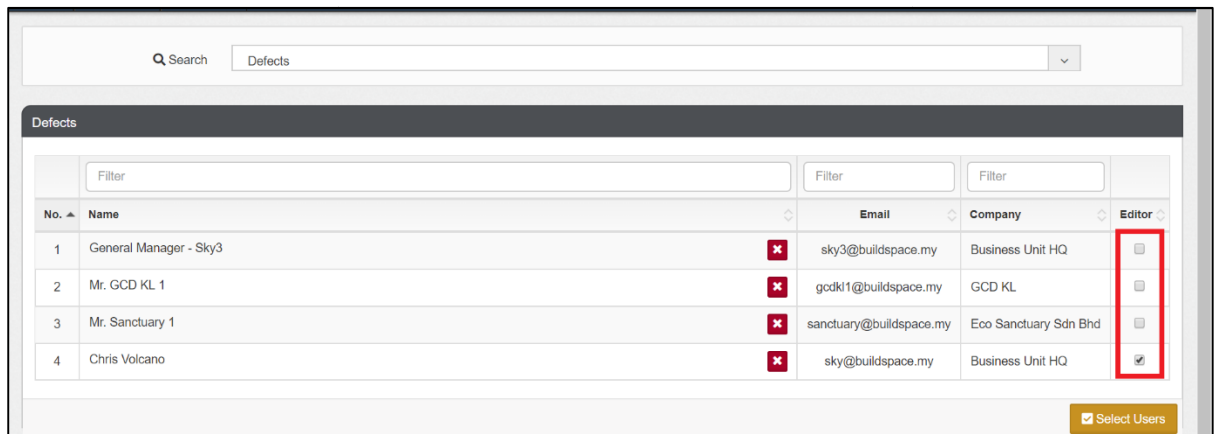
5. Once done assign editor log in to project as usual, select **"Maintenance"** & click on **"Defect"**
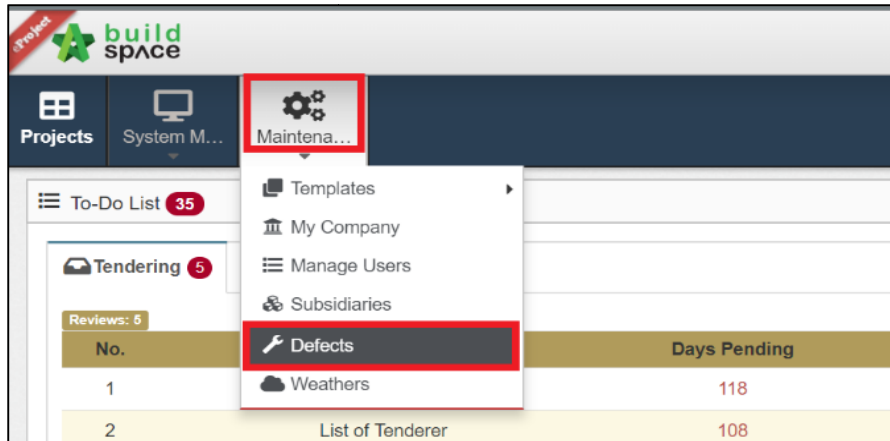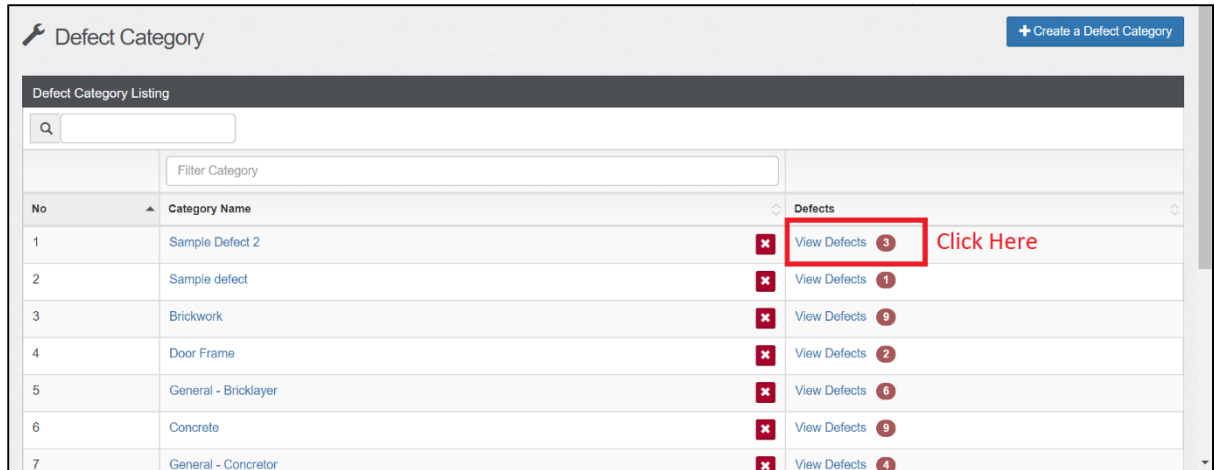
6. To create defects, click on "Create a Defect Category"
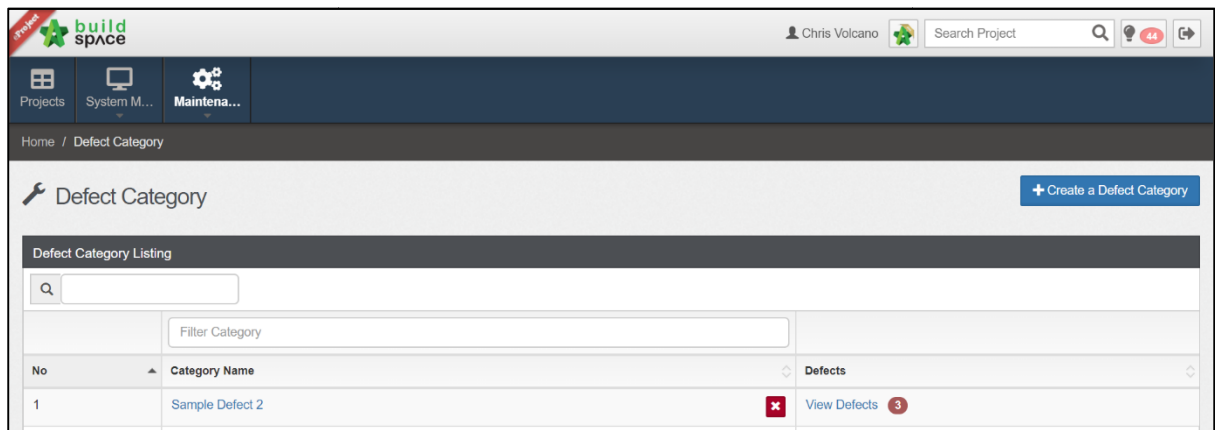
7. Key in your new defect category and click on "Create"
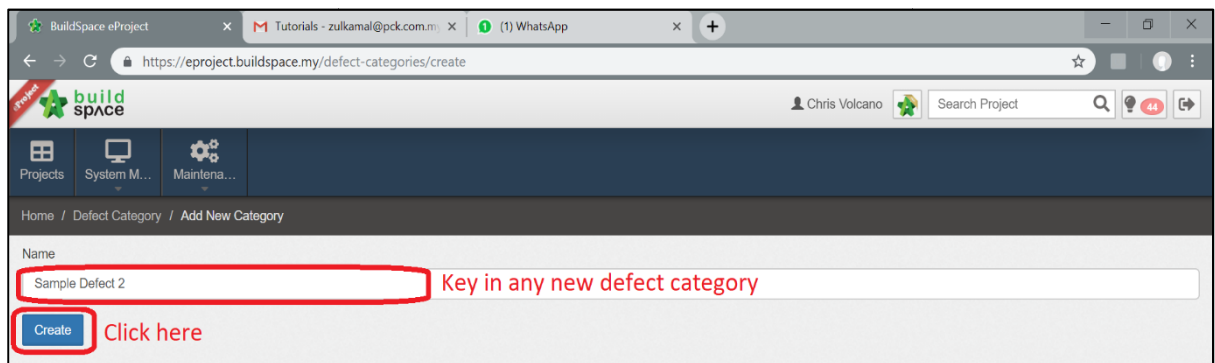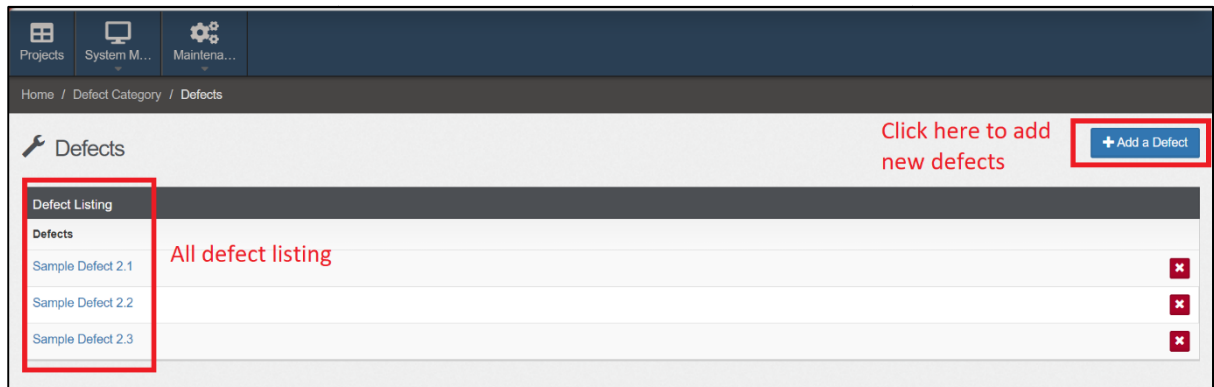
9. Once new category is created it will appear on the first row and to add defects for the category click on **"View Defects"**
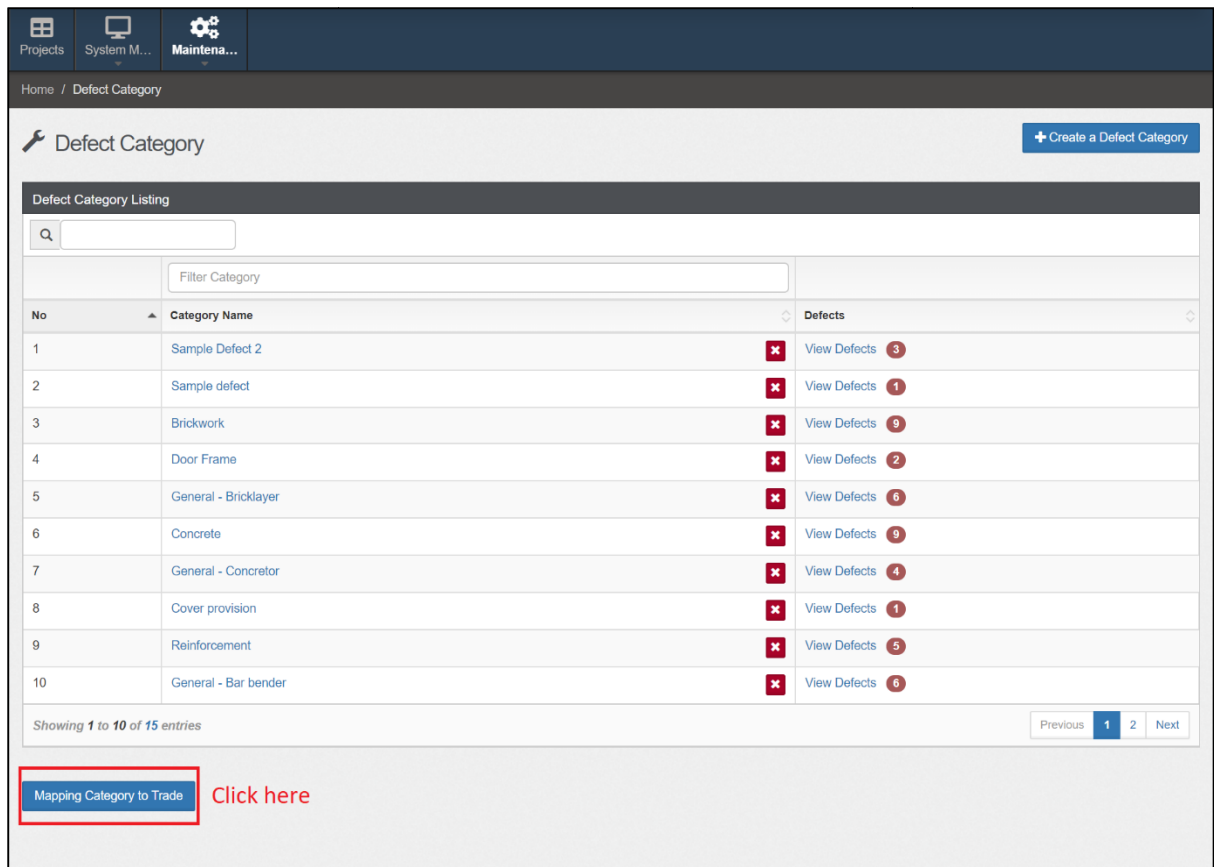
10. Once click on **"View Defect"** it will show all defect listing for that category and can add **"new defect".** Add new defect is similar like no. 7

11. Once **"Defect Listing"** is completed you can map category to trade, click in **"Mapping Category to Trade"**

12. Click on the box to map your defect, select defect that you have created to ma with the trade & once done click **"Save"**

How to create template "Weather"

1. To create defect first "Super Admin" need to assign which user that can access in editing "weather"

2. Go to **"Maintenance"** & click on **"Module Permissions"**
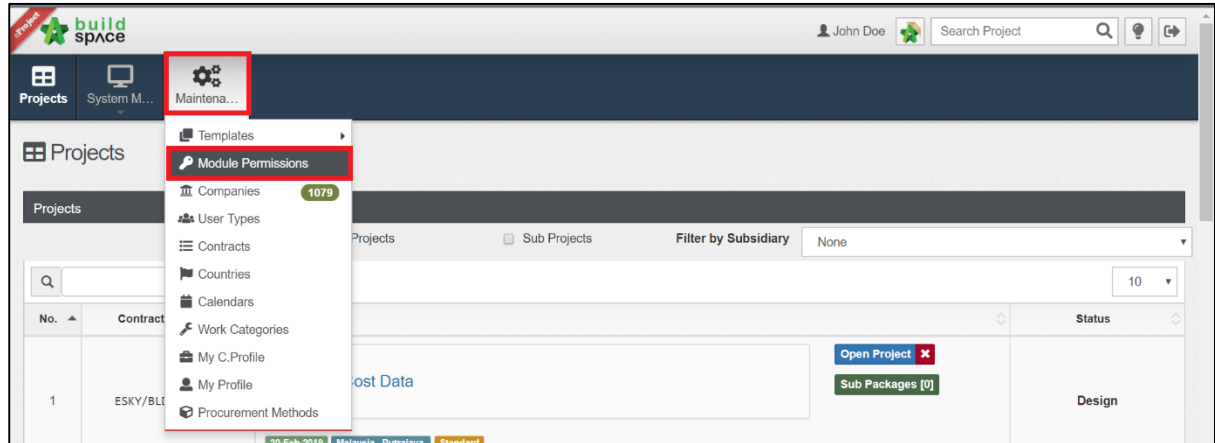
3. Then select & click **"weathers"**
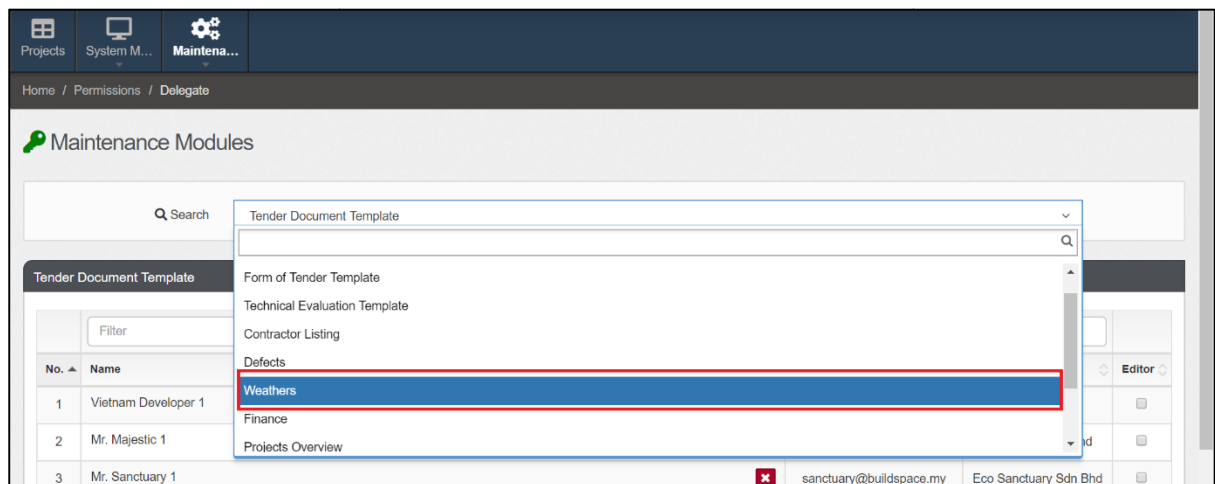
4. Click on **"Select User"** , tick on the selected users to be assign in weather maintenance module & save

Assign users for weather maintenance module
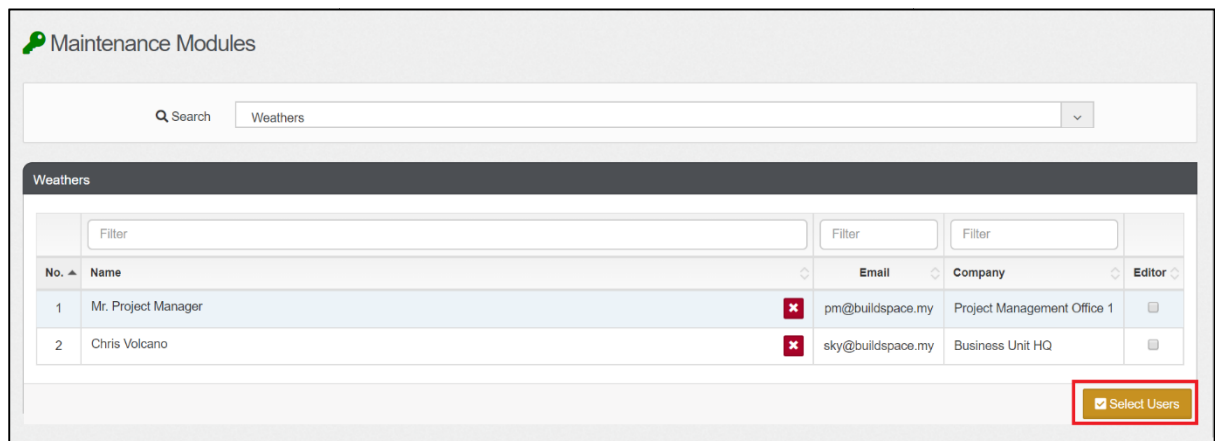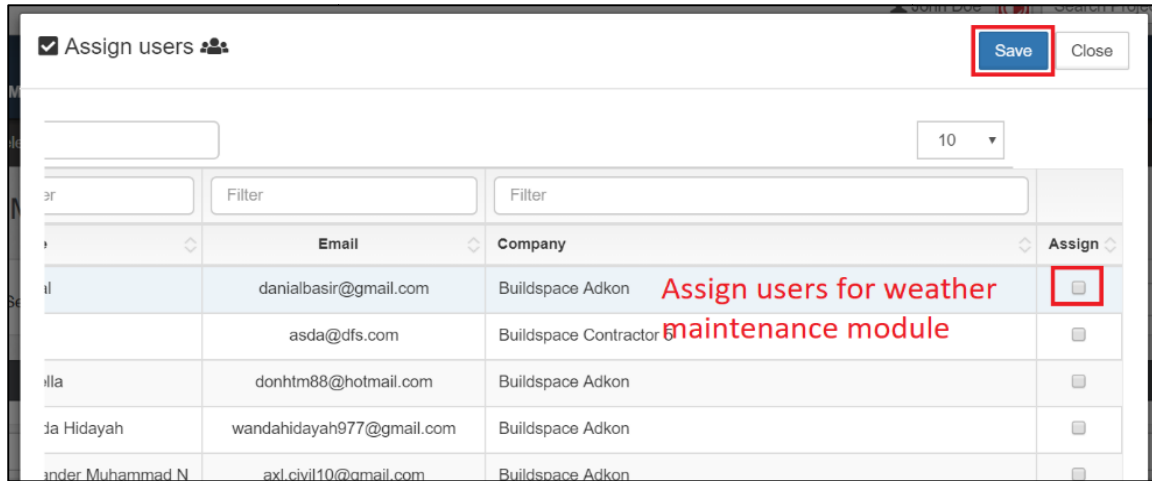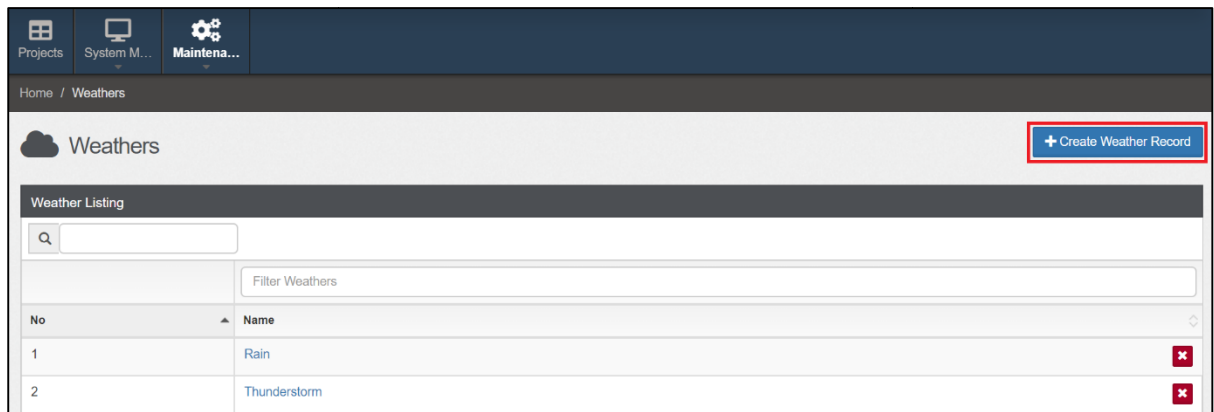
5. Once saved **"Tick"** on which editor to access the module
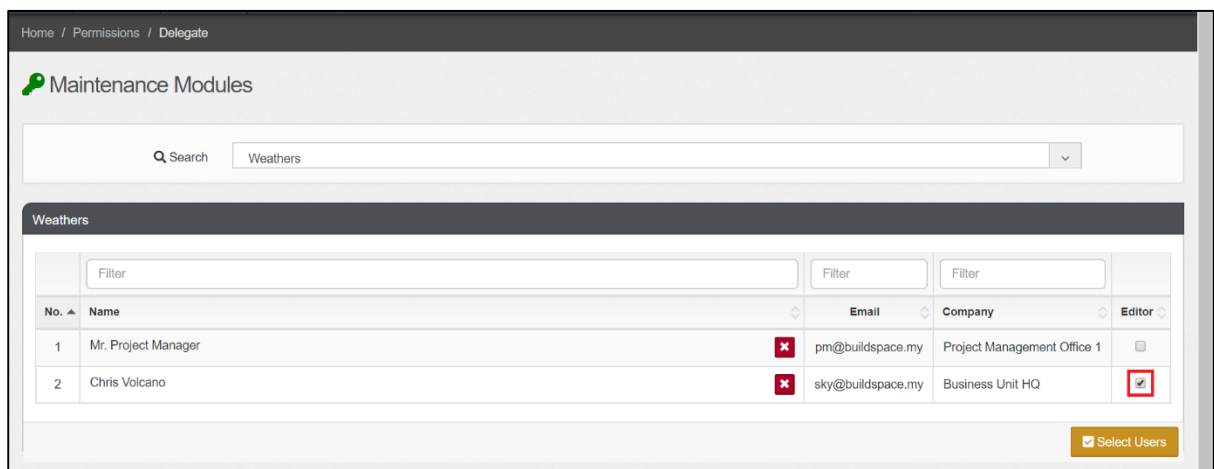
6. To add new weather, go to **"Maintenance"** and click **"Weather"**
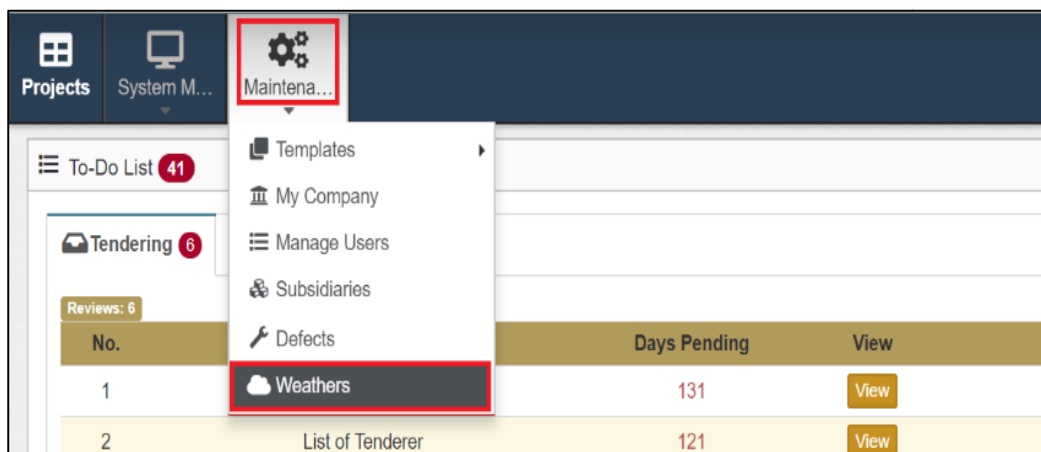
7. Click on **"+ Create Weather Record"**, key in new weather and click **"Create"**
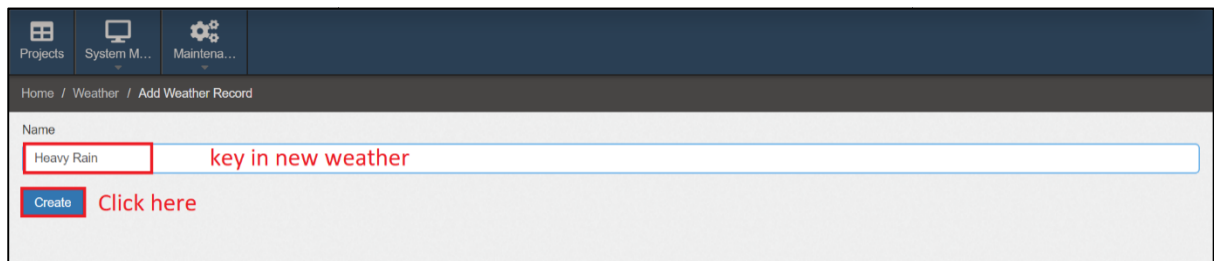
Template Master Cost Data

1. Login e-Tendering system with **email and password**, go to **"Maintenance"**, select **"Template"** and click **"Master Cost Data"**
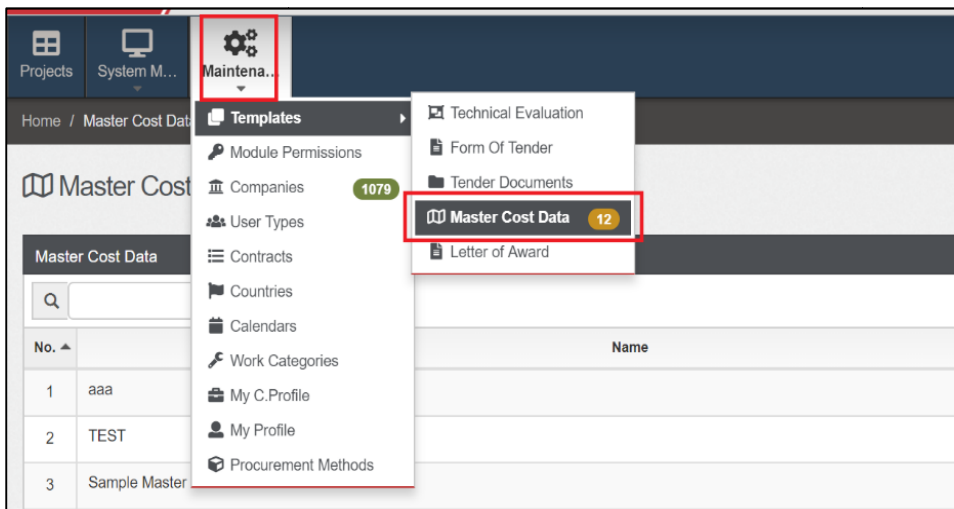
2. To add new master cost data, click **"Add"**
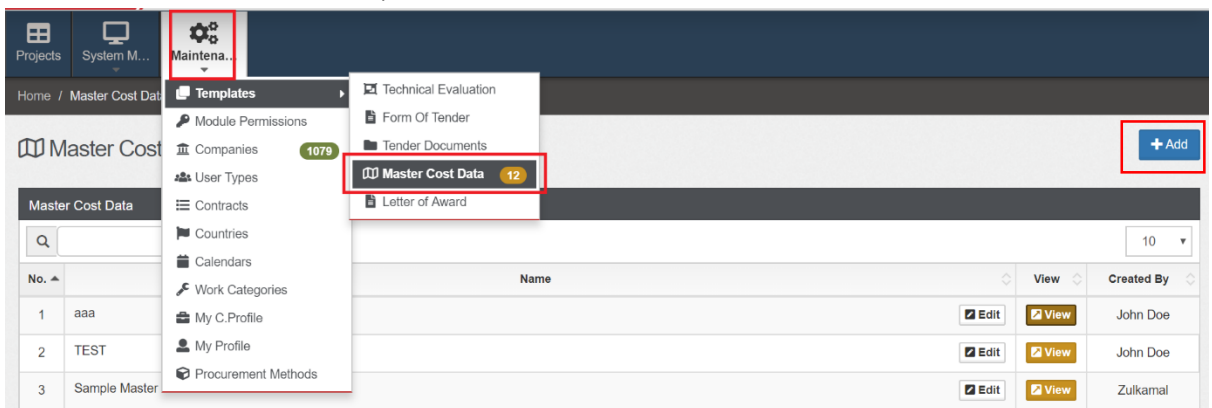
3. Key in new master rate name and click **"Save"**
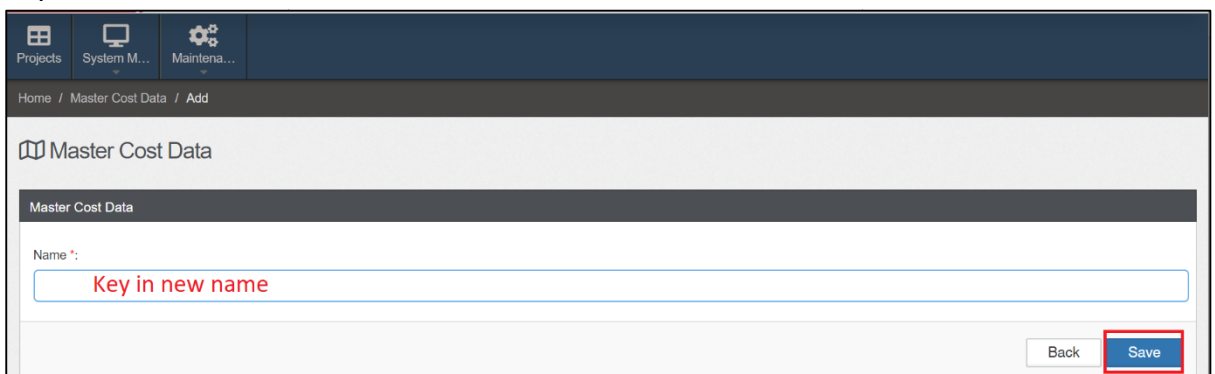
4. To edit Master Cost Data name, click **"Edit"**
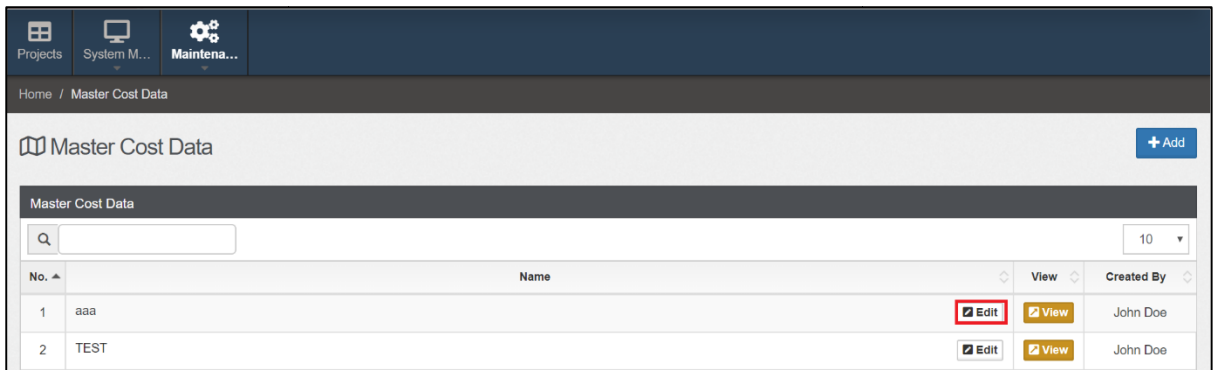
5. To edit Master Cost Data template, click **"View"**
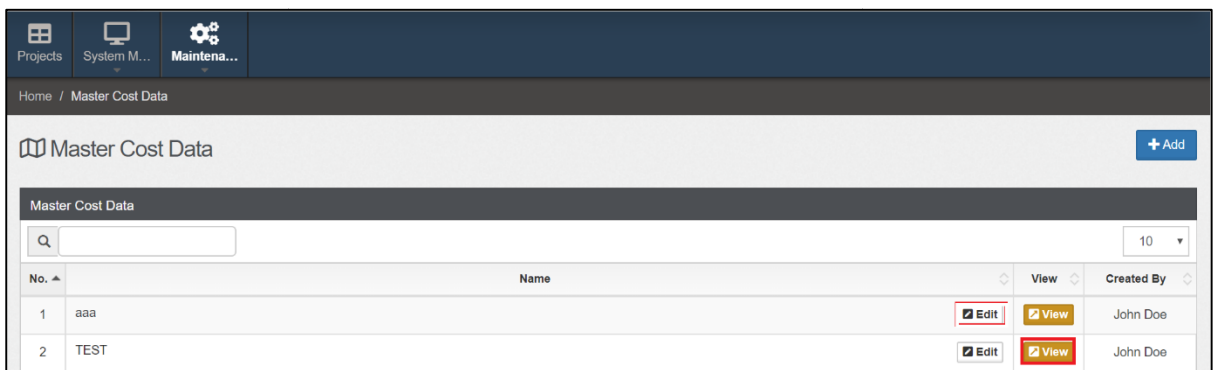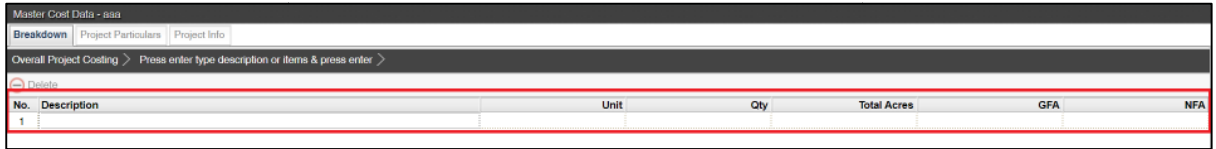
6. To edit Master Rate Template press "enter" to key in the description or item & press enter again to save
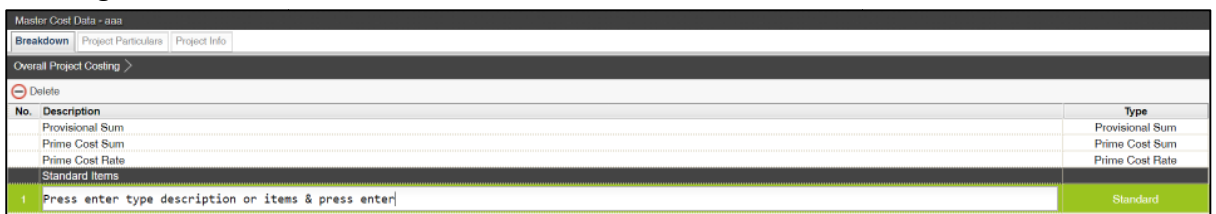
7. For Standard Items you can "Double Click" to go to another sub-level, Note that for (Provisional Sum, Prime Cost Sum & Prime Cost Rate have no sub-level)
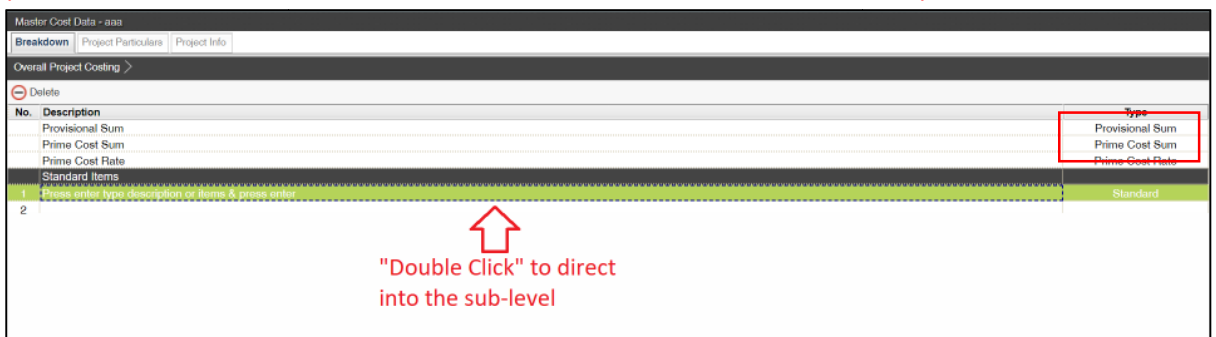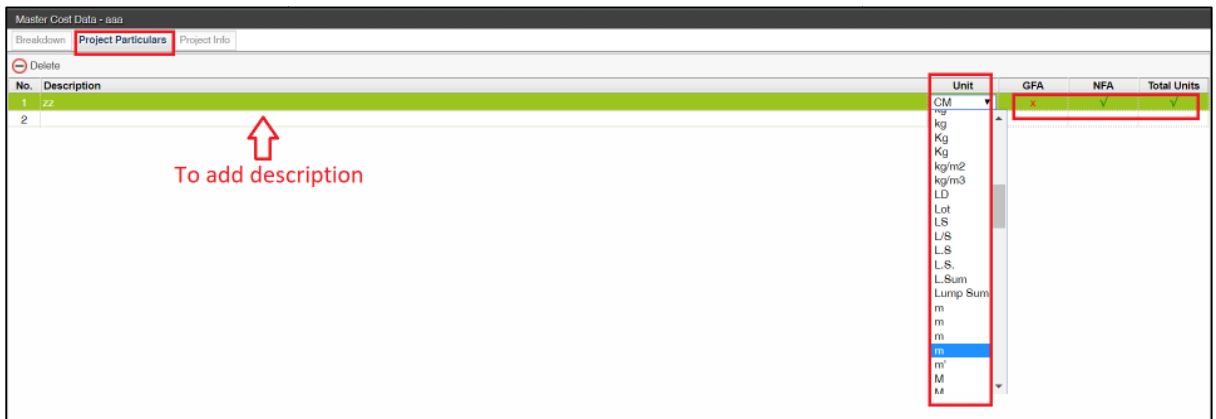
8. Once you double click items below "Standard Items" it will direct you to another level where you can key in your "Description only" for "Unit, Quantity, Total Acres, GFA & NFA" will be key in by other consultants

9. For **"Project Particular"** click on the "Project Particular" tab from here you can key in your "description", set "Unit" & you can choose to hide or show (GFA, NFA & Total Units) by clicking on the icon

10. Last for **"Project Info"**

Project Cost Data (Admin User)

Note: User need to be assigned by Super Admin User in order to access this module.
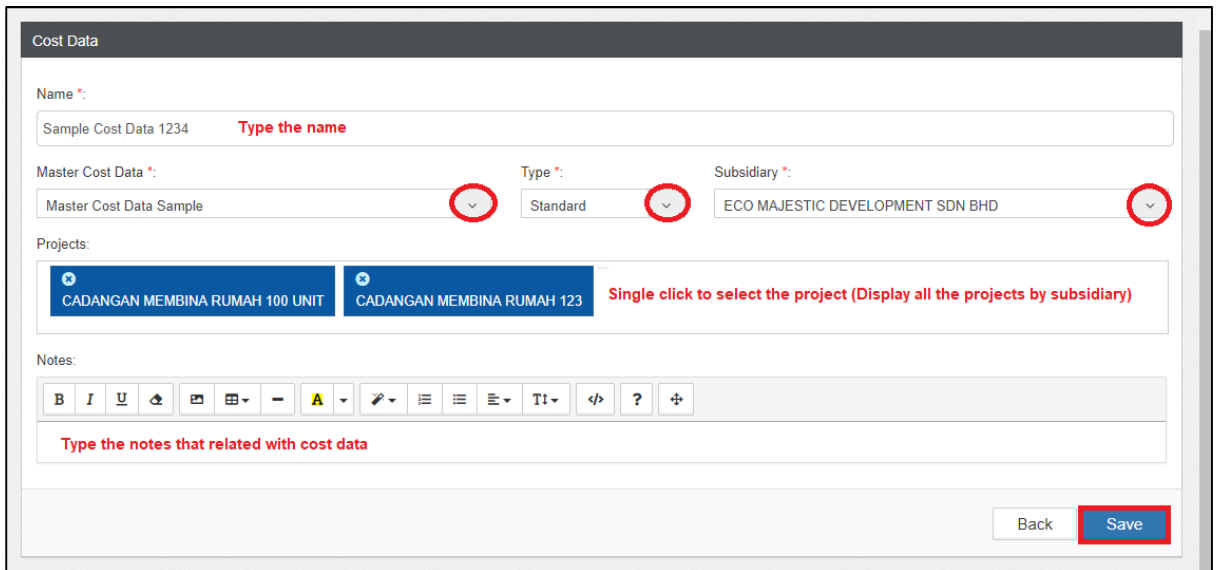
1. Login e-Tendering system with **email and password**, go to **"System Modules",** then click **"Cost Data"**
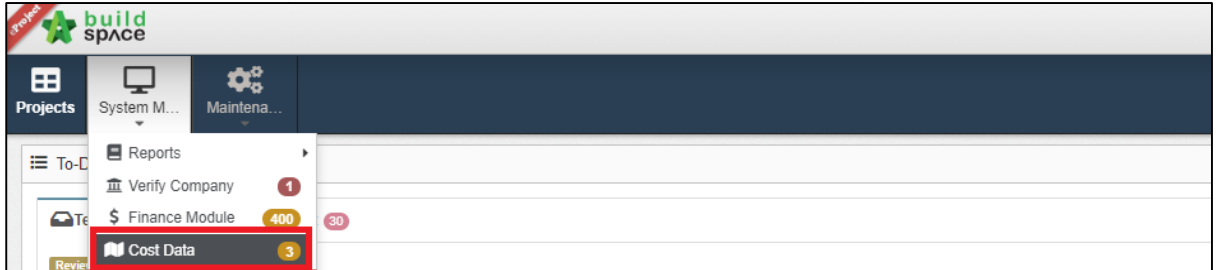
2. Click **"Add"** to create the new cost data
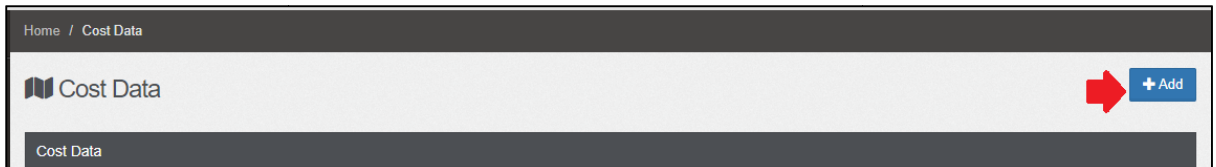
3. Key in all the information and click **"Save"**
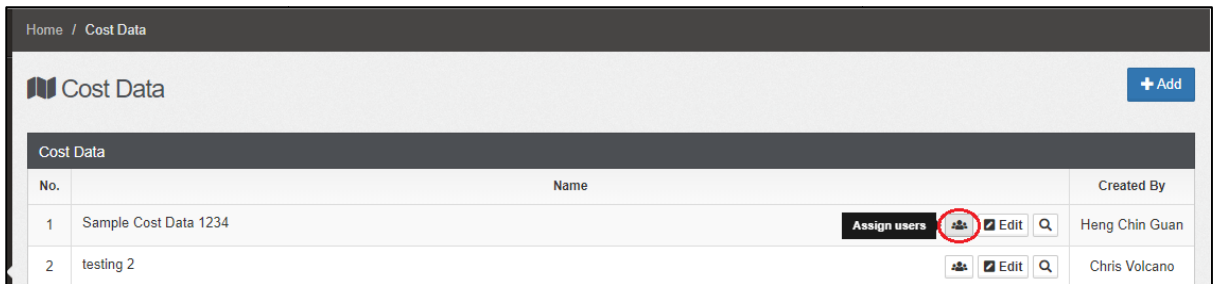
4. The new created cost data at the **first row**

5. Click this icon to **"Assign Users"**
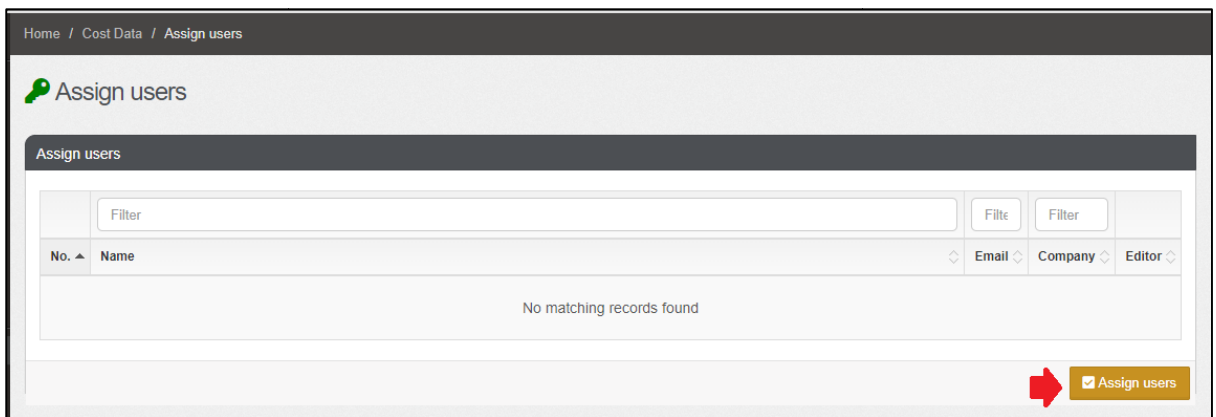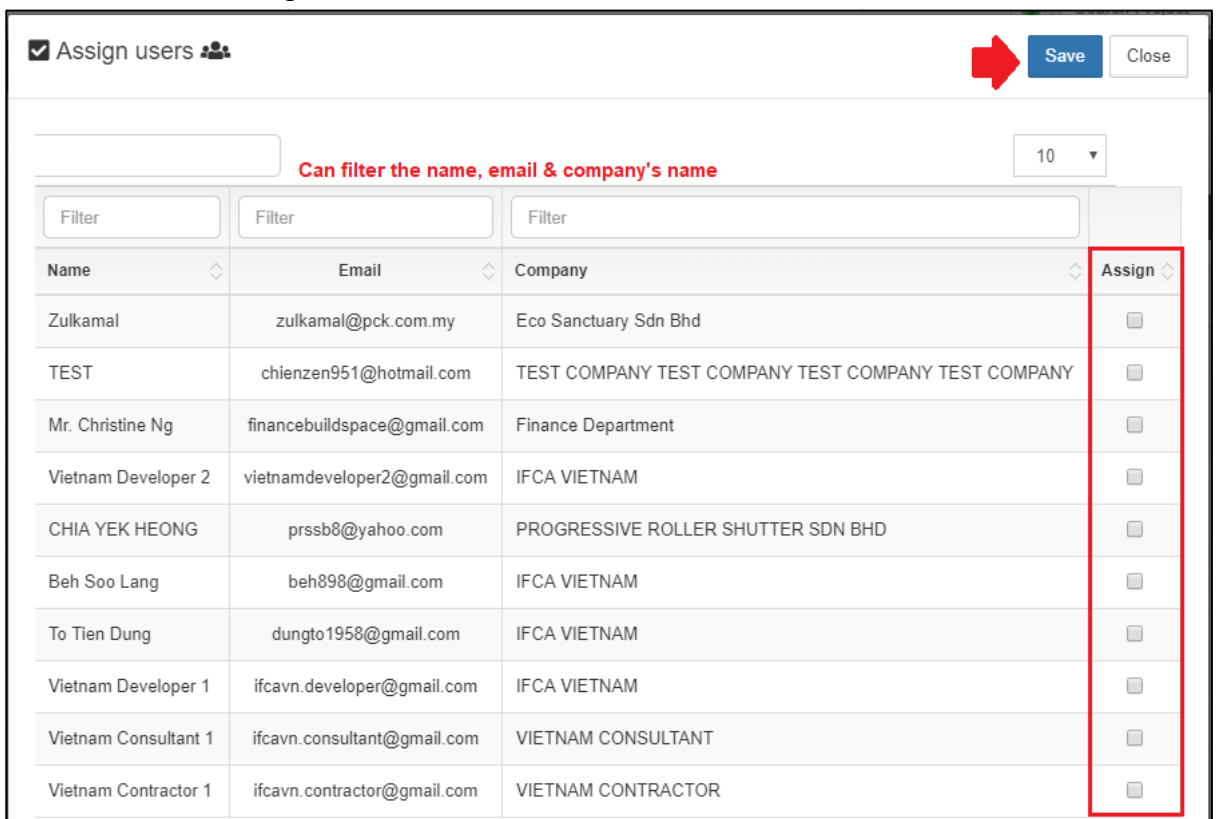
6. Click **"Assign Users"**

7. Tick which user manage the cost data and click **"Save"**

8. Tick **"Editor"** for user edit the cost data. Click **"x"** to remove the user and click "**Assign Users**" to add more user (Refer step 7 & 8)
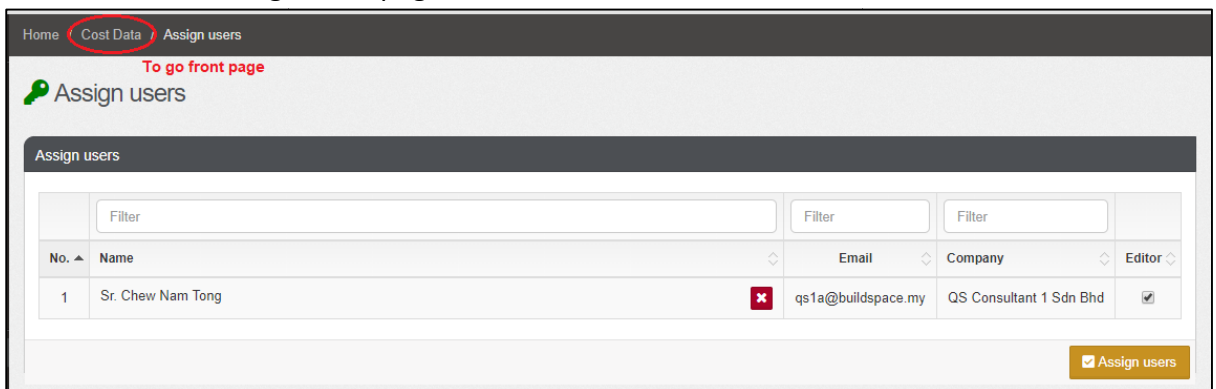
9. Click **"Cost Data"** to go front page
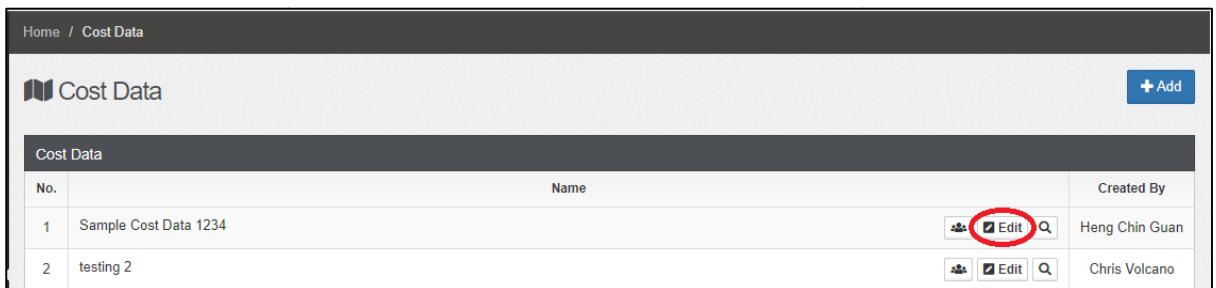
10. Click **"Edit"** to edit the information for cost data
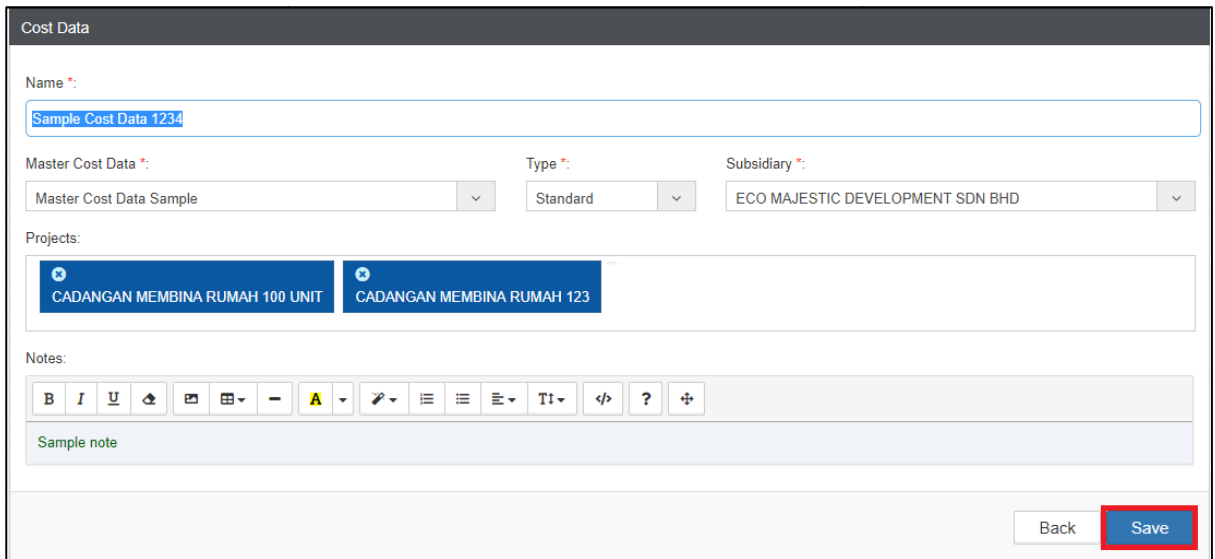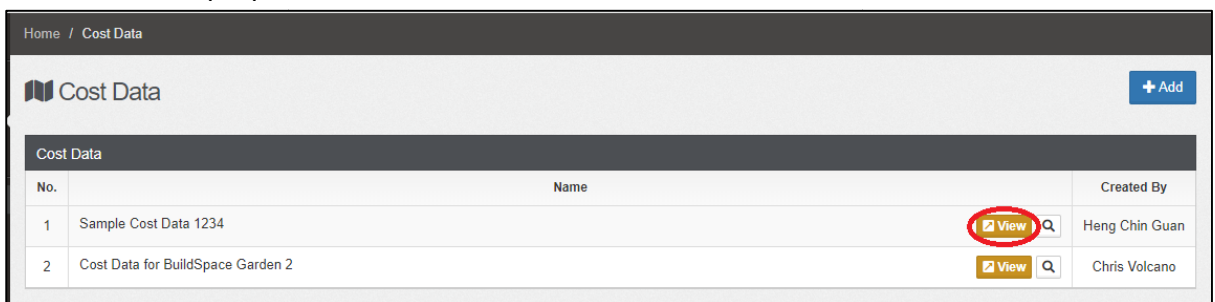
11. Edit the information and click **"Save"**
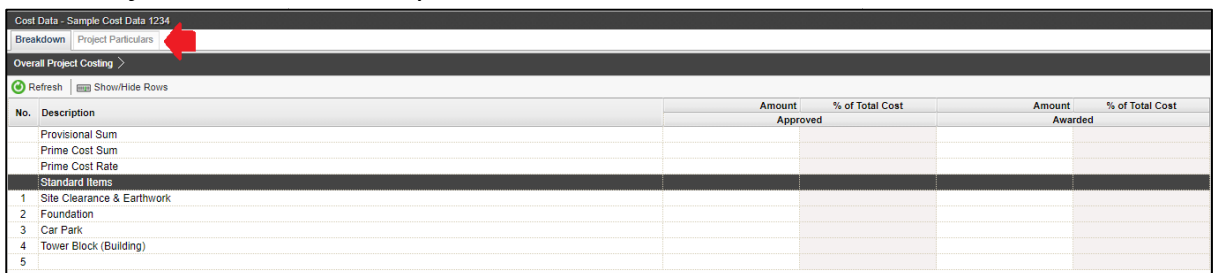
12. User that already assign to prepare the cost data can **see the name of cost data**. Click **"View"** to prepared
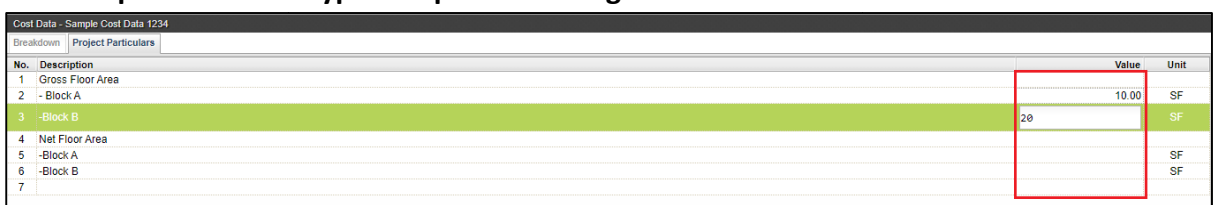
13. Click **"Project Particulars"** to key in the value

14. User **cannot amend** the description and unit. To key in the value, **single click** at the row and **press enter to type and press enter again to save**

15. Click **"Breakdown"** to go front page

16. To hide or show the row, click **"Show/Hide Row"**

17. **Tick the description to show** and **untick to hide the description**, after that click **"Save"**

18. Double click **"Provisional Sum"** to go sub level

19. Press enter to type the **description** and press enter again to save same with **total amount for Approved Cost Plan & Awarded**

20. To set **"Awarded Date"**, press enter and then click to choose the date and press enter again to save

21. Click **"Overall Project Costing"** to go front page

22. Click **"Refresh"** to display the amount that already updated (blue colour means consist of cost breakdown)

23. Double click **"Prime Cost Sum"** to go sub level

24. Click **"NSC Columns"** to add additional column for NSC

25. **Press enter** to type and **press enter again** to save

26. **Single click** at the row and click **"Delete"** to delete the column

27. Click **"Breakdown"** to go **first level** for **Prime Cost Sum**

28. Click **"Show/Hide Rows"** to show/hide the description

29. **Tick to display** and **untick to hide** the description and then click **save**
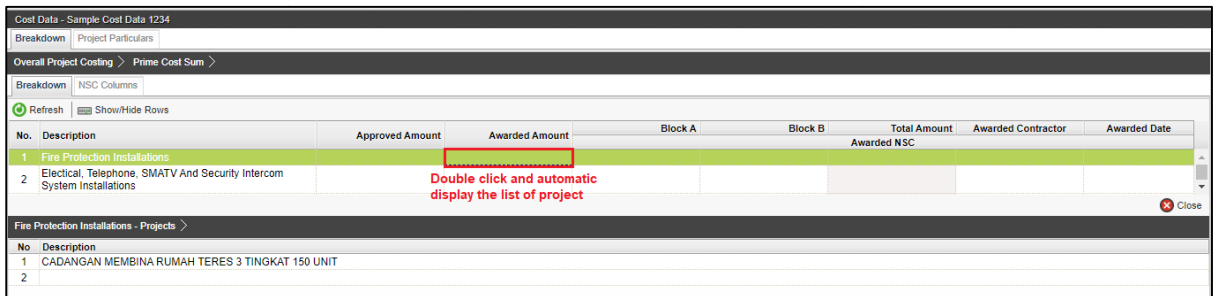
30. To key in **"Approved Cost Plan Amount"**, **single click** at the row and **press enter** to type the amount and **press enter again** to save

31. To key in **"Awarded Amount"** have to option. First, **press enter** to type the amount and **press enter again** to save **OR double click** to display the **project (Amount from BQ)**
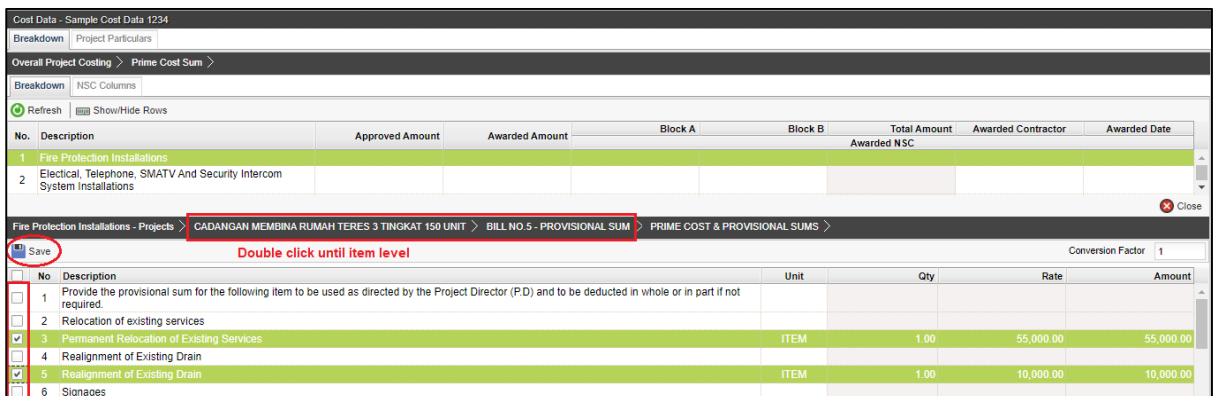

32. Double click until **item level (BQ),** tick which item related and click save

33. Amount direct key in **(Black colour)** and amount link with BQ (Green colour)

34. **List of project, bill no and element level** (Blue colour) if have linking in BQ

35. Click **"Overall Project Costing"** to go front page

36. Double click **"Prime Cost Sum"** to go sub level

37. Click **"Show/Hide Rows"** to show/hide the description

38. **Tick to show** the description and **untick to hide** the description and then **click save.**
    Click **"Close"** to close the tab

39. Press enter to type the **Approved & Awarded amount** and press enter again to save

40. Direct key in amount in **Black colour**.

41. Double click the go **second level**

42. Click **"Show/Hide Rows"** to show/hide the description

43. **Tick to show the description** and **untick to hide the description** and then **click save**. Click **"Close"** to close the tab

44. Press enter to type the "**Total Unit, Approved & Awarded Amount"**. Direct key in amount in **Black Colour**
Note: Total unit by default is "1"

45. Double click to go **third level**

46. Click **"Show/Hide Rows"** to show/hide the description

47. **Tick to show the description** and **untick to hide the description** and then **click save**.
    Click **"Close"** to close the tab

48. **Press enter** to type and **press enter again** to save

49. Direct key in **(Black Colour)**. Click **"Overall Project Costing"** to go front page

50. Blue Colour amount means have sub level amount

51. Double click the **"Standard Items"** to go sub level

52. Click **"Show/Hide Rows"** to show/hide the description

53. **Tick to show the description** and **untick to hide the description** and then click **save.**
Click **"Close"** to close the tab

54. **Press enter** to type the amount **"Approved & Awarded"** and **press enter again** to save. Direct key in amount in **Black Colour**

55. **Double click** the description to go **second level**. Click **"Refresh"** to display the updated amount

56. At **second level**, can direct key in the amount for **"Approved & Awarded".** Direct key in amount in **Black Colour**. Click **"Refresh"** to display the updated amount

57. For **"Awarded"** amount, **double click** to display the **list of project**

58. **Double click** until item level. **Tick** which item related and the click **save**

59. Amount for **"Awarded"** in Green Colour means have linking amount at BQ

60. Click to back **previous level**

61. Blue Colour means have linking at the item level (BQ)

62. Click **"Overall Project Costing"** to go front page

63. Click **"Refresh"** to display the updated amount

How to Assign Users to Master LA Template

Note: This action can be conducted by Super Admin User only.

1. Login eProject system as super admin user, go to **Maintenance** then click **Module Permission.**
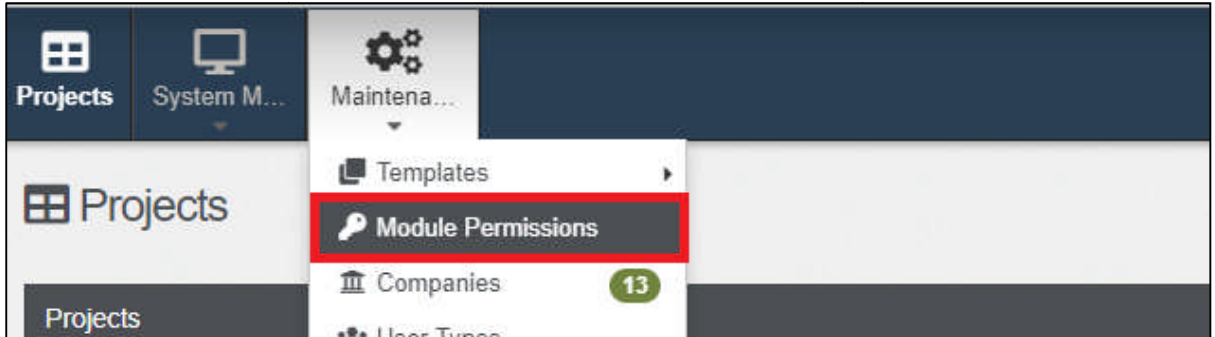
2. Under **Module Permission**, click at search panel and select **"Letter of Award"**.
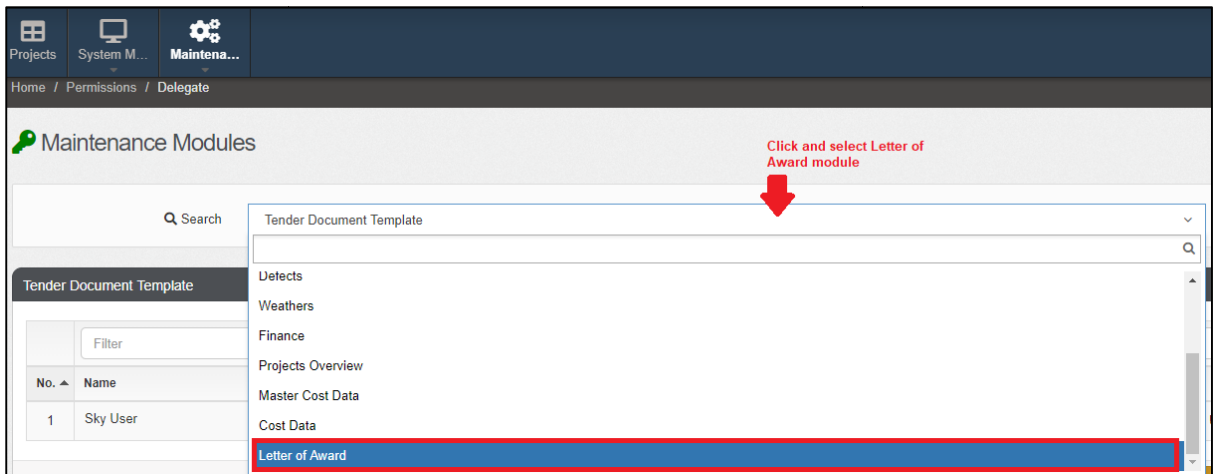
3. Click **"Select Users"**.

4. Tick to select user, then click **"Save"**.

No. ▲	Name	Email	Company	Assign
1	Sky Buildspace	uatskybuildspace@gmail.com	Sky Buildspace	☑
2	Sample Contractor 3	uatcontractor3@gmail.com	Buildspace Contractor 3	☐
3	Sample Contractor 2	uatcontractor2@gmail.com	Buildspace Contractor 2	☐
4	Sample Contractor 1	uatcontractor1@gmail.com	Buildspace Contractor 1	☐
5	Loi Shiow Khim	shiowkhim.loi@gamudaland.com.my	UAT Gamuda Land	☐
6	Noor Hisham	noorhisham@gamudaland.com.my	UAT Gamuda Land	☐
7	Chia Get Hun	ghchia@gamudaland.com.my	Sample Business Unit	☐
8	TEEST	buildspacecontractor1@gmail.com	Sample Global PCK Contractor	☐
9	Adrian Chong	adrian.chong@gamudaland.com.my	UAT Gamuda Land	☐
10	John See	shsee@gamudaland.com.my	UAT Gamuda Land	☐

Showing **1** to **10** of **29** entries (filtered from 31 total entries)   Previous | **1** | 2 | 3 | Next

Save   Close

5. New added user will display under user list. Super admin user need to define the user as Editor or not.
   Editor user – Able to edit Letter of Award.
   Non-editor user – Can view Letter of Award template only.

Letter of Award

				Email	Company	Editor
	Filter			Filter	Filter	
No. ▲	Name			Email	Company	Editor
1	Sky Buildspace	Click to remove user	✖	uatskybuildspace@gmail.com	Sky Buildspace	☐
2	Sky User		✖	sky@buildspace.my	Sample Business Unit	☑

☑ Select Users

How to create template for LA

Note: Super admin user need to assign user to access Letter of Award template first

1. Login to eProject system, click **Maintenance > Templates > Letter of Award**.
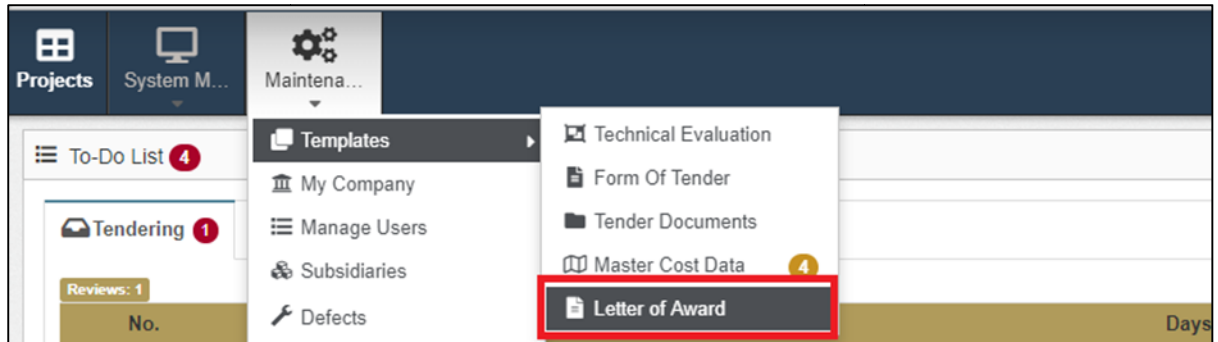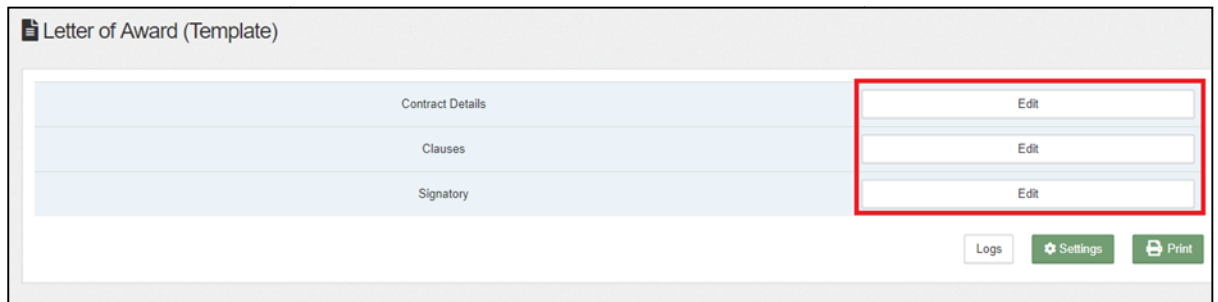

2. There are 3 categories under Letter of Award module, click **"Edit"** beside each category to start edit.

Note: User can copy the content from existing format (Microsoft Word). However, user need to paste the content from Microsoft Word into NOTEPAD first, then copy the content from NOTEPAD and paste it under eProject system. *(This action is to remove the content styling from Microsoft Word and allow user to spend lesser time on adjusting spacing, margin & layout when printing out the Letter of Award)*

3. For **Contract Details**, user need to input the header content like below *(which will display at the top of every page when printed out)*. After that, click **Save**.
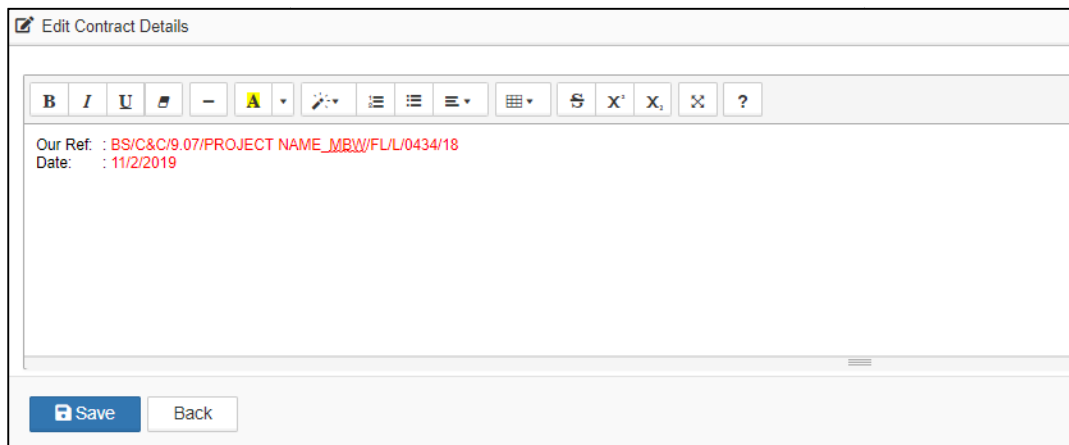
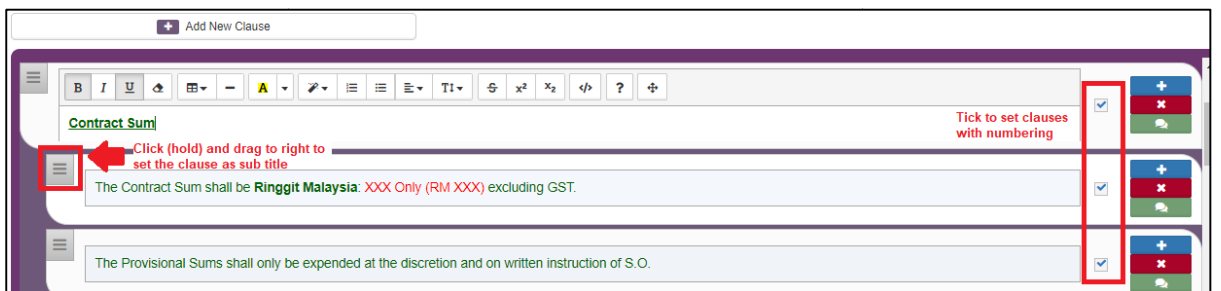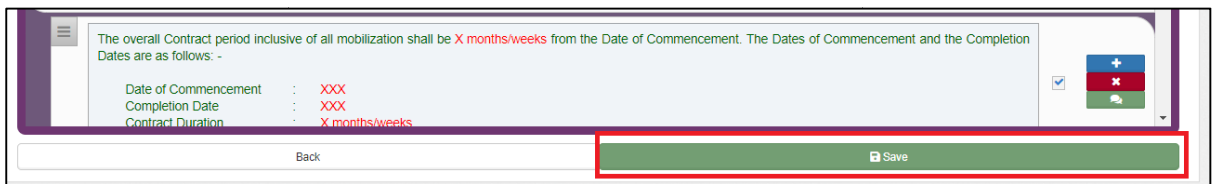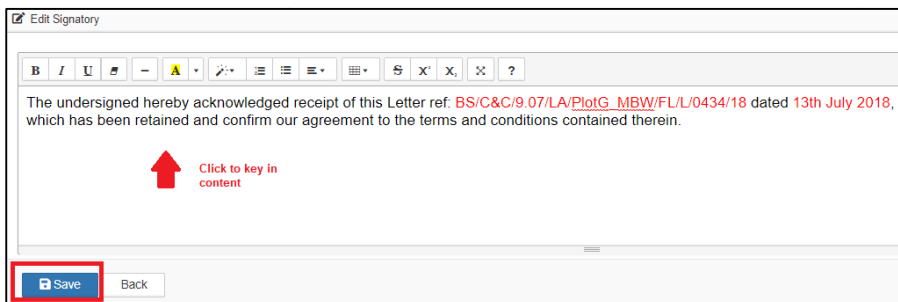4. For **Clauses**, user need to **Add New Clause** and key in the content.
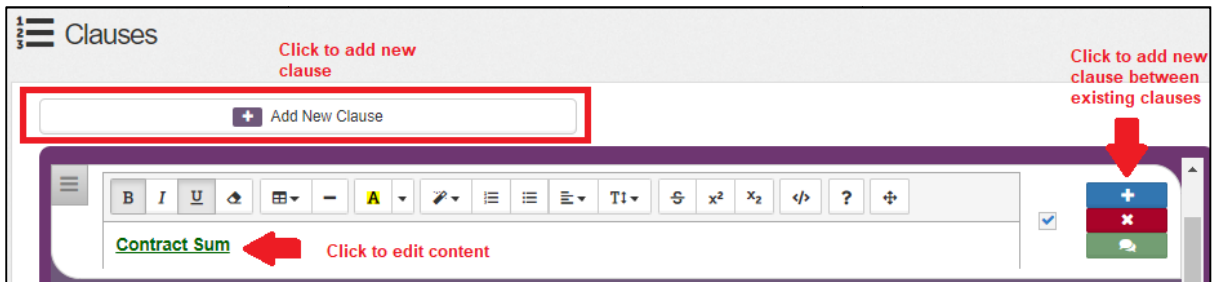
5. Tick to set numbering for certain clauses *(e.g. 1.0, 1.1 …)*. Further, to set certain clause as sub clauses, ≡ **click (Hold)** symbol and drag to right side.

6. After finalised the clauses, click **Save**.

7. For Signatory, user need to insert the content on contractor's signature page only (As shown below).

8. After user finalised the Letter of Award template, user can click "Settings" to edit the printing layout, margin & font size before printing layout.