

Module Permissions

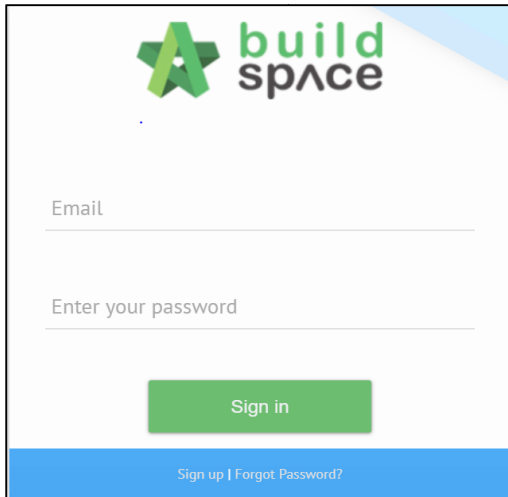
Contents

Verify Company.....	3
How to create template “Form of Tender”	5
Create Template for Tender Documents.....	8
Create Template for Technical Evaluation.....	13
Access to Project Overview (R.O.T & L.O.T).....	18
Predefined Location Trade.....	19
How to Create Defect	21
How to create template “Weather”	26
Template Master Cost Data	29
Project Cost Data (Admin User)	32
How to Assign Users to Master LA Template	46
How to create template for LA	48

Verify Company

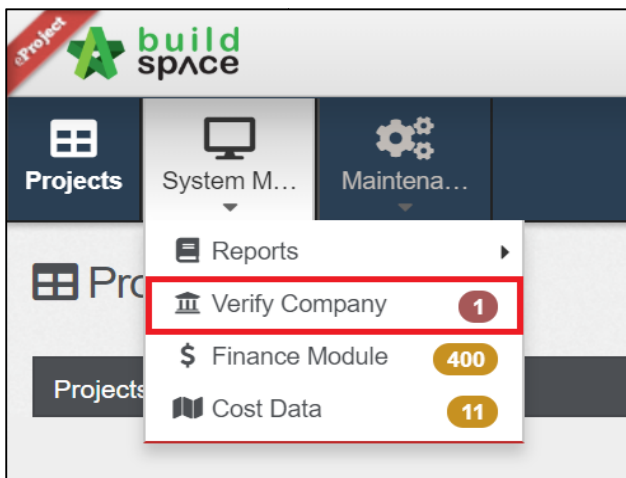
Note: User assign by super admin only can verify for each registration company

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



The image shows the Build Space login page. It features the Build Space logo at the top left. Below the logo, there are two input fields: "Email" and "Enter your password". A green "Sign in" button is positioned below the password field. At the bottom of the page, there are links for "Sign up" and "Forgot Password?".


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

Companies				
<input type="text"/> 10 ▼				
Filter		Filter	Filter	
No. ▲	Company Name	R.O.C. Number	User Type	
1	Sample 1 <small>1234 fatinizzati19@yahoo.com</small>	<small>06 Dec 2018</small> 123456706453	Consultant	<input checked="" type="checkbox"/> <input type="checkbox"/>
Showing 1 to 1 of 1 entries (filtered from 1,078 total entries)				
		Previous	1	Next

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

 Company Details

Company Details

Company Name*:

Address*:

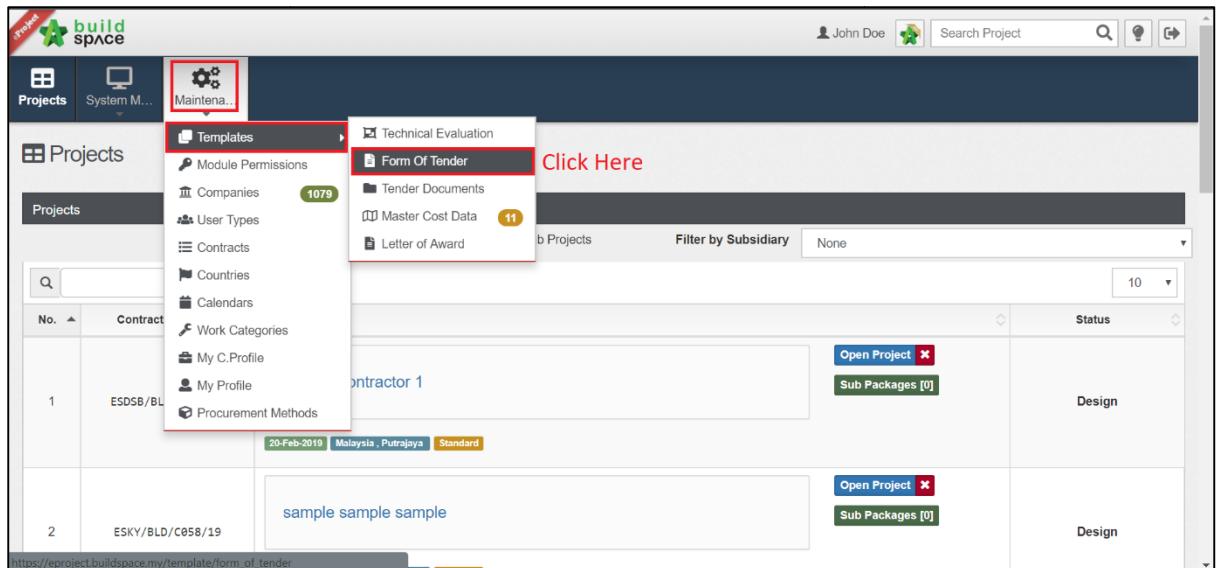
User Type* : Contact Person* : R.O.C. Number* : Tax Registration Number :

Email : Telephone* : Fax :

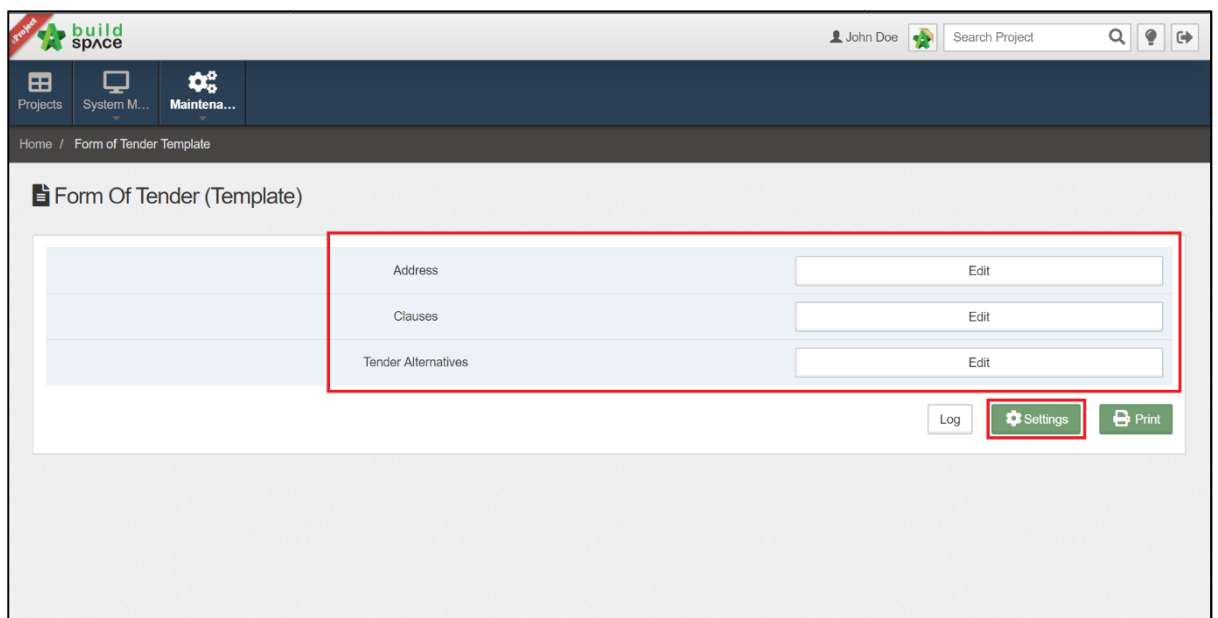
Country : State :

How to create template “Form of Tender”

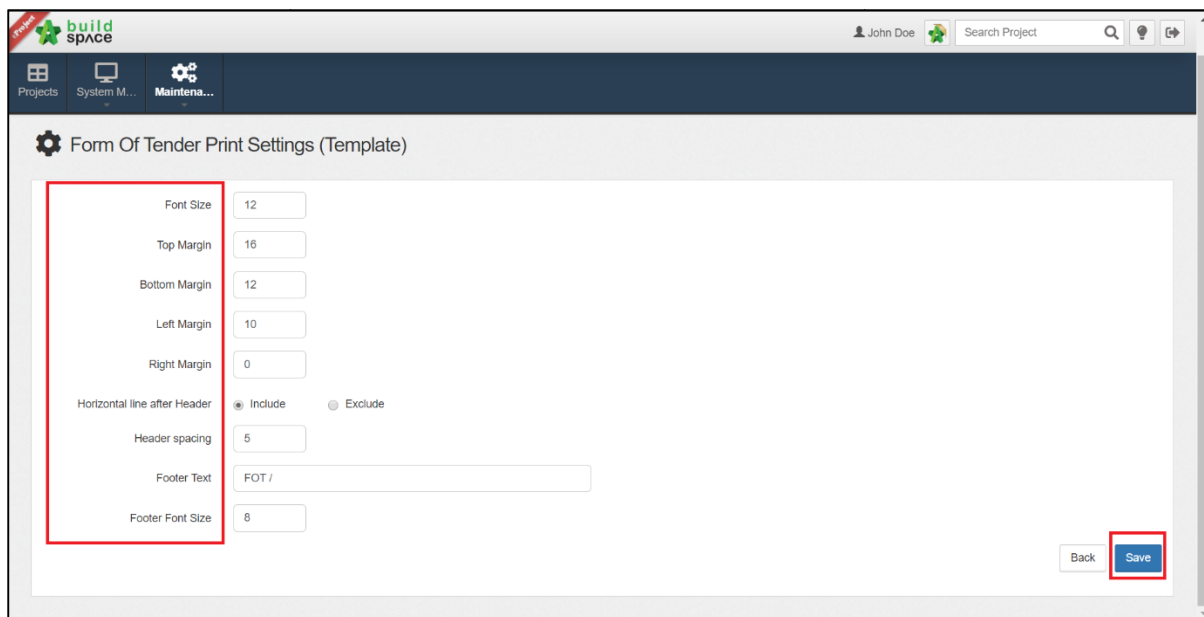
1. Login to eTender system, select “**Maintenance**” menu. Then select “**Templates**” & click “**Form of Tender**”.



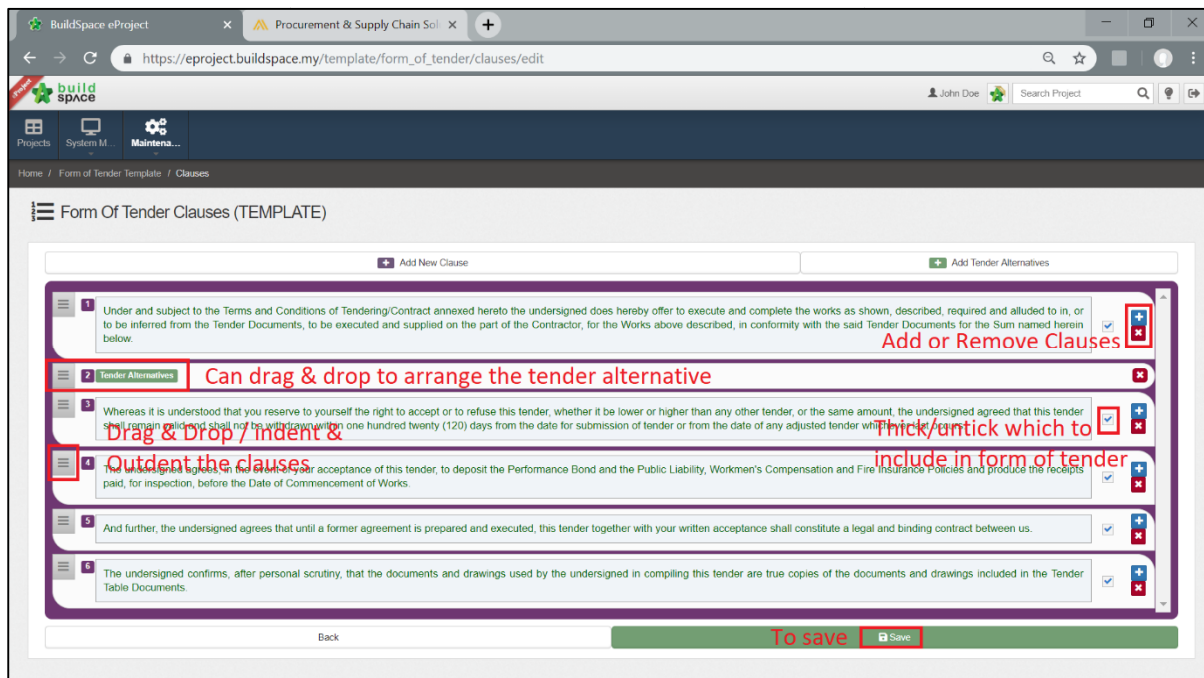
2. Click at “**Edit**” to edit form of tender (template). For example, if you want to edit address, clauses or tender alternatives, just click “**Edit**” and setting to edit font or margin.



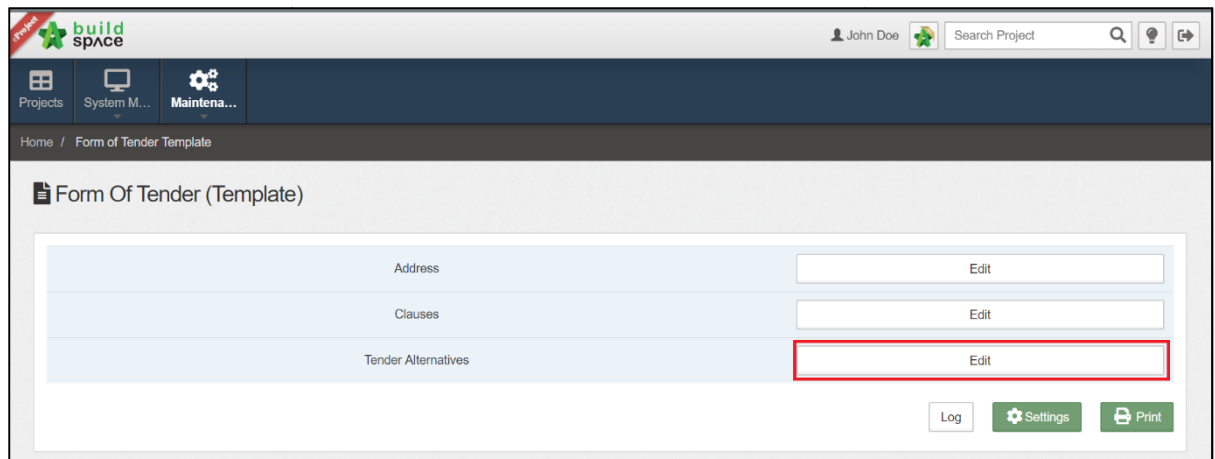
3. For settings you can do your format editing, once done click on **“Save”**



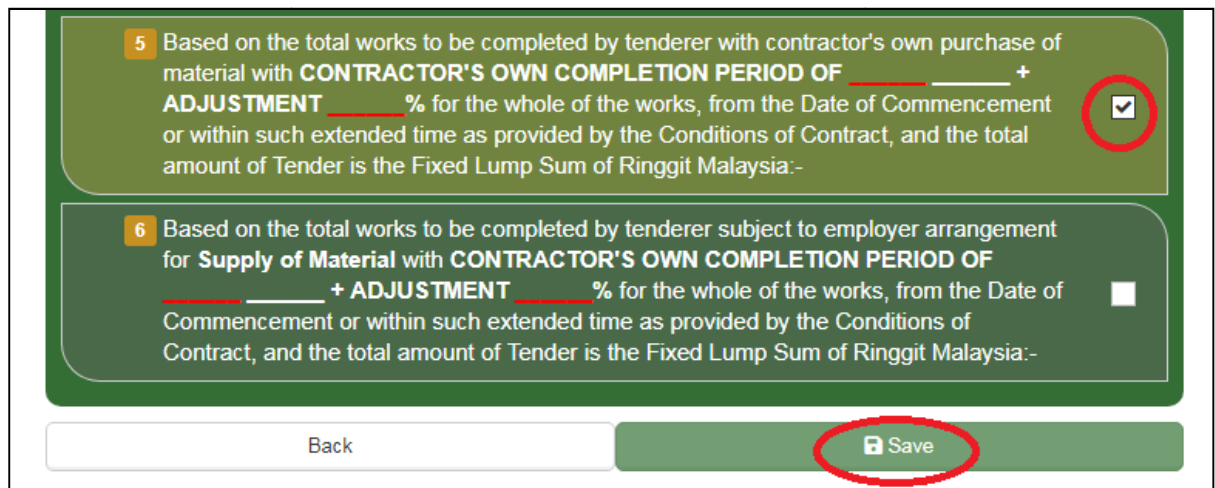
4. For example to edit tender clause, you can **move/edit/indent/outdent/add/delete** clauses easily. You can choose where to appear the **“Tender Alternatives”** clauses which you can select the list of options of tender alternatives clauses at **“Tender Alternatives”** section. Once completed you can click on **“Save”**



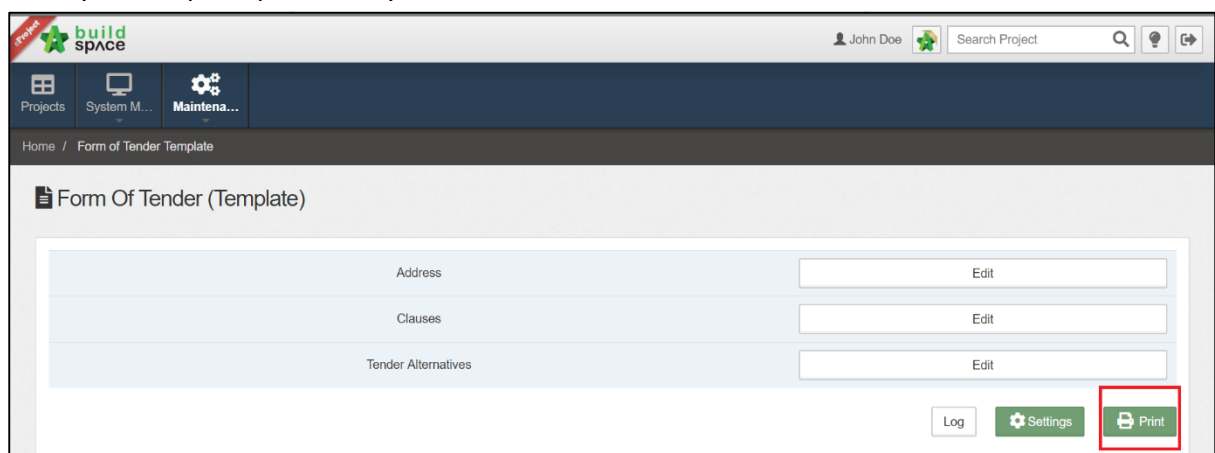
- Click **“Edit”** at **“Tender Alternatives”** section to select which types of alternative you want it appear at your form of tender.



- 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.



- Then you can print preview by click at **“Print”** button.

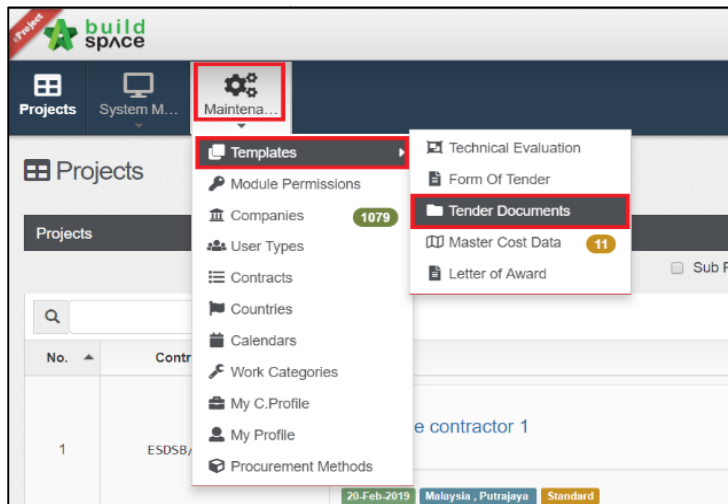


Create Template for Tender Documents

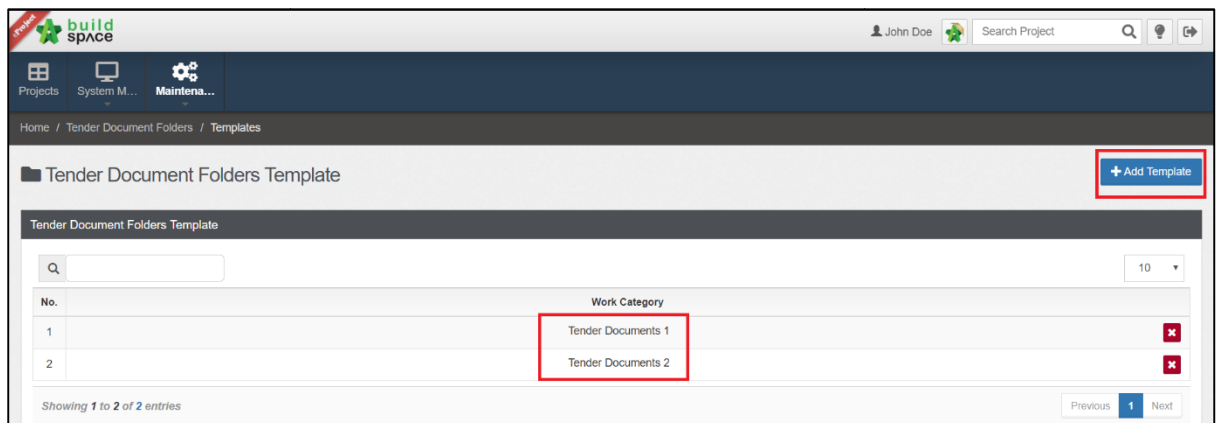
Note: User assign by super admin only can verify for each registration company

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

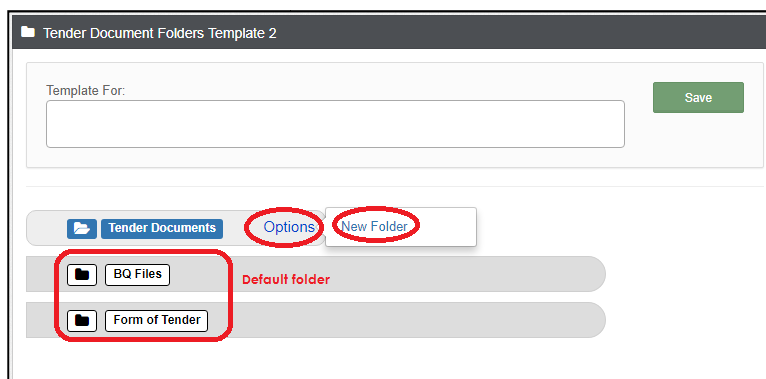
1. Login to eTender system. Click at **“Maintenance”** menu and select **“Templates”**. Then click at **“Tender Documents”** or click **“Add Template”** to create a new template.



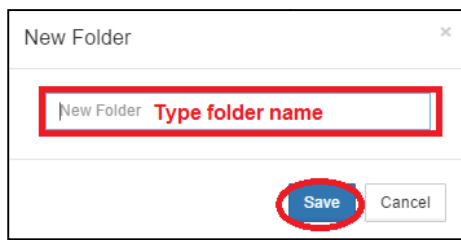
2. Click **“Add Template”** to create a new template



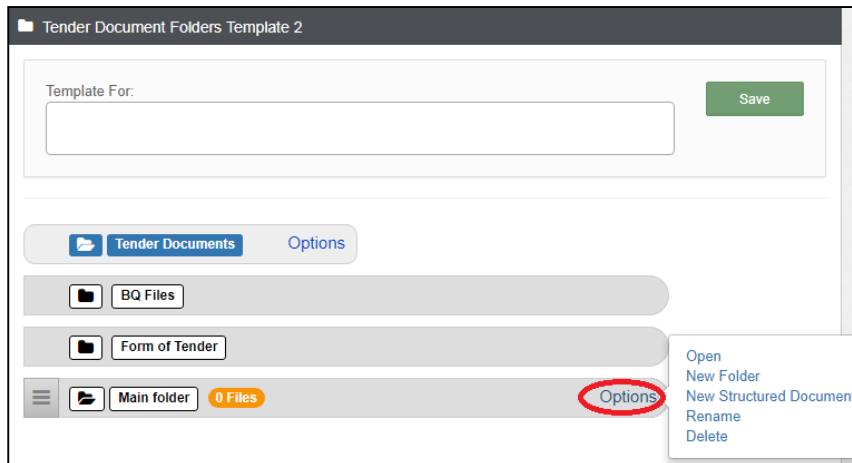
3. Click at **“Options”** and select **“New Folder”** to create a folder.



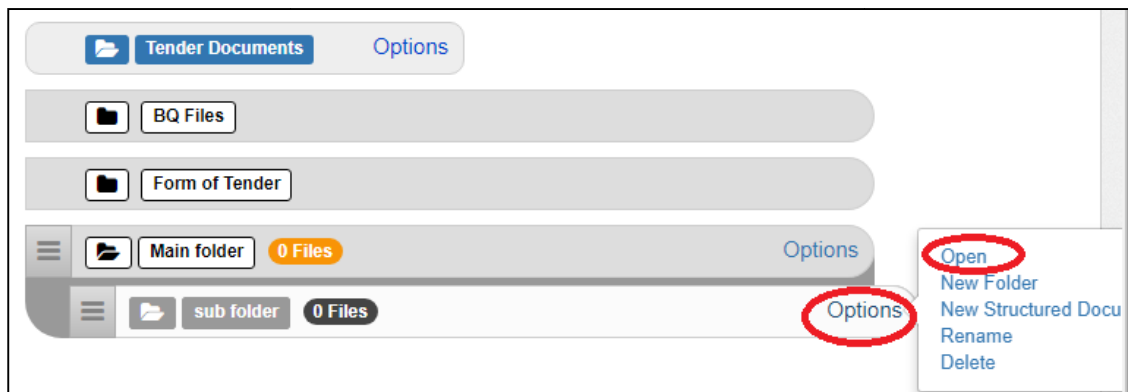
4. Type in folder name and click “Save”.



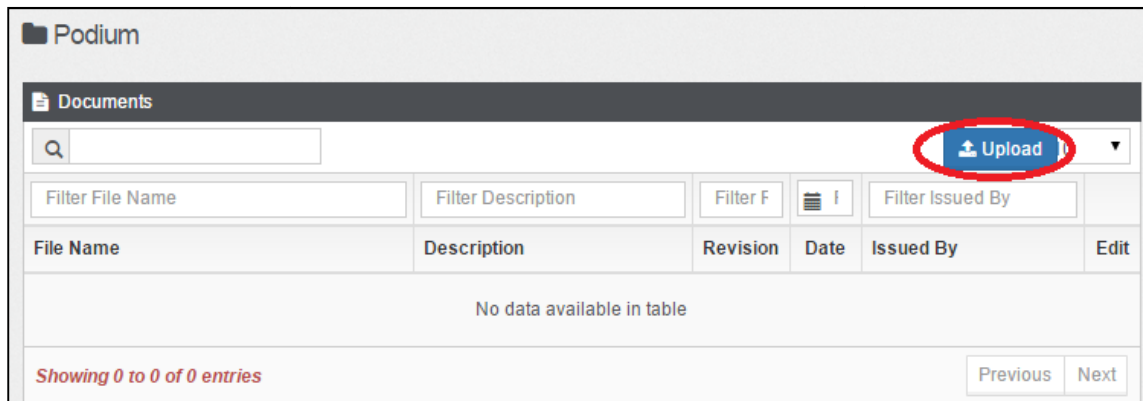
5. Click at created folder’s “Options” and select “New Folder” to create a sub folder.



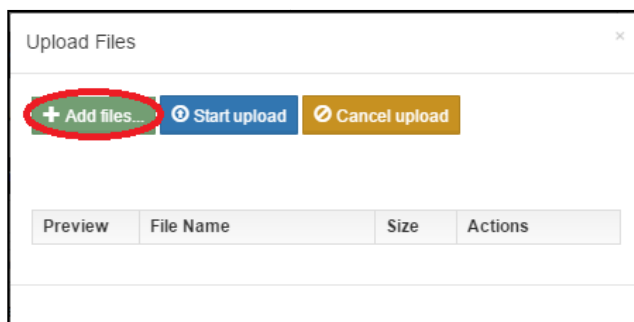
6. Click “Options” again and select “Open” to access folder.



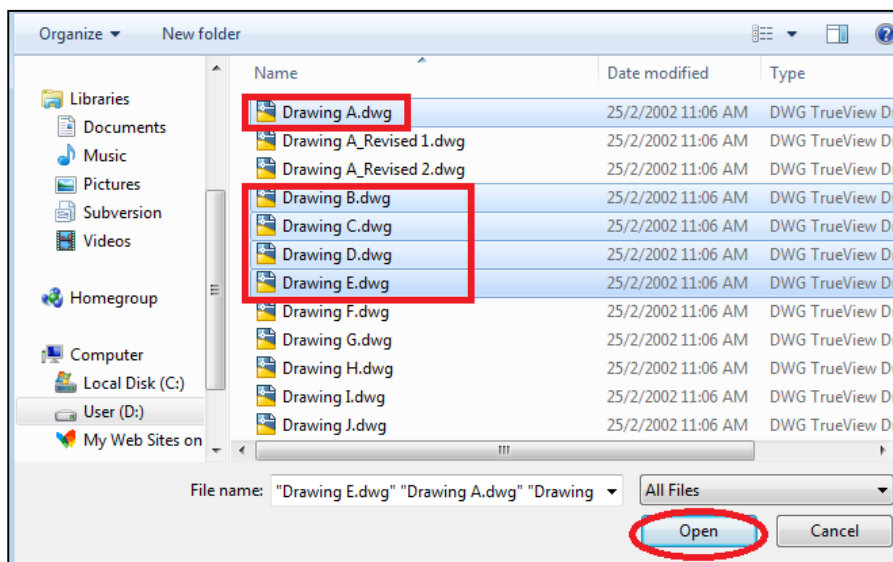
- Click **“Upload”** to upload files (you can upload standard tender document file which will be used for each tender project, if not just leave it blank).



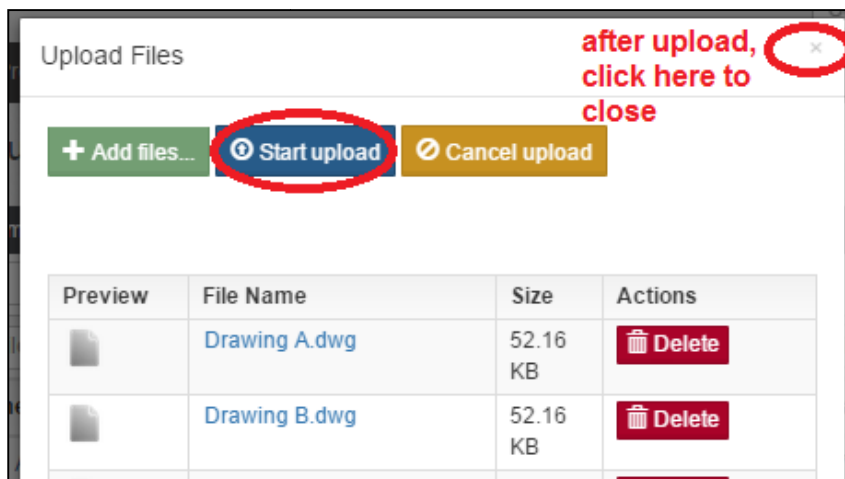
- Click **“Add Files”** to browse and select files that you want to upload.



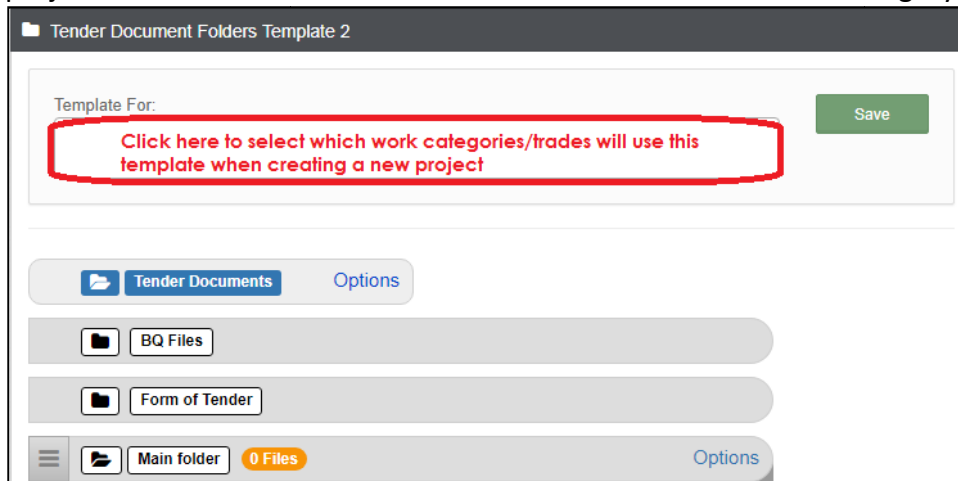
- Can multi select files and click **“Open”**



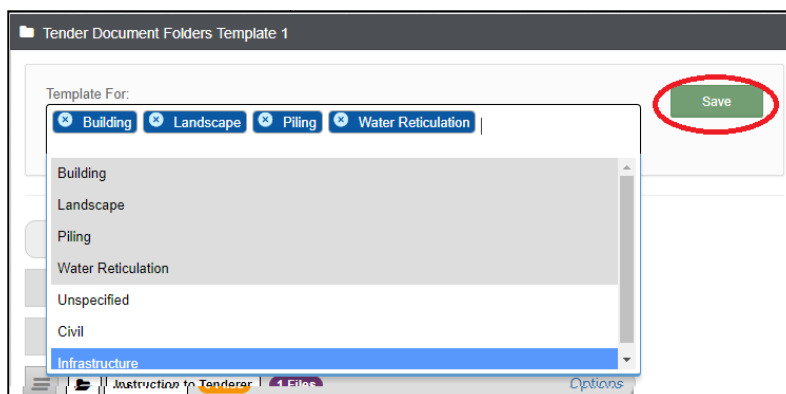
10. Click “Start upload” and after finish uploaded, click “x” sign to return.



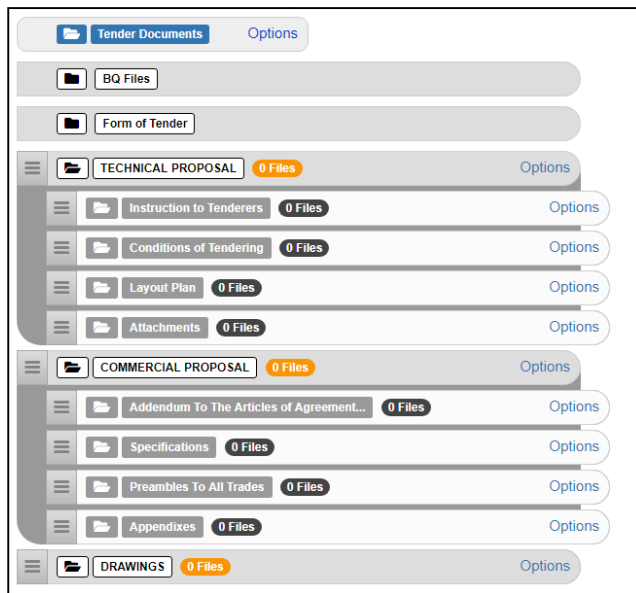
11. Select which work categories or trades that will use this template when creating a project. Please remember **EVERYTIME** to add new created work category here.



12. It will show like the following and click “Save” button;



13. Here's sample tender document template

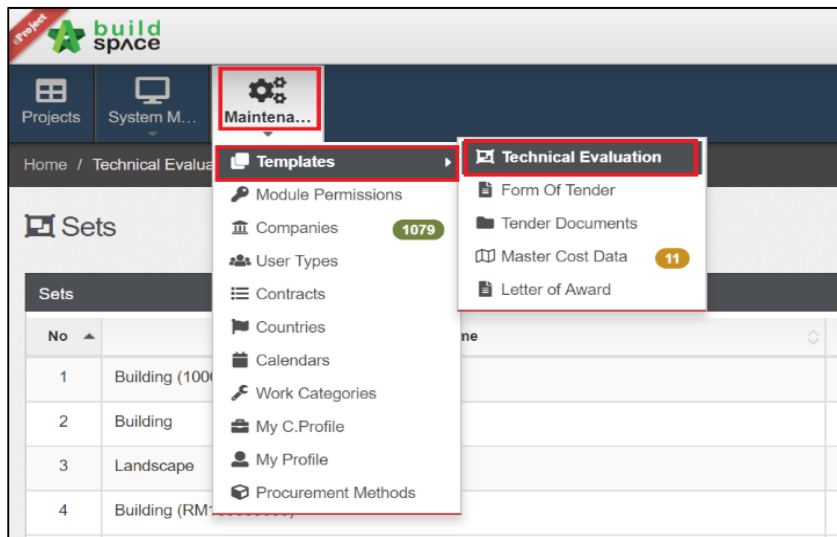


Create Template for Technical Evaluation

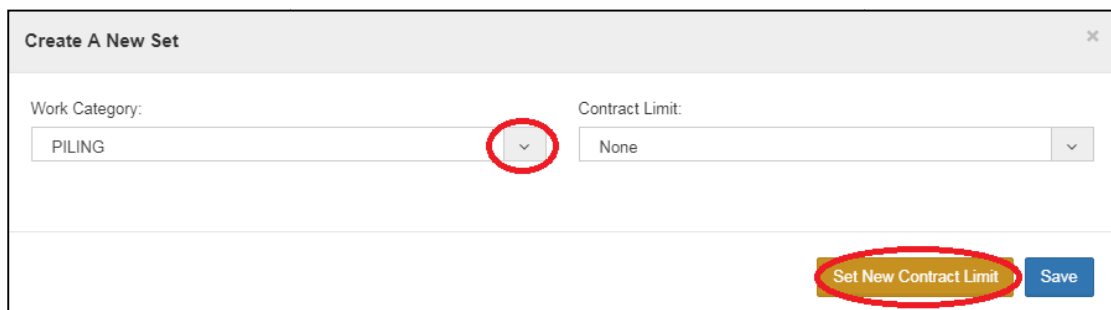
Note: User assign by super admin only can verify for each registration company

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

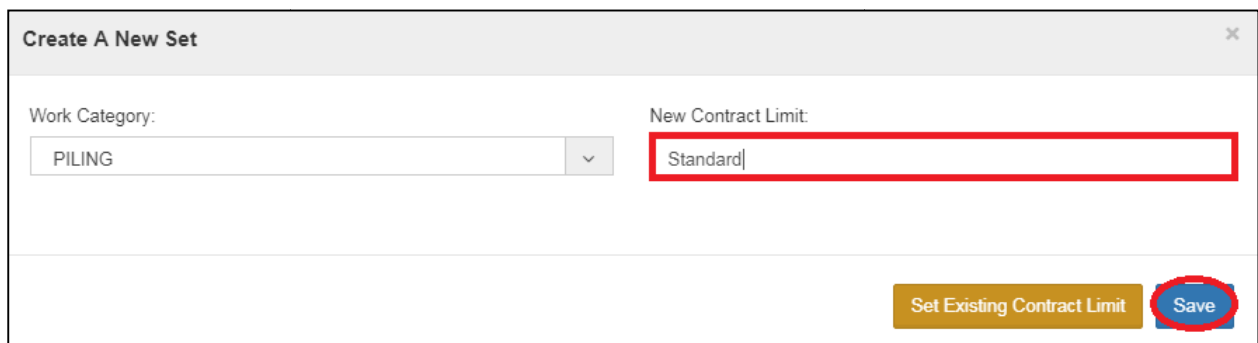
1. Login to eTender system. Click at “**Maintenance**” menu and select “**Technical Evaluation**”. Then click at “**Add**” button to create a new template.



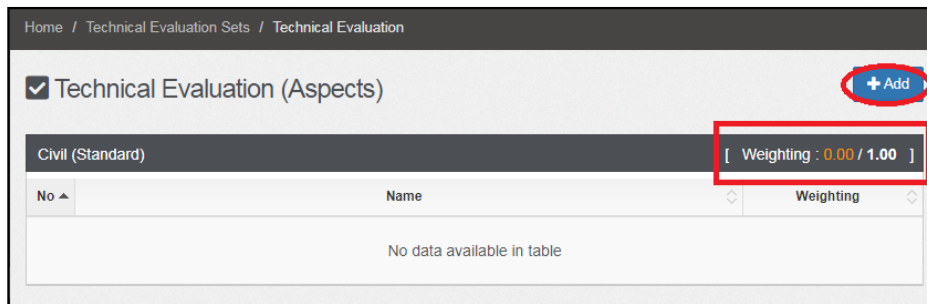
2. Select which “**Work Category**” and click at “**Set New Contract Limit**” to set this technical evaluation’s contract limit or can put sub work category.



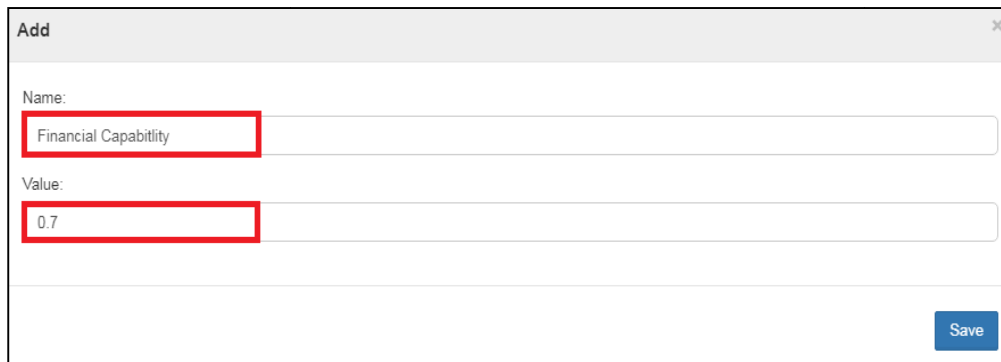
3. Type in new contract limit or can type any name for this technical evaluation such as standard, play equipment or others and click “**Save**”.



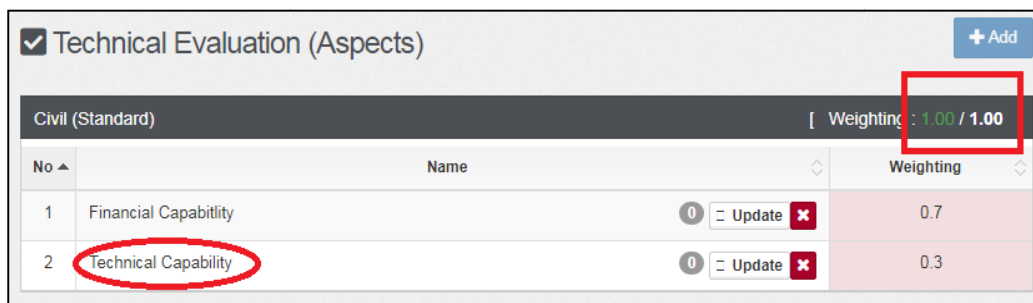
- Then you can see the following and click “Add” to add criteria. The maximum is “1” at this level.



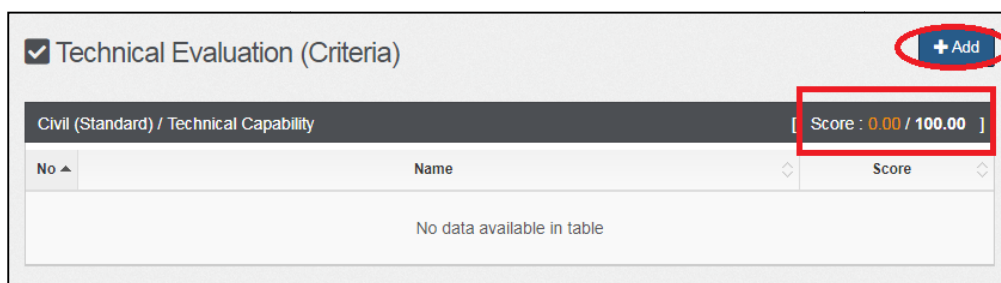
- Let say I put “Financial Capability” to cover 0.7 score from total of 1.



- Then I put the rest of 0.3 score on “Technical Capability”. Click at “Technical Capability” to input the main criteria for technical capability.



- 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.

✓ Technical Evaluation (Criteria) + Add

Building (10000000) / Technical Capability [Score: 100.00 / 100.00]

No ▲	Name		Score
1	Project Organisation Chart	9 [Update ✕]	20
2	Work Program and Method Statement	1 [Update ✕]	20
3	Project of Similar Nature within the last 5 years	3 [Update ✕]	20
4	Technical Data for M&E Works	10 [Update ✕]	15
5	Environmental, Safety & Health Performance	3 [Update ✕]	10
6	Company Strength	4 [Update ✕]	5
7	Current Project Performance	2 [Update ✕]	5
8	Key Management Personnel	3 [Update ✕]	3
9	Registration & Certification	4 [Update ✕]	2

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

✓ Technical Evaluation (Items) + Add

Civil (Standard) / Technical Capability / Project Organisation Chart [Score: 0.00 / 20.00]

No ▲	Name	Score
No data available in table		

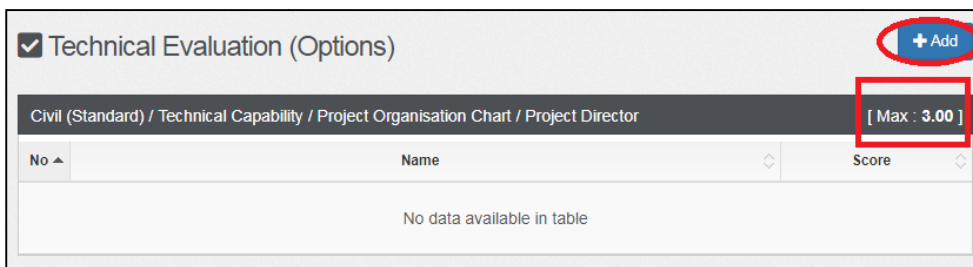
10. After created items (sub criteria), click at item to add “Options”. Let say “**Project Director**” is allocated 3 score from total of 20.

✓ Technical Evaluation (Items) + Add

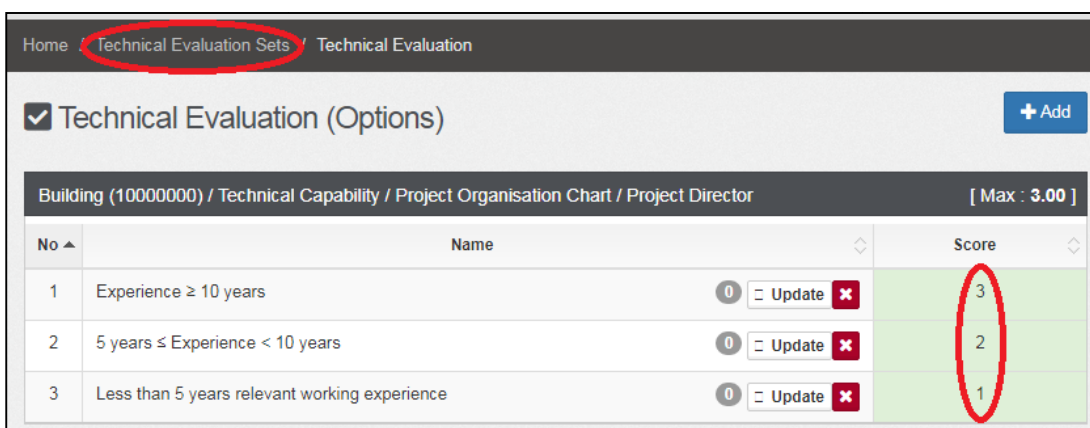
Building (10000000) / Technical Capability / Project Organisation Chart [Score: 20.00 / 20.00]

No ▲	Name		Score
1	Project Director	3 [Update ✕]	3
2	Project Manager	3 [Update ✕]	3
3	Construction Manager	3 [Update ✕]	2
4	Quantity Surveyor	3 [Update ✕]	2
5	QA/QC Officer	3 [Update ✕]	2
6	Architectural Manager/Coordinator	3 [Update ✕]	2
7	Civil & Structure Engineer	3 [Update ✕]	2
8	Mechanical Manager/Coordinator	3 [Update ✕]	2
9	Electrical Manager/Coordinator	3 [Update ✕]	2

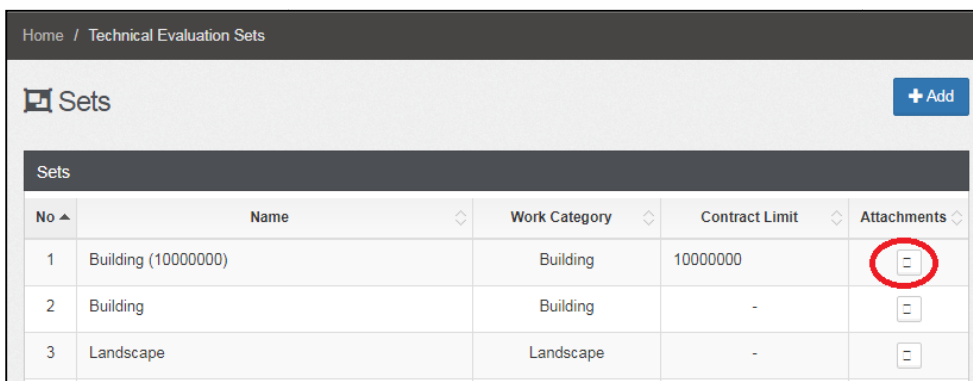
11. You can see maximum 3 score for each “Options” and click “Add” to add options.



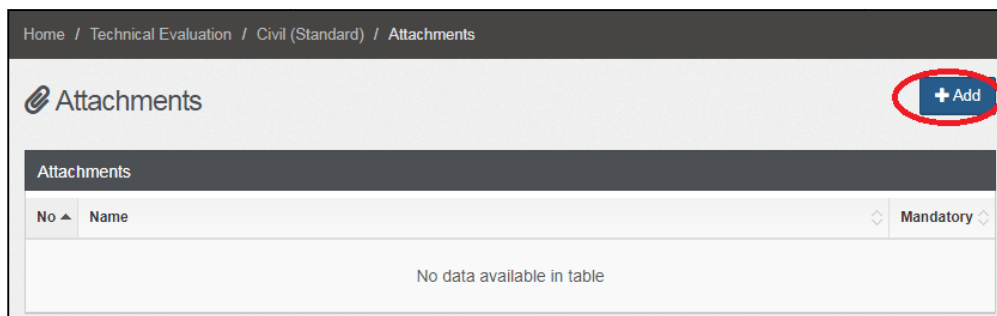
12. You can see the all options can’t exceed 3 score. Repeat the above steps to create more criteria, sub criteria & options. Click “Technical Evaluation Sets” to go back to list of technical evaluation sets.



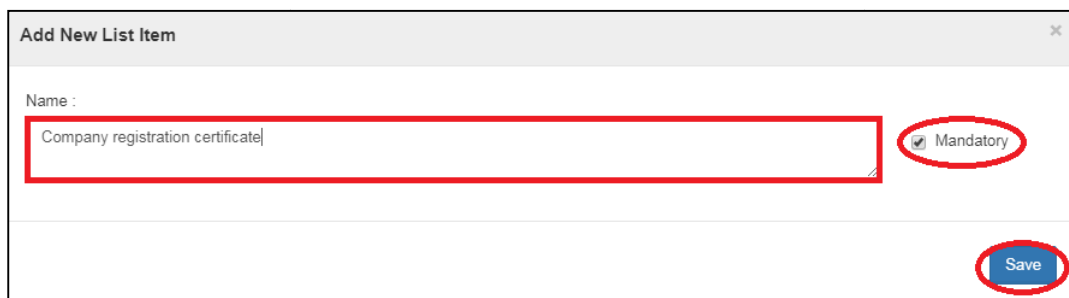
13. Click at “Attachments” to set a list of attachments need to be submitted by the tenderer during calling tender.



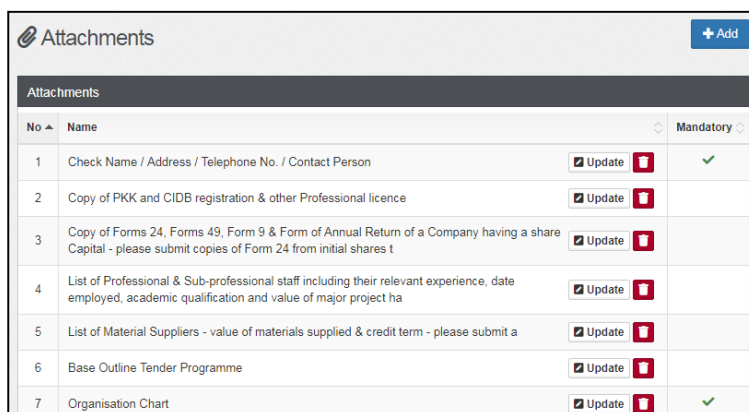
14. Click “Add” to add attachment name.



15. Type the attachment name and set whether it’s “Mandatory” or not, then click “Save”.



16. After created, it will look like below;



The screenshot shows the 'Attachments' page after several items have been added. The table has columns 'No', 'Name', 'Update', and 'Mandatory'. Each row represents an attachment with an 'Update' button and a 'Mandatory' checkbox. The 'Mandatory' column contains checkmarks for items 1 and 7.

No	Name	Update	Mandatory
1	Check Name / Address / Telephone No. / Contact Person	<input checked="" type="checkbox"/> Update	<input checked="" type="checkbox"/>
2	Copy of PPK and CIDB registration & other Professional licence	<input checked="" type="checkbox"/> Update	<input type="checkbox"/>
3	Copy of Forms 24, Forms 49, Form 9 & Form of Annual Return of a Company having a share Capital - please submit copies of Form 24 from initial shares t	<input checked="" type="checkbox"/> Update	<input type="checkbox"/>
4	List of Professional & Sub-professional staff including their relevant experience, date employed, academic qualification and value of major project ha	<input checked="" type="checkbox"/> Update	<input type="checkbox"/>
5	List of Material Suppliers - value of materials supplied & credit term - please submit a	<input checked="" type="checkbox"/> Update	<input type="checkbox"/>
6	Base Outline Tender Programme	<input checked="" type="checkbox"/> Update	<input type="checkbox"/>
7	Organisation Chart	<input checked="" type="checkbox"/> Update	<input checked="" type="checkbox"/>

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

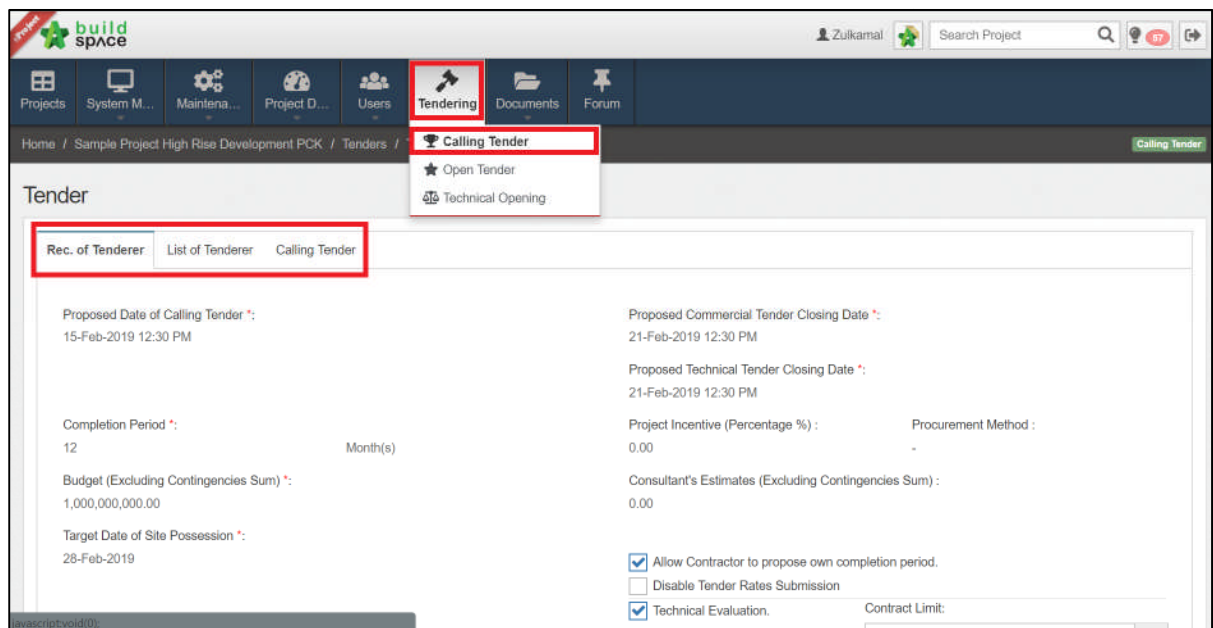
Access to Project Overview (R.O.T & L.O.T)

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

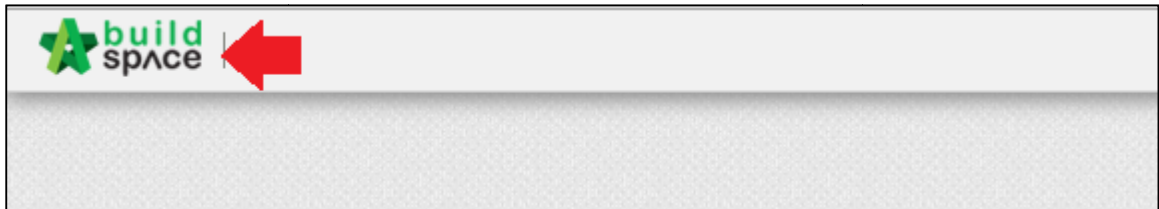


Predefined Location Trade

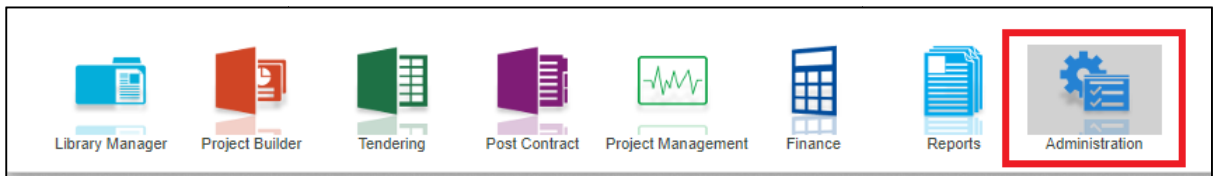
1. Login eTender system with **Username and passwords**, click **“Buildspace Pro”**



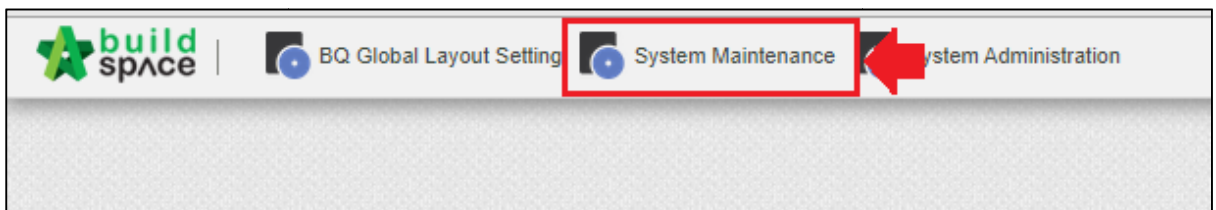
2. Click **“Buildspace”** logo



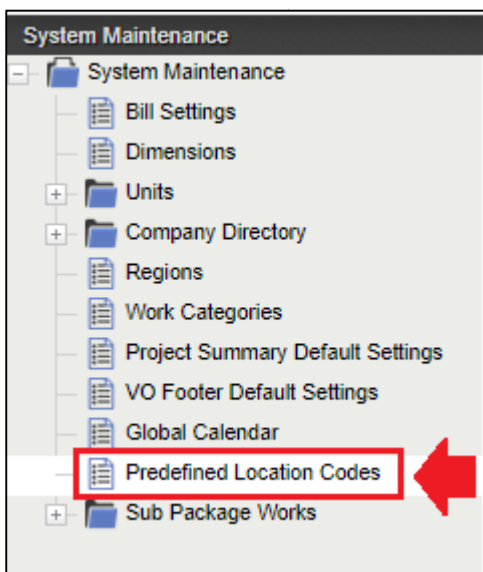
3. Click **“Administration”** module



4. Click **“System Maintenance”**



5. Double click **“Predefined Location Codes”**



6. Type the new trade

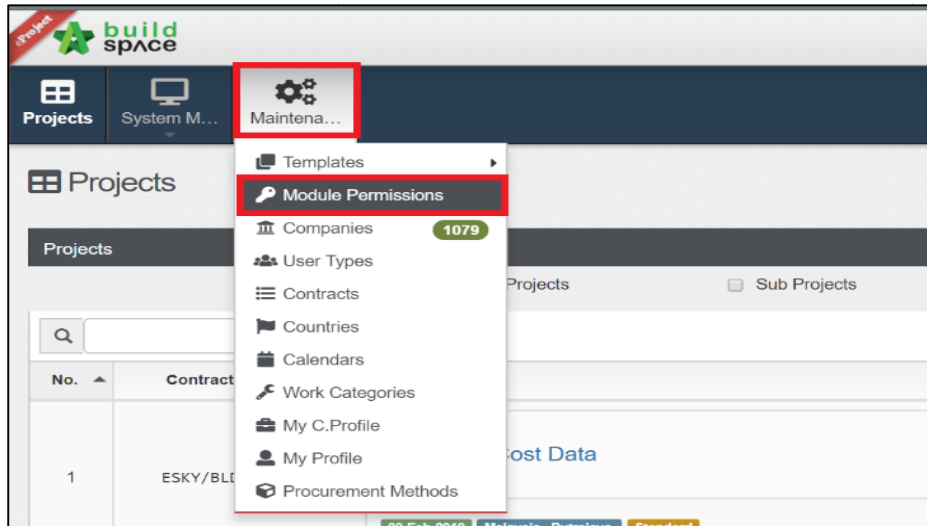
46	Test		ELEMENT	30/09/2017 18:32
47	Concrete Works	Press "Enter" to type the trade and press "Enter" to save	TRADE	06/12/2018 16:15
48			TRADE	06/12/2018 16:15

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

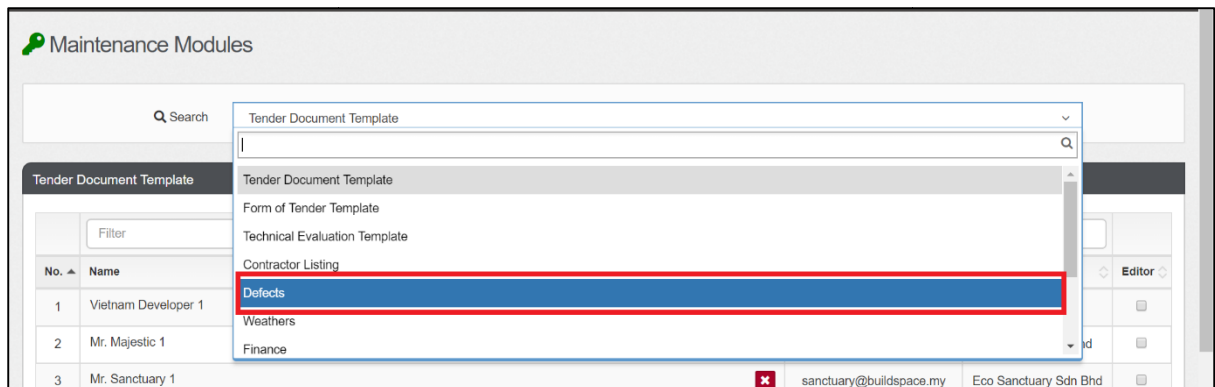
40	Anti-termite		TRADE	07/09/2017 16:49
41	Floor Hardener	+	TRADE	07/09/2017 16:49
42	Fire Protection	↳	TRADE	07/09/2017 16:50
43	Lift Installer	↳	TRADE	07/09/2017 16:50
44	Swimming Pool	↳	TRADE	07/09/2017 16:50
45	Others	-	TRADE	30/09/2017 18:32
46	Test		ELEMENT	30/09/2017 18:32
47				-

How to Create Defect

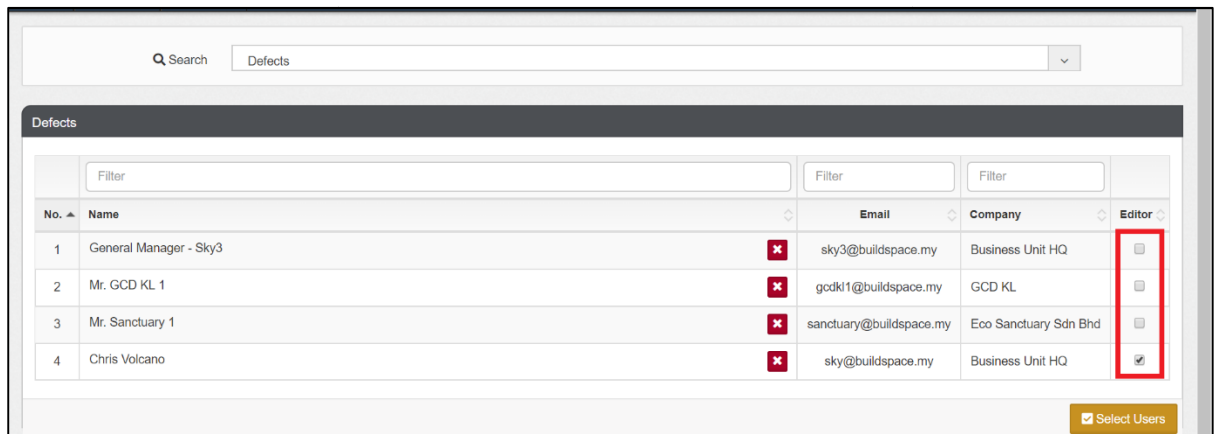
1. To create defect first “Super Admin” need to assign which user that can access in editing “defect”
2. Go to “Maintenance” & click on “Module Permissions”



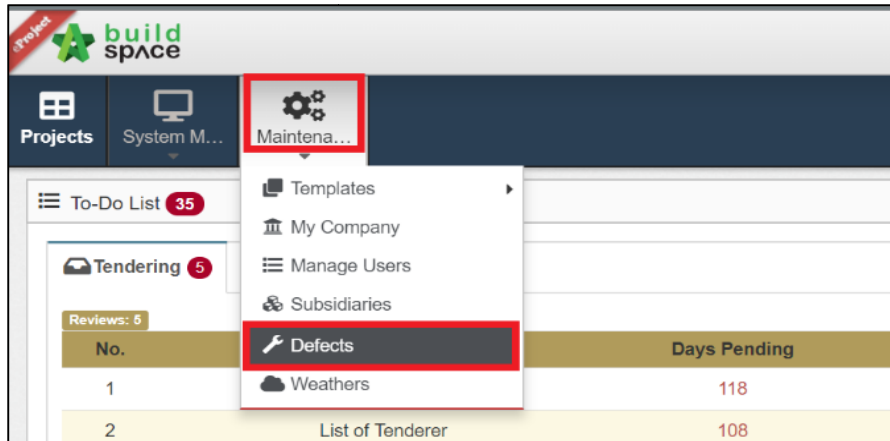
3. Search bar select on “defect” and click



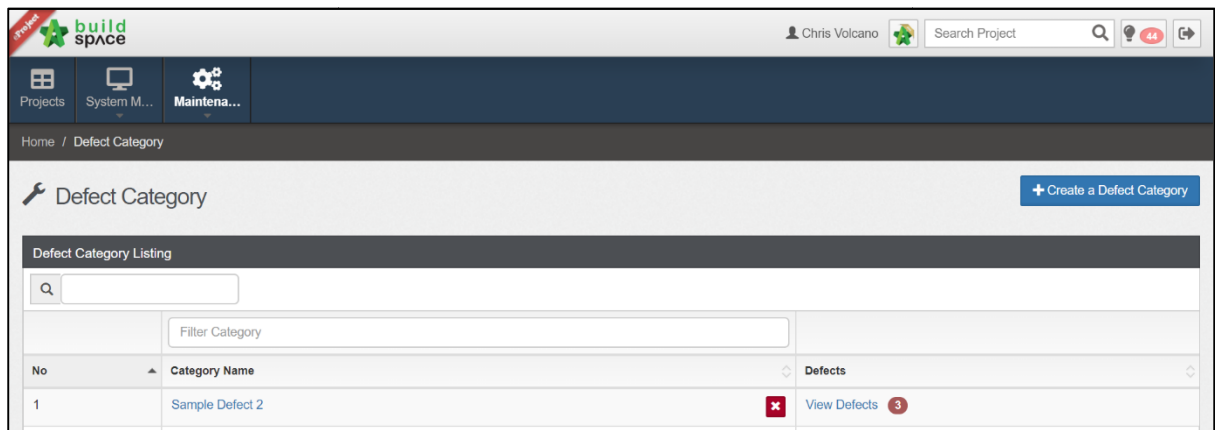
4. Then tick on which user to become the “Editor” for defects module



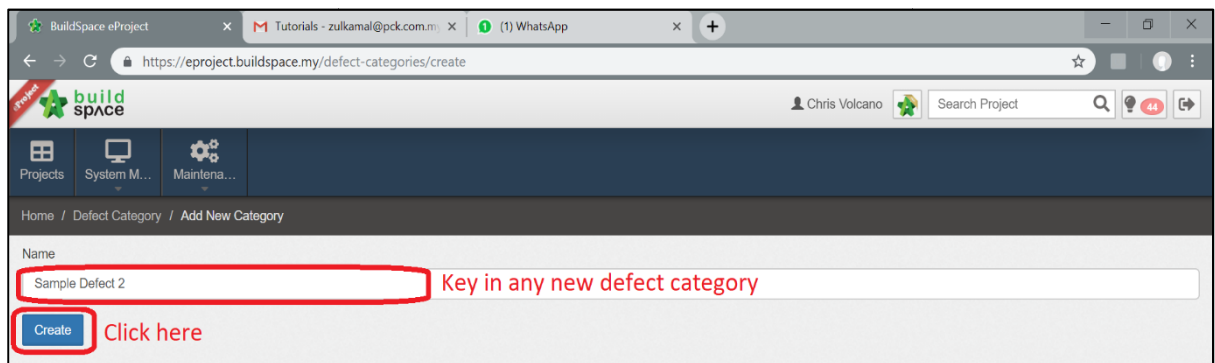
- Once done assign editor log in to project as usual, select **“Maintenance”** & click on **“Defect”**



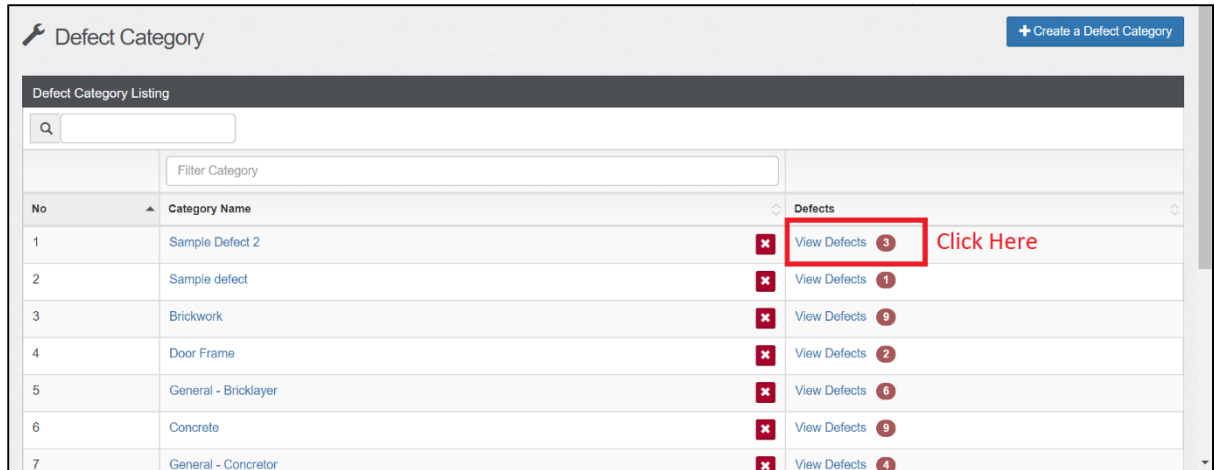
- To create defects, click on **“Create a Defect Category”**



- Key in your new defect category and click on **“Create”**

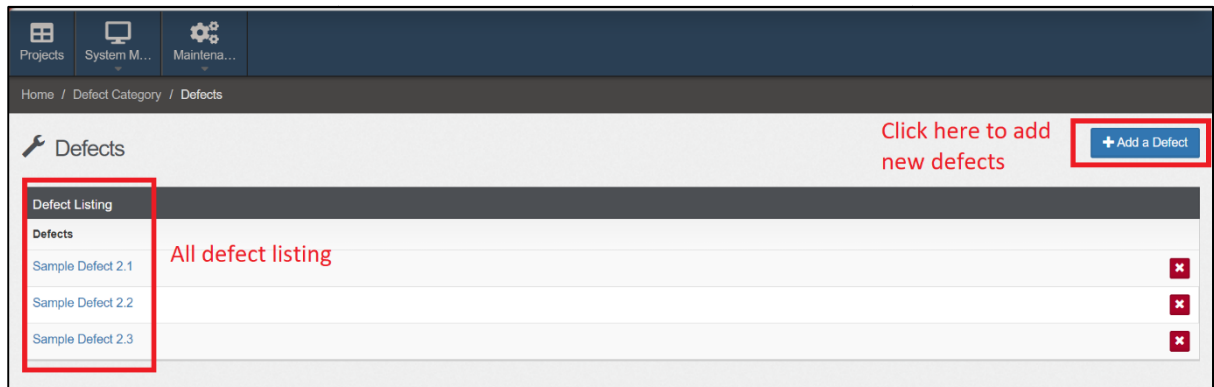


9. Once new category is created it will appear on the first row and to add defects for the category click on **“View Defects”**



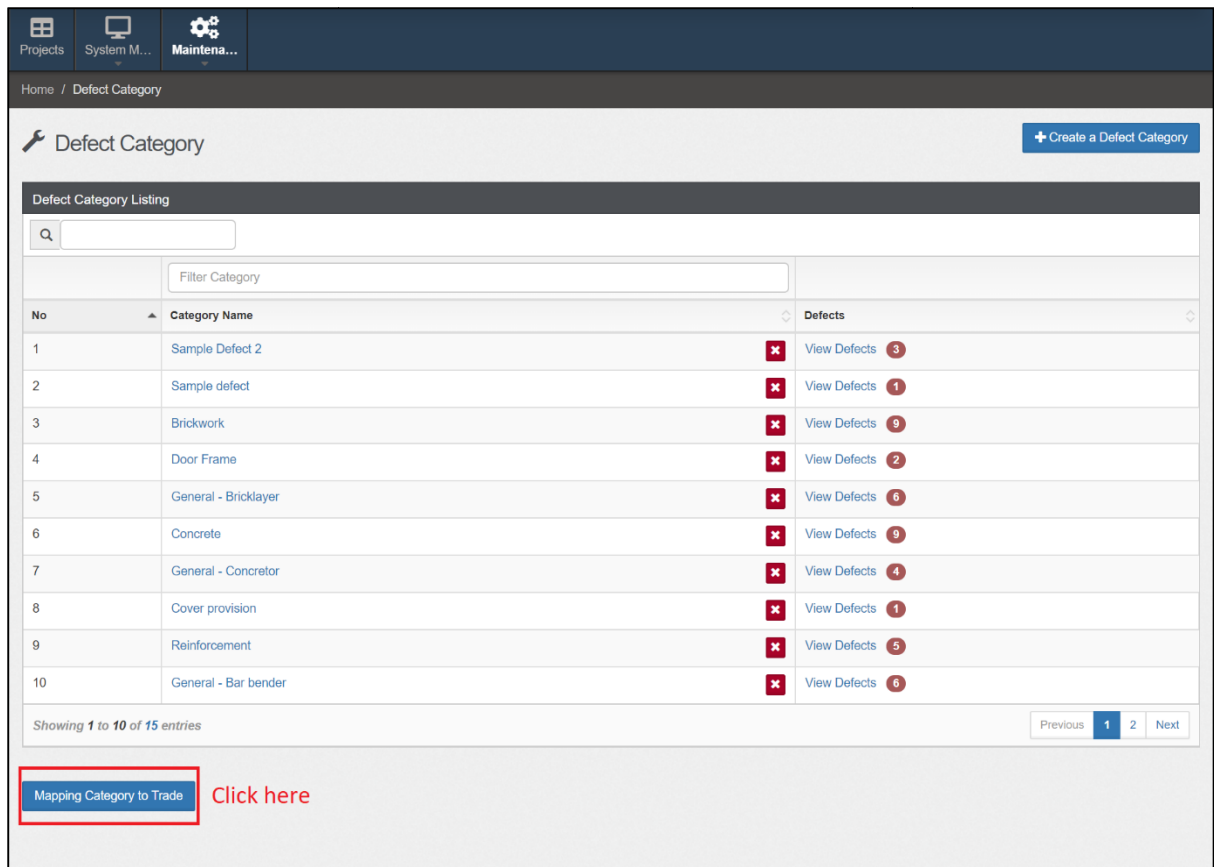
No	Category Name	Defects
1	Sample Defect 2	View Defects 3 Click Here
2	Sample defect	View Defects 1
3	Brickwork	View Defects 9
4	Door Frame	View Defects 2
5	General - Bricklayer	View Defects 6
6	Concrete	View Defects 9
7	General - Concretor	View Defects 4

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



Defect Listing	Defects
Sample Defect 2.1	All defect listing
Sample Defect 2.2	
Sample Defect 2.3	

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



Home / Defect Category

Defect Category Listing

Filter Category

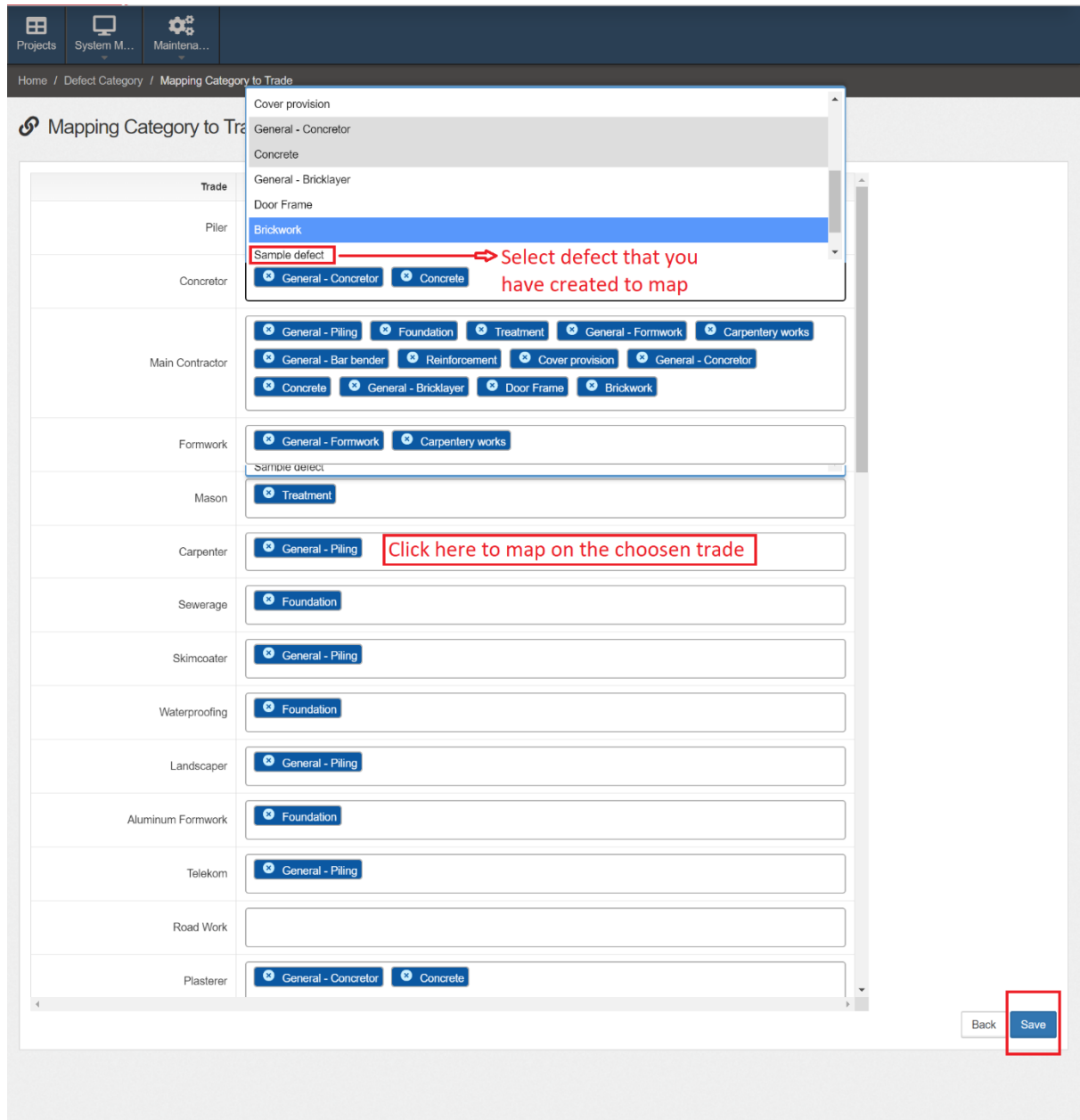
No	Category Name	Defects
1	Sample Defect 2	View Defects 3
2	Sample defect	View Defects 1
3	Brickwork	View Defects 9
4	Door Frame	View Defects 2
5	General - Bricklayer	View Defects 6
6	Concrete	View Defects 9
7	General - Concretor	View Defects 4
8	Cover provision	View Defects 1
9	Reinforcement	View Defects 5
10	General - Bar bender	View Defects 6

Showing 1 to 10 of 15 entries

Previous 1 2 Next

[Mapping Category to Trade](#) **Click here**

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



Home / Defect Category / Mapping Category to Trade

Mapping Category to Trade

Trade	Defects
Piler	Brickwork
Concretor	<input checked="" type="checkbox"/> General - Concretor <input checked="" type="checkbox"/> Concrete
Main Contractor	<input checked="" type="checkbox"/> General - Piling <input checked="" type="checkbox"/> Foundation <input checked="" type="checkbox"/> Treatment <input checked="" type="checkbox"/> General - Formwork <input checked="" type="checkbox"/> Carpentry works <input checked="" type="checkbox"/> General - Bar bender <input checked="" type="checkbox"/> Reinforcement <input checked="" type="checkbox"/> Cover provision <input checked="" type="checkbox"/> General - Concretor <input checked="" type="checkbox"/> Concrete <input checked="" type="checkbox"/> General - Bricklayer <input checked="" type="checkbox"/> Door Frame <input checked="" type="checkbox"/> Brickwork
Formwork	<input checked="" type="checkbox"/> General - Formwork <input checked="" type="checkbox"/> Carpentry works
Mason	<input checked="" type="checkbox"/> Treatment
Carpenter	<input checked="" type="checkbox"/> General - Piling
Sewerage	<input checked="" type="checkbox"/> Foundation
Skimcoater	<input checked="" type="checkbox"/> General - Piling
Waterproofing	<input checked="" type="checkbox"/> Foundation
Landscaper	<input checked="" type="checkbox"/> General - Piling
Aluminum Formwork	<input checked="" type="checkbox"/> Foundation
Telekom	<input checked="" type="checkbox"/> General - Piling
Road Work	
Plasterer	<input checked="" type="checkbox"/> General - Concretor <input checked="" type="checkbox"/> Concrete

Sample defect

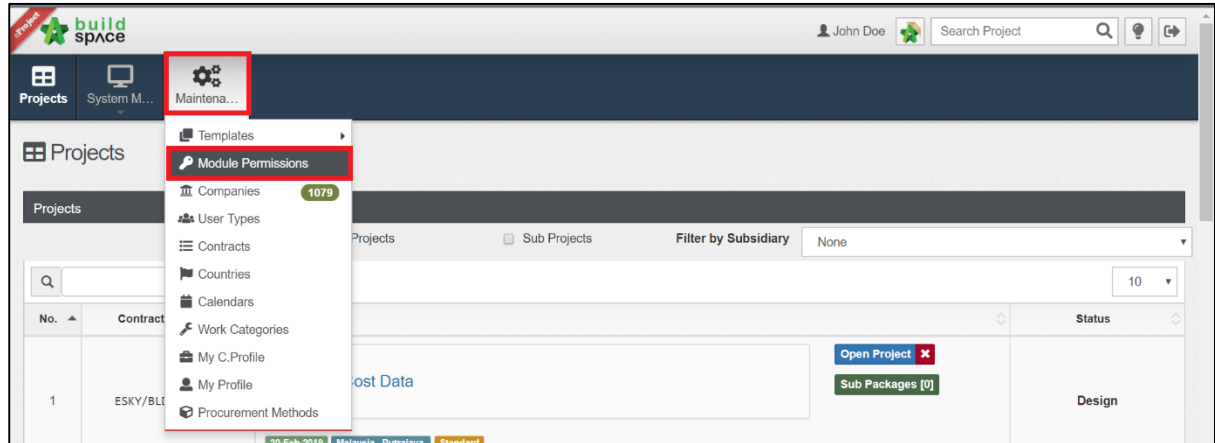
Select defect that you have created to map

Click here to map on the chosen trade

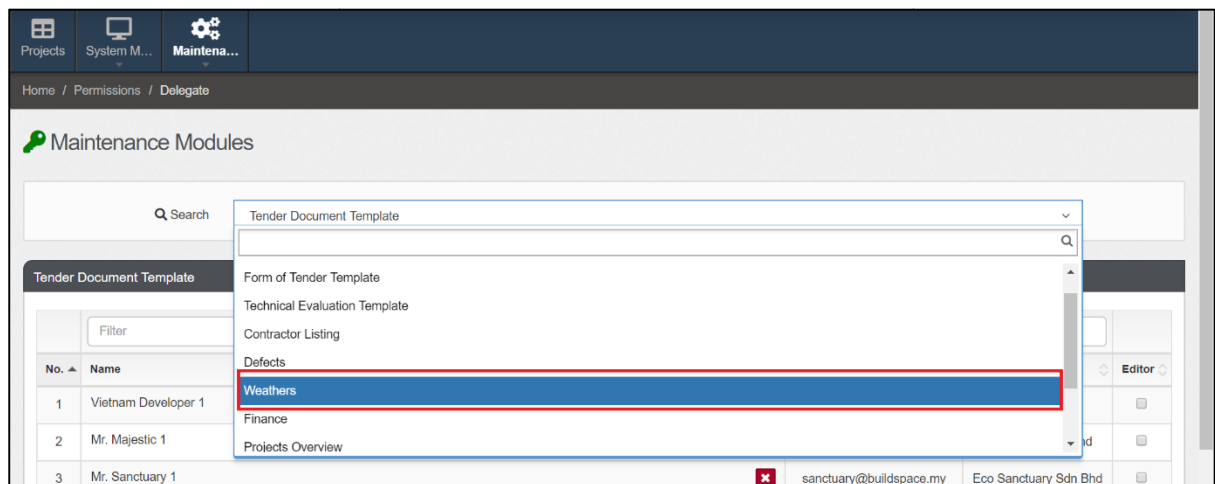
Back Save

How to create template “Weather”

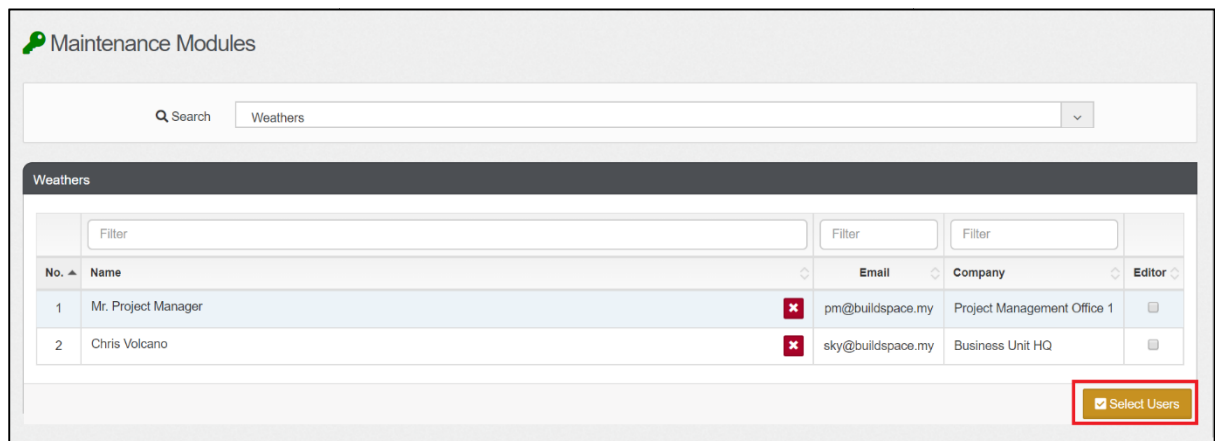
1. To create defect first “Super Admin” need to assign which user that can access in editing “weather”
2. Go to “Maintenance” & click on “Module Permissions”

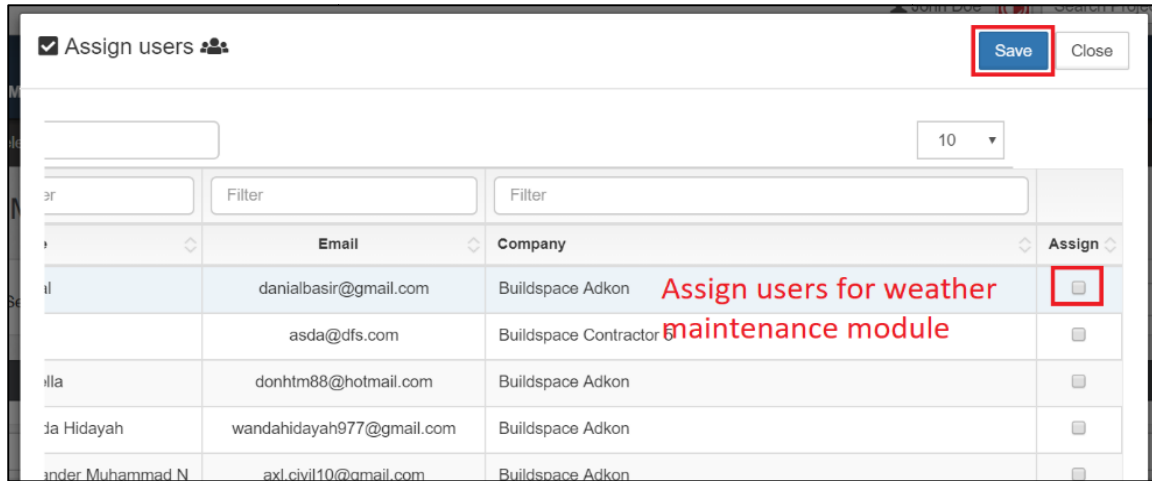


3. Then select & click “weathers”

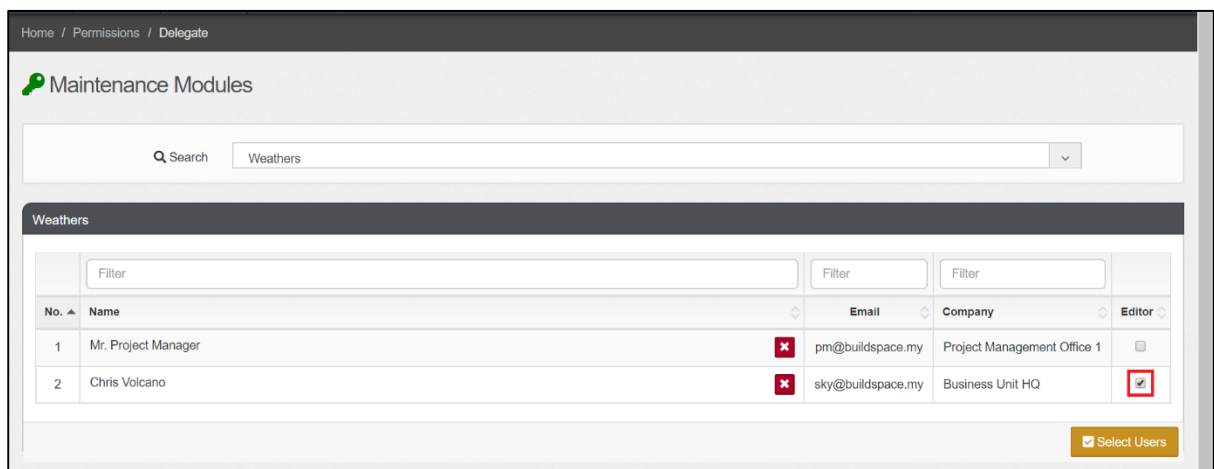


4. Click on “Select User” , tick on the selected users to be assign in weather maintenance module & save

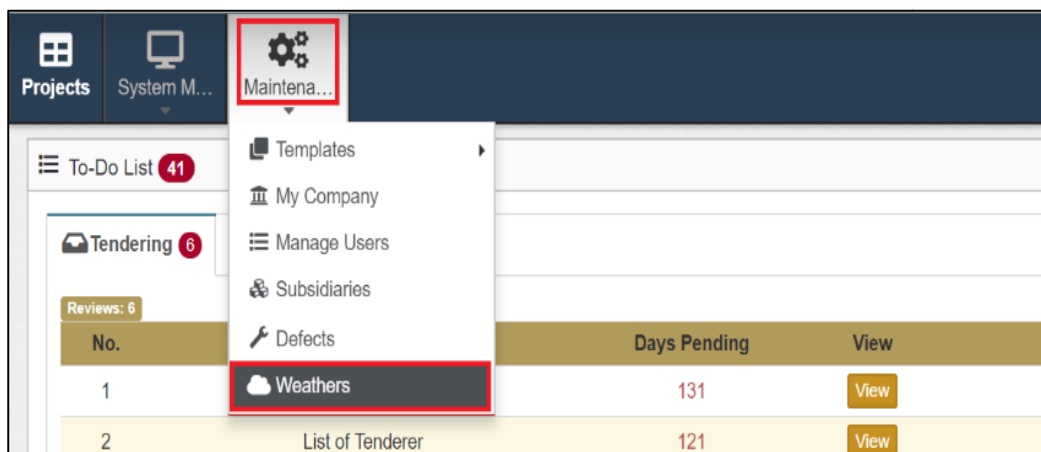




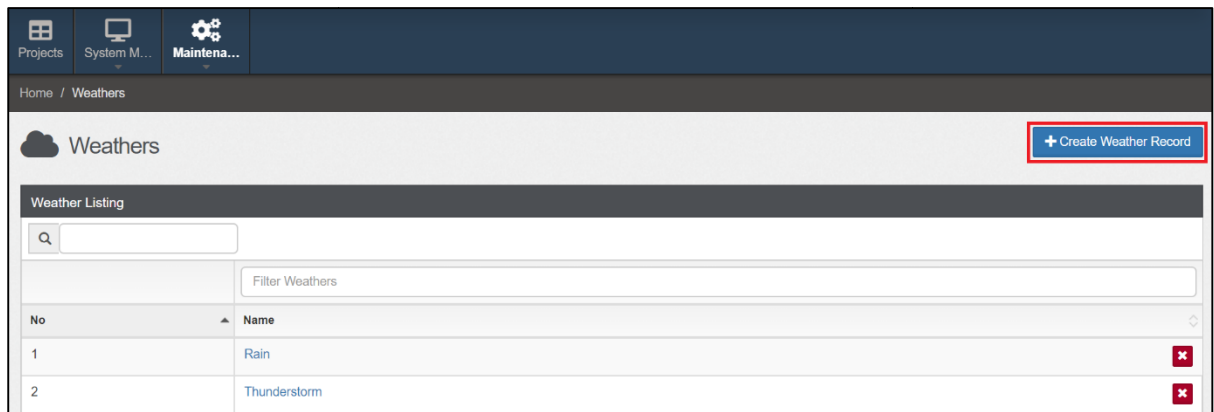
5. Once saved “Tick” on which editor to access the module



6. To add new weather, go to “Maintenance” and click “Weather”



7. Click on **“+ Create Weather Record”**, key in new weather and click **“Create”**



Projects System M... Maintena...

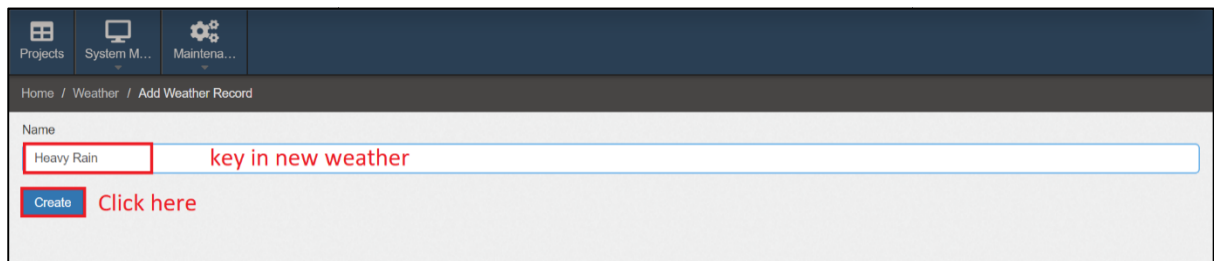
Home / Weathers

Weathers [+ Create Weather Record](#)

Weather Listing

Filter Weathers

No	Name
1	Rain
2	Thunderstorm



Projects System M... Maintena...

Home / Weather / Add Weather Record

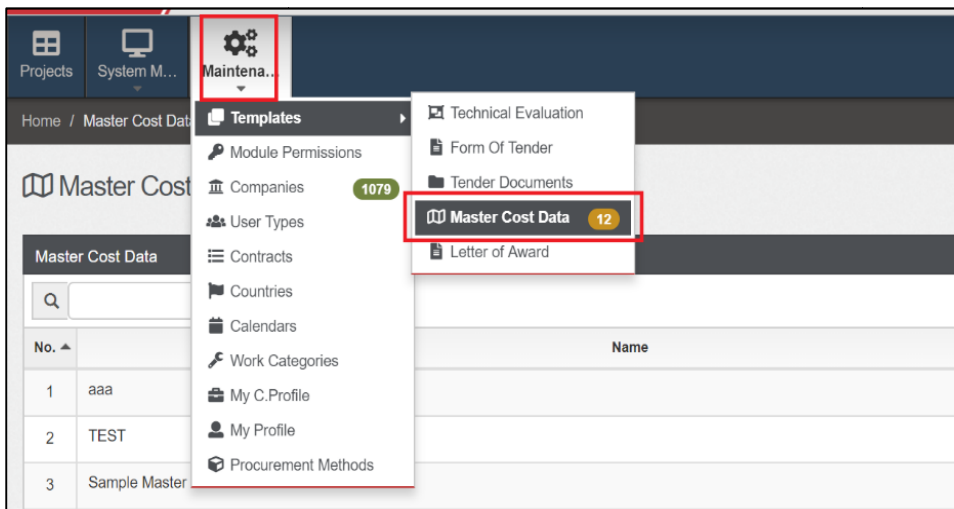
Name

Heavy Rain key in new weather

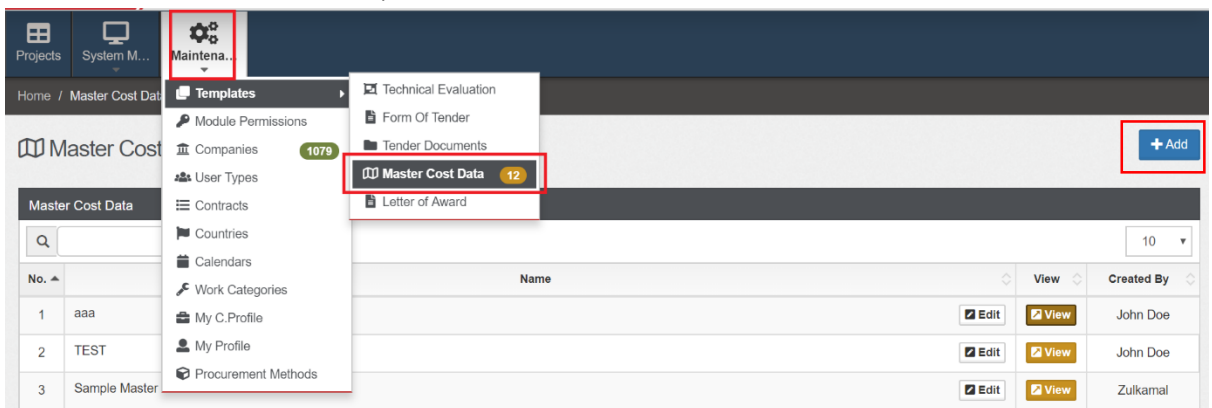
[Create](#) [Click here](#)

Template Master Cost Data

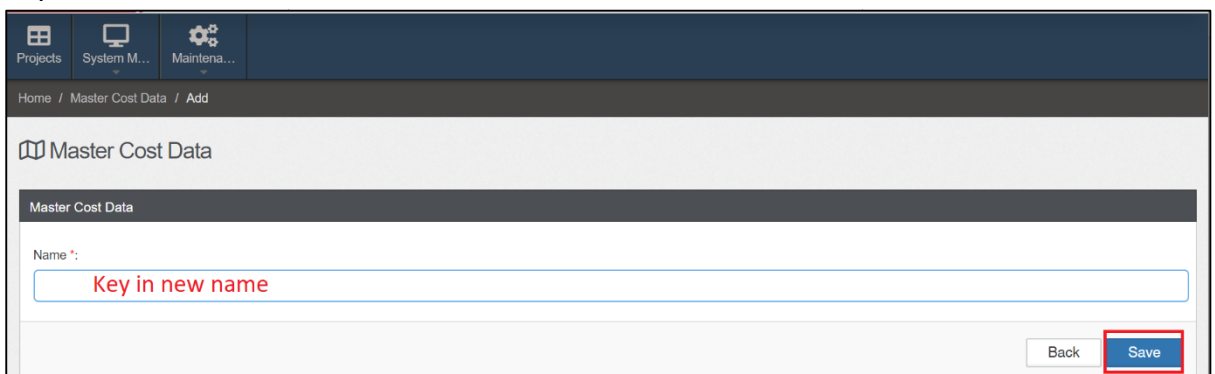
1. Login e-Tendering system with **email and password**, go to **“Maintenance”**, select **“Template”** and click **“Master Cost Data”**



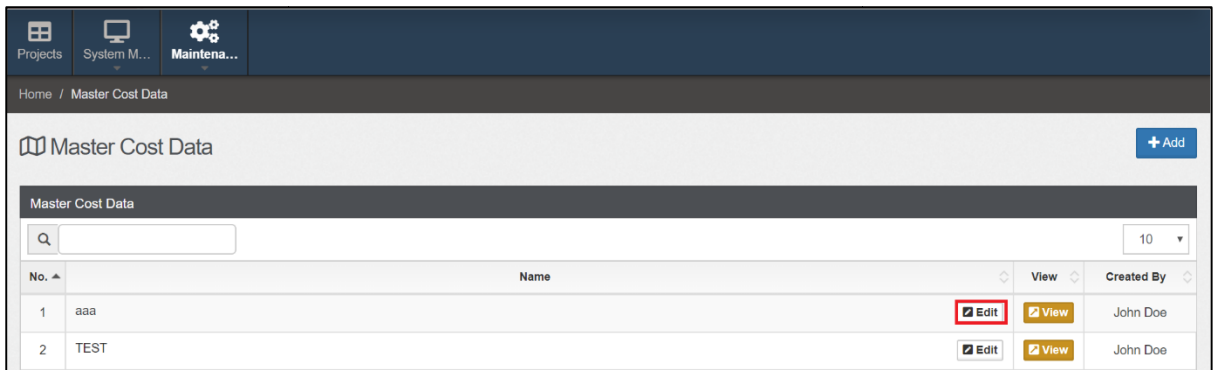
2. To add new master cost data, click **“Add”**



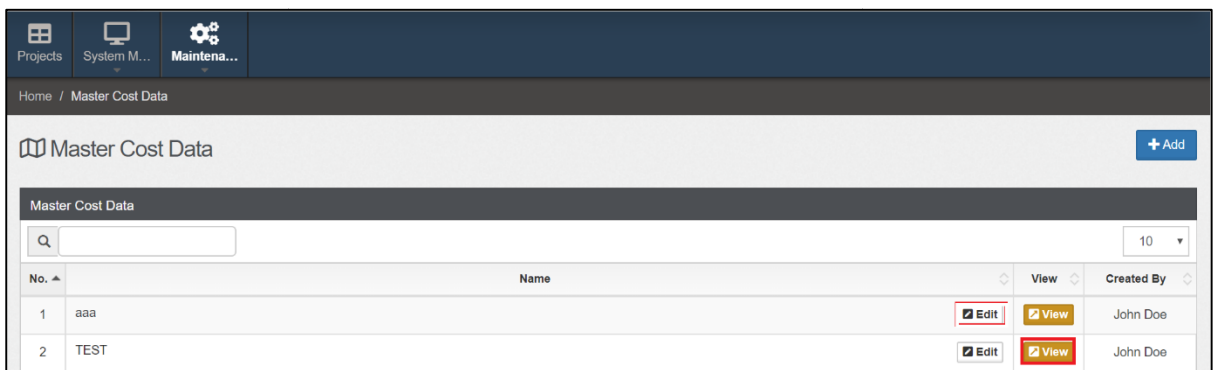
3. Key in new master rate name and click **“Save”**



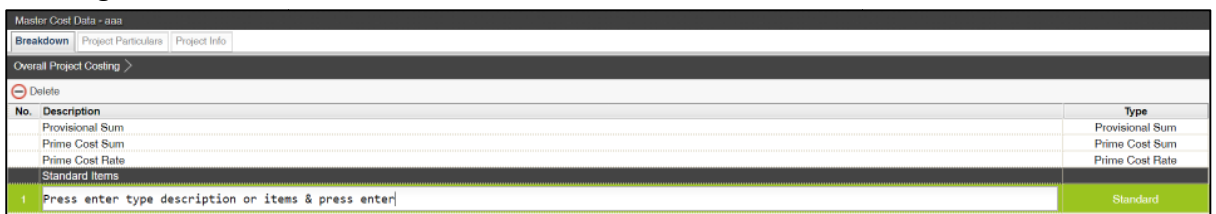
4. To edit Master Cost Data name, click **“Edit”**



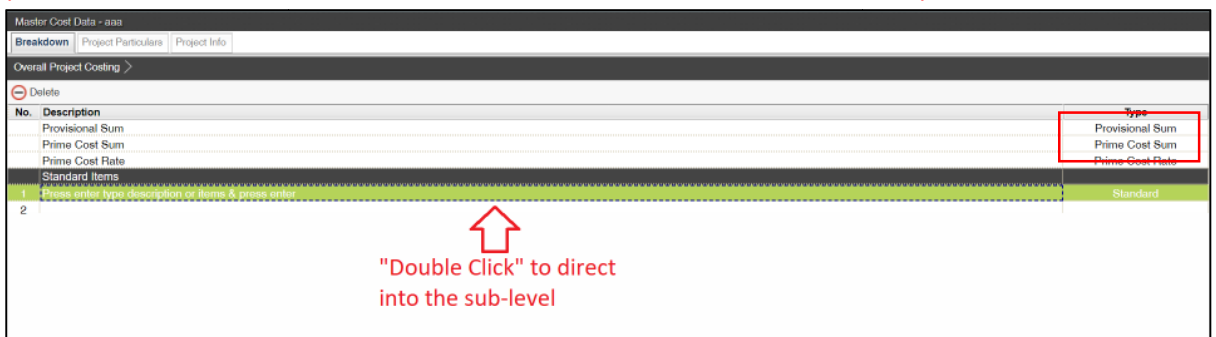
5. To edit Master Cost Data template, click **“View”**



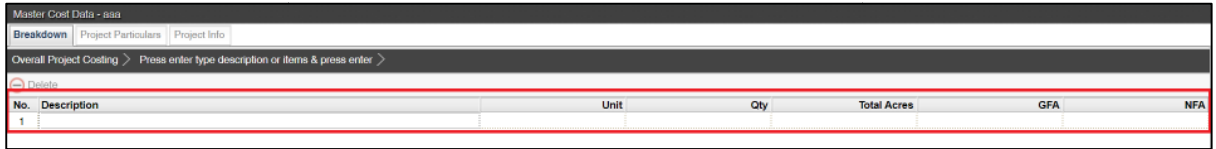
6. To edit Master Rate Template press **“enter”** to key in the description or item & press enter again to save



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)**

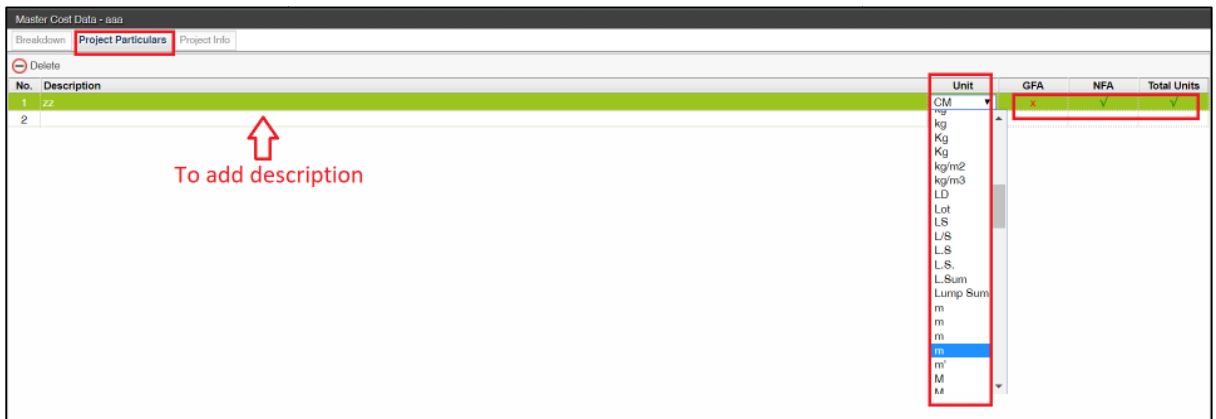


8. Once you double click items below “Standard Items” it will direct you to another level where you can key in your “Description only” for “Unit, Quantity, Total Acres, GFA & NFA” will be key in by **other consultants**



No.	Description	Unit	Qty	Total Acres	GFA	NFA
1						

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



No.	Description	Unit	GFA	NFA	Total Units
1	zz				
2					

10. Last for “Project Info”



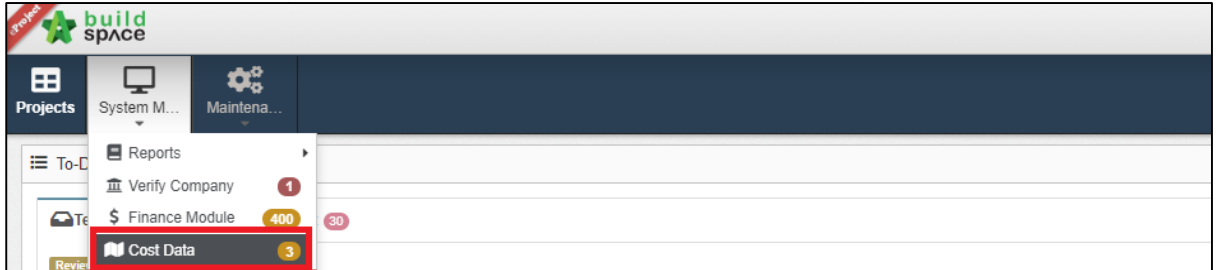
No.	Description
1	

1. Press enter and key in the new description & press enter again to save
2. Double click on the new description to go to another sub-level

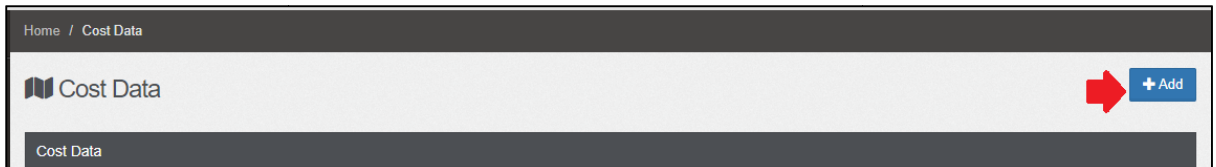
Project Cost Data (Admin User)

Note: User need to be assigned by **Super Admin User** in order to access this module.

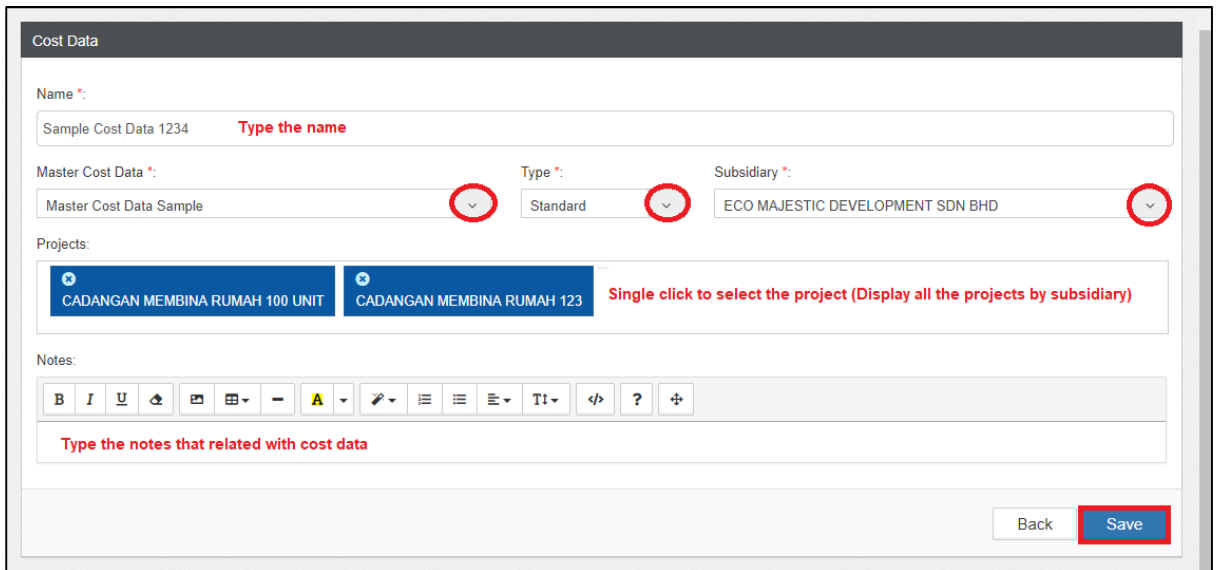
1. Login e-Tendering system with **email and password**, go to **“System Modules”**, then click **“Cost Data”**



2. Click **“Add”** to create the new cost data



3. Key in all the information and click **“Save”**

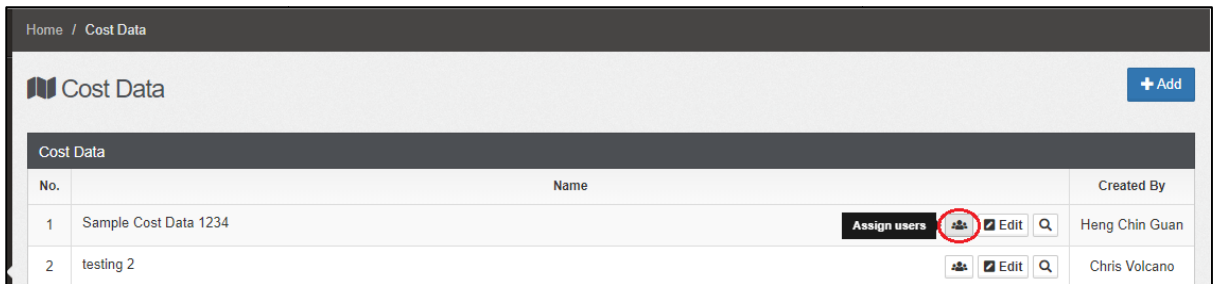


The screenshot shows the 'Cost Data' form. The 'Name' field contains 'Sample Cost Data 1234'. The 'Master Cost Data' dropdown is set to 'Master Cost Data Sample', 'Type' is 'Standard', and 'Subsidiary' is 'ECO MAJESTIC DEVELOPMENT SDN BHD'. The 'Projects' section shows two options: 'CADANGAN MEMBINA RUMAH 100 UNIT' and 'CADANGAN MEMBINA RUMAH 123'. The 'Notes' field is empty. The 'Save' button is highlighted with a red box.

4. The new created cost data at the **first row**

No.	Name	Created By
1	Sample Cost Data 1234 New cost data at the top	Heng Chin Guan
2	testing 2	Chris Volcano
3	TEST	Chris Volcano
4	Sample Cost Data	Chris Volcano

- Click this icon to “Assign Users”



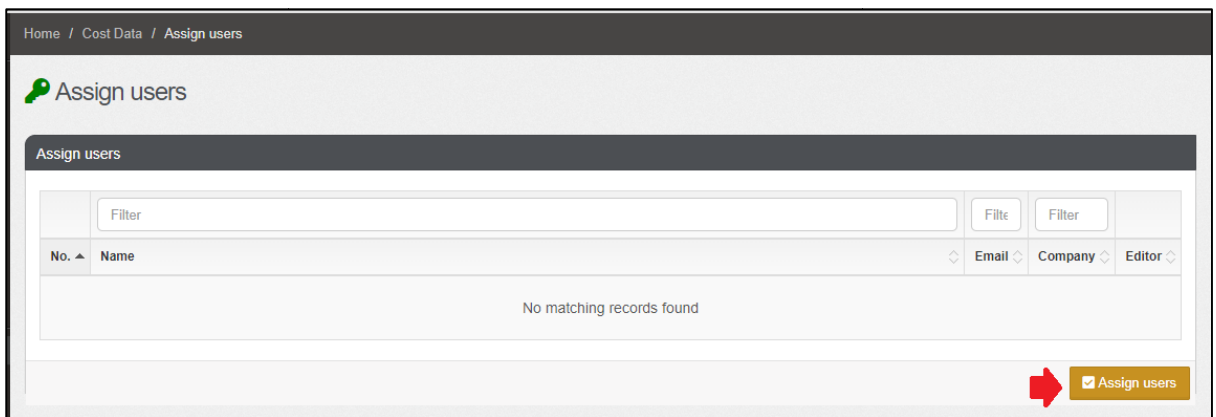
Home / Cost Data

Cost Data + Add

No.	Name	Created By
1	Sample Cost Data 1234	Heng Chin Guan
2	testing 2	Chris Volcano

Buttons: Assign users (circled in red), Edit, Search

- Click “Assign Users”



Home / Cost Data / Assign users

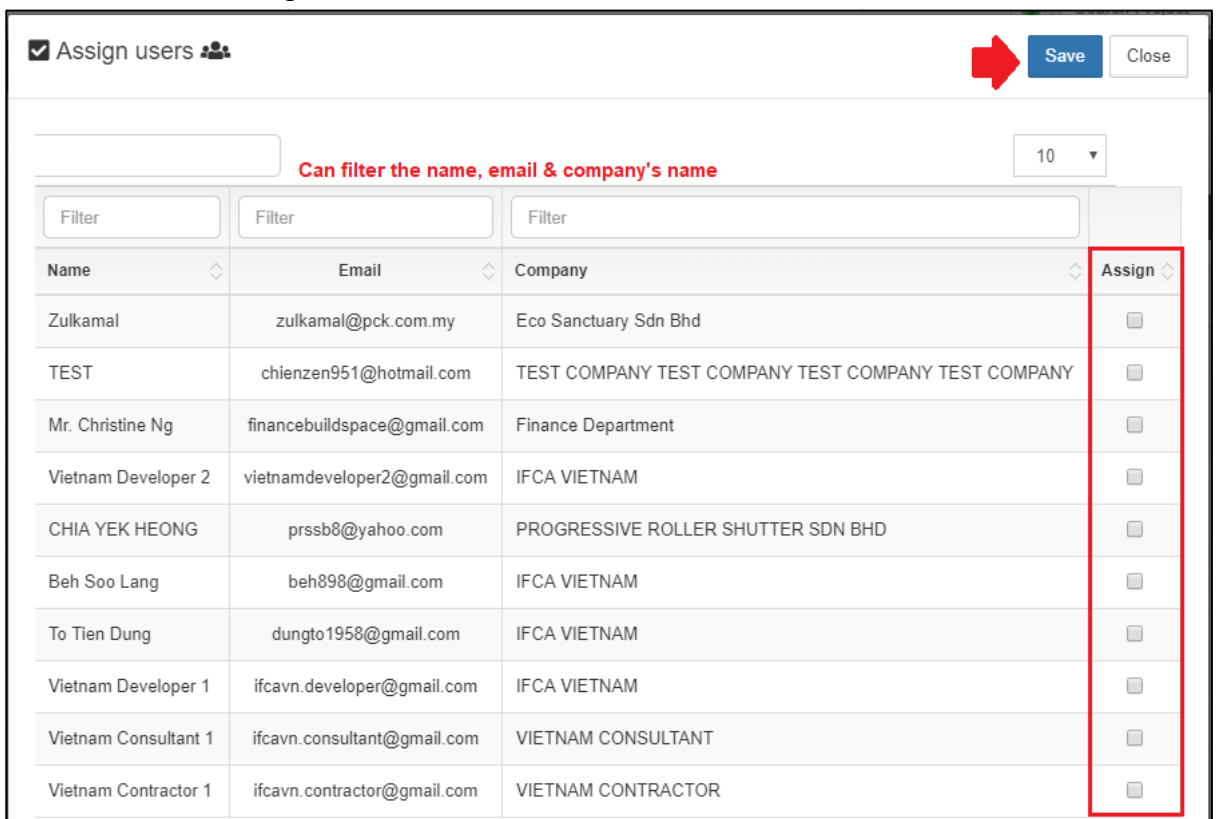
Assign users

Filter Filter Filter

No. ▲	Name	Email	Company	Editor
No matching records found				

➔ Assign users

- Tick which user manage the cost data and click “Save”

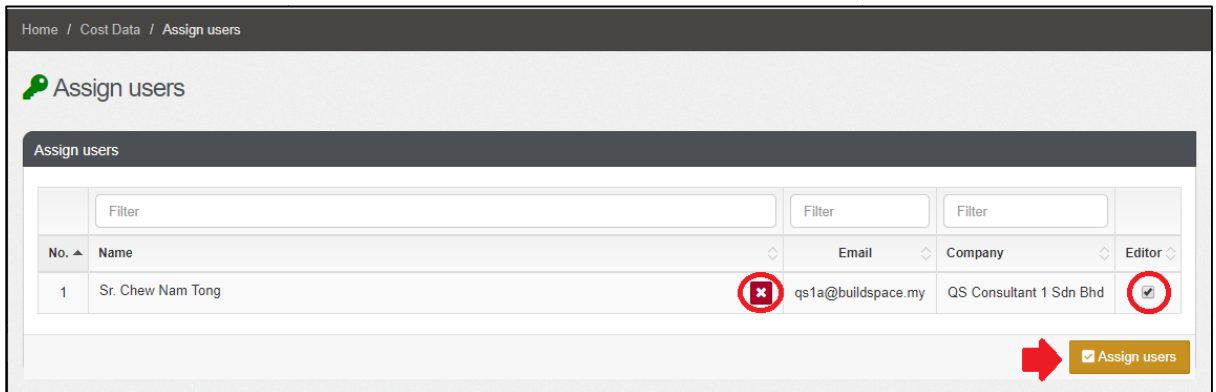


Assign users ➔ Save Close

Can filter the name, email & company's name 10 ▼

Name	Email	Company	Assign
Zulkamal	zulkamal@pck.com.my	Eco Sanctuary Sdn Bhd	<input type="checkbox"/>
TEST	chizen951@hotmail.com	TEST COMPANY TEST COMPANY TEST COMPANY TEST COMPANY	<input type="checkbox"/>
Mr. Christine Ng	financebuildspace@gmail.com	Finance Department	<input type="checkbox"/>
Vietnam Developer 2	vietnamdeveloper2@gmail.com	IFCA VIETNAM	<input type="checkbox"/>
CHIA YEK HEONG	prssb8@yahoo.com	PROGRESSIVE ROLLER SHUTTER SDN BHD	<input type="checkbox"/>
Beh Soo Lang	beh898@gmail.com	IFCA VIETNAM	<input type="checkbox"/>
To Tien Dung	dungto1958@gmail.com	IFCA VIETNAM	<input type="checkbox"/>
Vietnam Developer 1	ifcavn.developer@gmail.com	IFCA VIETNAM	<input type="checkbox"/>
Vietnam Consultant 1	ifcavn.consultant@gmail.com	VIETNAM CONSULTANT	<input type="checkbox"/>
Vietnam Contractor 1	ifcavn.contractor@gmail.com	VIETNAM CONTRACTOR	<input type="checkbox"/>

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)



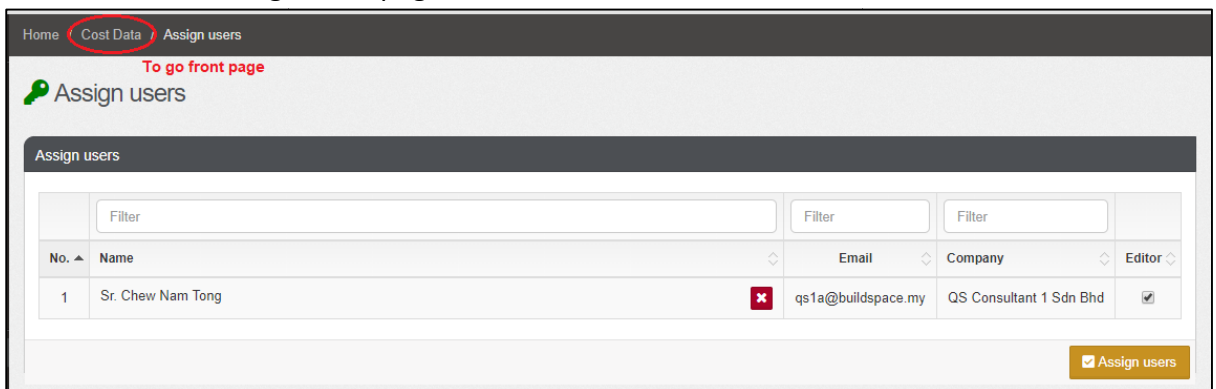
Home / Cost Data / Assign users

Assign users

No. ▲	Name	Email	Company	Editor
1	Sr. Chew Nam Tong	qs1a@buildspace.my	QS Consultant 1 Sdn Bhd	<input checked="" type="checkbox"/>

Assign users

9. Click **“Cost Data”** to go front page



Home / Cost Data / Assign users

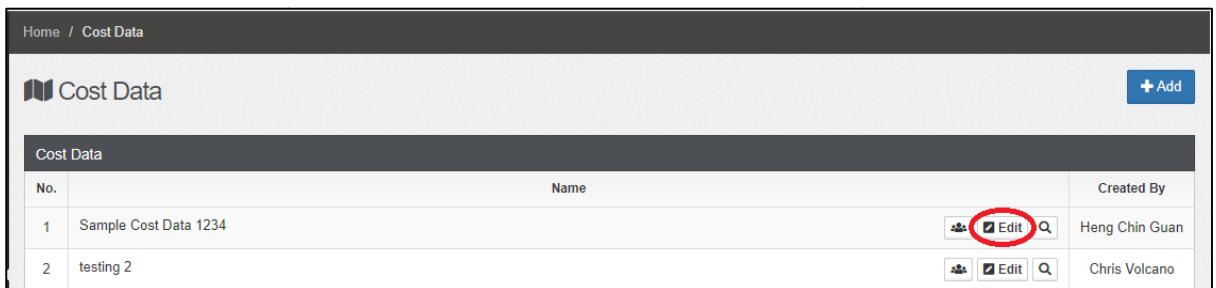
To go front page

Assign users

No. ▲	Name	Email	Company	Editor
1	Sr. Chew Nam Tong	qs1a@buildspace.my	QS Consultant 1 Sdn Bhd	<input checked="" type="checkbox"/>

Assign users

10. Click **“Edit”** to edit the information for cost data

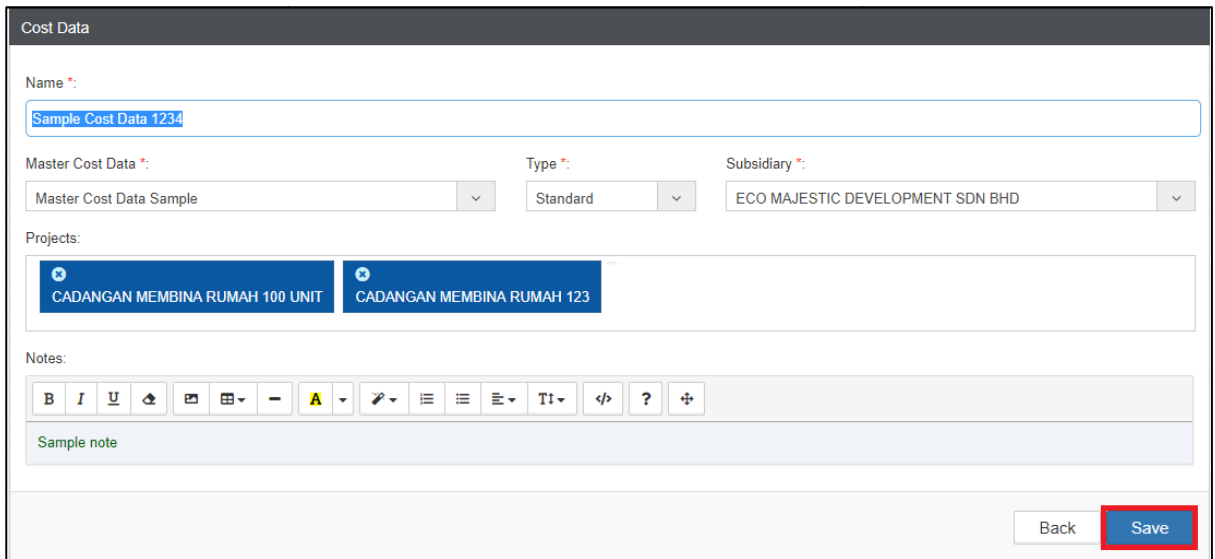


Home / Cost Data

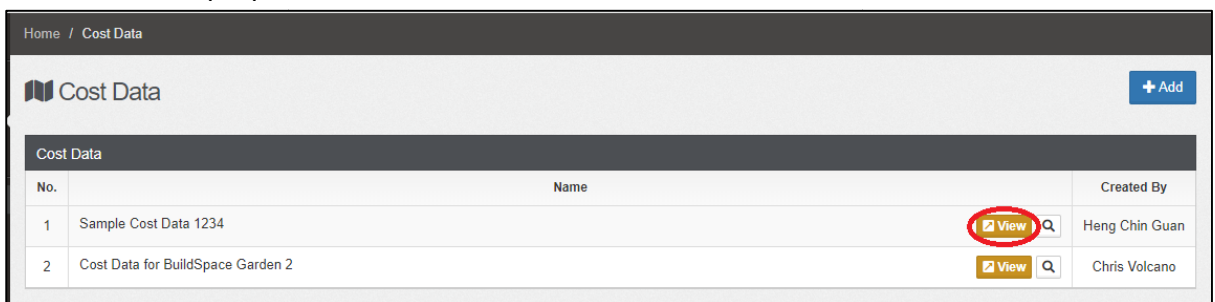
Cost Data

No.	Name	Created By
1	Sample Cost Data 1234	Heng Chin Guan
2	testing 2	Chris Volcano

11. Edit the information and click **“Save”**

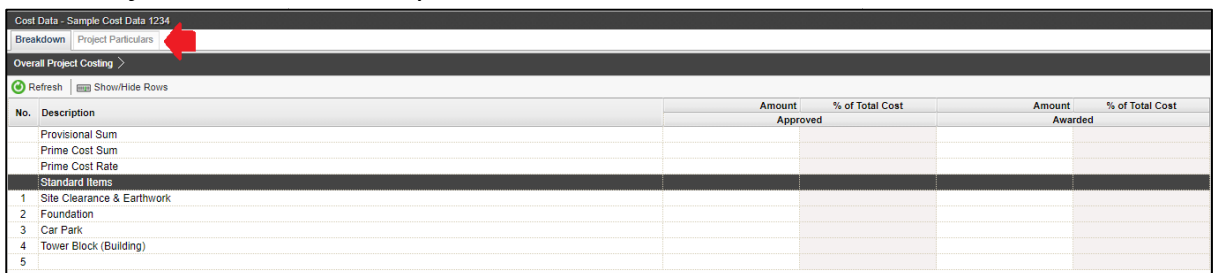


12. User that already assign to prepare the cost data can **see the name of cost data**. Click **“View”** to prepared



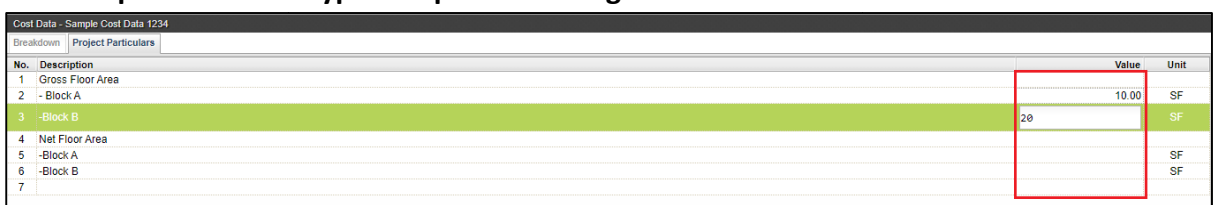
No.	Name	Created By
1	Sample Cost Data 1234	Heng Chin Guan
2	Cost Data for BuildSpace Garden 2	Chris Volcano

13. Click **“Project Particulars”** to key in the value



No.	Description	Amount Approved	% of Total Cost	Amount Awarded	% of Total Cost
Provisional Sum					
Prime Cost Sum					
Prime Cost Rate					
Standard Items					
1	Site Clearance & Earthwork				
2	Foundation				
3	Car Park				
4	Tower Block (Building)				
5					

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**



No.	Description	Value	Unit
1	Gross Floor Area		
2	- Block A	10.00	SF
3	-Block B	20	SF
4	Net Floor Area		
5	-Block A		SF
6	-Block B		SF
7			

15. Click **“Breakdown”** to go front page

Cost Data - Sample Cost Data 1234			Value	Unit
Breakdown Project Particulars				
No.	Description			
1	Gross Floor Area			
2	-Block A		10.00	SF
3	-Block B		20.00	SF
4	Net Floor Area			
5	-Block A			SF
6	-Block B			SF
7				

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

Cost Data - Sample Cost Data 1234				
Breakdown Project Particulars				
Overall Project Costing >				
Refresh Show/Hide Rows				
No.	Description	Amount Approved	% of Total Cost	Amount Awarded
Provisional Sum				
Prime Cost Sum				
Prime Cost Rate				
Standard Items				
1	Site Clearance & Earthwork			
2	Foundation			
3	Car Park			
4	Tower Block (Building)			
5				

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

Show/Hide Rows	
<input type="checkbox"/>	Close
<input checked="" type="checkbox"/>	Save
No	Description
<input type="checkbox"/>	1 Site Clearance & Earthwork
<input checked="" type="checkbox"/>	2 Foundation
<input checked="" type="checkbox"/>	3 Car Park
<input checked="" type="checkbox"/>	4 Tower Block (Building)
<input type="checkbox"/>	5

18. Double click **“Provisional Sum”** to go sub level

Cost Data - Sample Cost Data 1234				
Breakdown Project Particulars				
Overall Project Costing >				
Refresh Show/Hide Rows				
No.	Description	Amount Approved	% of Total Cost	Amount Awarded
Provisional Sum				
		40,000.00	100.00%	34,000.00
Prime Cost Sum				
Prime Cost Rate				
Standard Items				
1	Foundation			
2	Car Park			
3	Tower Block (Building)			
4				

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

Cost Data - Sample Cost Data 1234				
Breakdown Project Particulars				
Overall Project Costing > Provisional Sum >				
Delete Refresh				
No.	Description	Total Amount Approved	Total Amount Awarded	Awarded Date
1	Children Playground Equipment, Waterplay Equipment & EDPM Flooring	10,000.00	8,000.00	2019-01-17
2	Fixed Parasols	15,000.00	15,000.00	2019-01-17
3	Steel Frame Wire Mesh to Carpark Façade & Tower Façade	8,000.00	5,000.00	2019-01-19
4	Fire Protection Installations	7,000.00	6,000.00	2019-01-12
5				

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

Cost Data - Sample Cost Data 1234			
Breakdown		Project Particulars	
Overall Project Costing > Provisional Sum >			
Delete		Refresh	
No.	Description	Total Amount Approved	Total Amount Awarded
1	Children Playground Equipment, Waterplay Equipment & EDPM Flooring	10,000.00	8,000.00
2	Fixed Parasols	15,000.00	15,000.00
3	Steel Frame Wire Mesh to Carpark Façade & Tower Façade	8,000.00	5,000.00
4	Fire Protection Installations	7,000.00	6,000.00
5			

January 2019
 S M T W T F S
 30 31 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30 31 1 2
 3 4 5 6 7 8 9
 2018 2019 2020

21. Click **“Overall Project Costing”** to go front page

Cost Data - Sample Cost Data 1234			
Breakdown		Project Particulars	
Overall Project Costing > Provisional Sum >			
Delete		Refresh To go front page	
No.	Description	Total Amount Approved	Total Amount Awarded
1	Children Playground Equipment, Waterplay Equipment & EDPM Flooring	10,000.00	8,000.00
2	Fixed Parasols	15,000.00	15,000.00
3	Steel Frame Wire Mesh to Carpark Façade & Tower Façade	8,000.00	5,000.00
4	Fire Protection Installations	7,000.00	6,000.00
5			

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

Cost Data - Sample Cost Data 1234			
Breakdown		Project Particulars	
Overall Project Costing >			
Refresh		Show/Hide Rows	
No.	Description	Amount Approved	Amount Awarded
	Provisional Sum	40,000.00	34,000.00
	Prime Cost Sum		
	Prime Cost Rate		
Standard Items			
1	Foundation		
2	Car Park		
3	Tower Block (Building)		
4			

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

Cost Data - Sample Cost Data 1234			
Breakdown		Project Particulars	
Overall Project Costing >			
Refresh		Show/Hide Rows	
No.	Description	Amount Approved	Amount Awarded
	Provisional Sum	40,000.00	34,000.00
	Prime Cost Sum		
	Prime Cost Rate		
Standard Items			
1	Foundation		
2	Car Park		
3	Tower Block (Building)		
4			

24. Click **“NSC Columns”** to add additional column for NSC

Cost Data - Sample Cost Data 1234			
Breakdown		Project Particulars	
Overall Project Costing > Prime Cost Sum >			
Refresh		Show/Hide Rows	
No.	Description	Approved Amount	Awarded Amount
1	Fire Protection Installations		
2	Electical, Telephone, SMATV And Security Intercom System Installations		
3	Lift Installation		
4	Cold & Hot Water Supply And Sanitary Plumbing Installations		
5			

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

Cost Data - Sample Cost Data 1234	
Breakdown	Project Particulars
Overall Project Costing > Prime Cost Sum >	
Breakdown	NSC Columns
Delete	
No.	Column Name
1	Block A
2	Block B

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

Cost Data - Sample Cost Data 1234	
Breakdown	Project Particulars
Overall Project Costing > Prime Cost Sum >	
Breakdown	NSC Columns
Delete	
No.	Column Name
1	Block A
2	Block B
3	

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

Cost Data - Sample Cost Data 1234	
Breakdown	Project Particulars
Overall Project Costing > Prime Cost Sum >	
Breakdown	NSC Columns
Delete To go front page for "Prime Cost Sum"	
No.	Column Name
1	Block A
2	Block B
3	

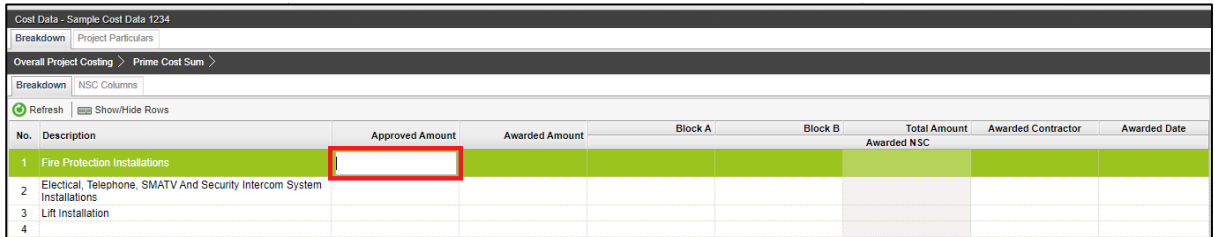
28. Click "Show/Hide Rows" to show/hide the description

Cost Data - Sample Cost Data 1234								
Breakdown	Project Particulars							
Overall Project Costing > Prime Cost Sum >								
Breakdown	NSC Columns							
Refresh Show/Hide Rows								
No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations							
2	Electical, Telephone, SMATV And Security Intercom System Installations							
3	Lift Installation							
4	Cold & Hot Water Supply And Sanitary Plumbing Installations							
5								

29. Tick to display and untick to hide the description and then click save

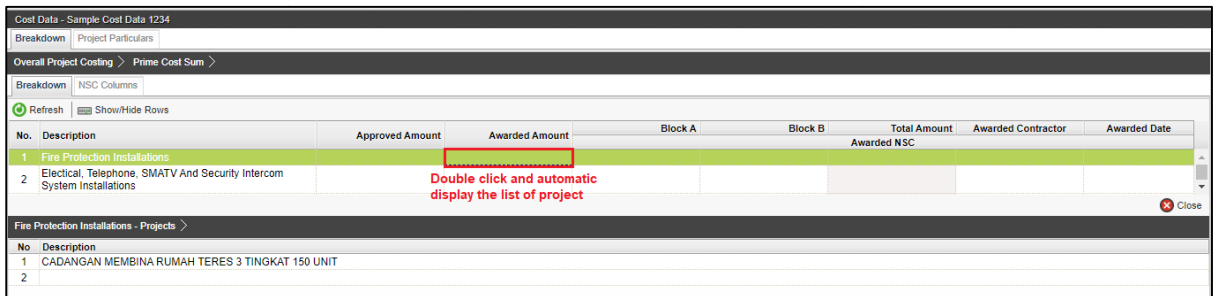
Show/Hide Rows	
Close Save	
No	Description
<input checked="" type="checkbox"/>	1 Fire Protection Installations
<input checked="" type="checkbox"/>	2 Electical, Telephone, SMATV And Security Intercom System Installations Description set at master cost data
<input checked="" type="checkbox"/>	3 Lift Installation
<input type="checkbox"/>	4 Cold & Hot Water Supply And Sanitary Plumbing Installations
<input type="checkbox"/>	5

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



No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations					Awarded NSC		
2	Electical, Telephone, SMATV And Security Intercom System Installations							
3	Lift Installation							
4								

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)**

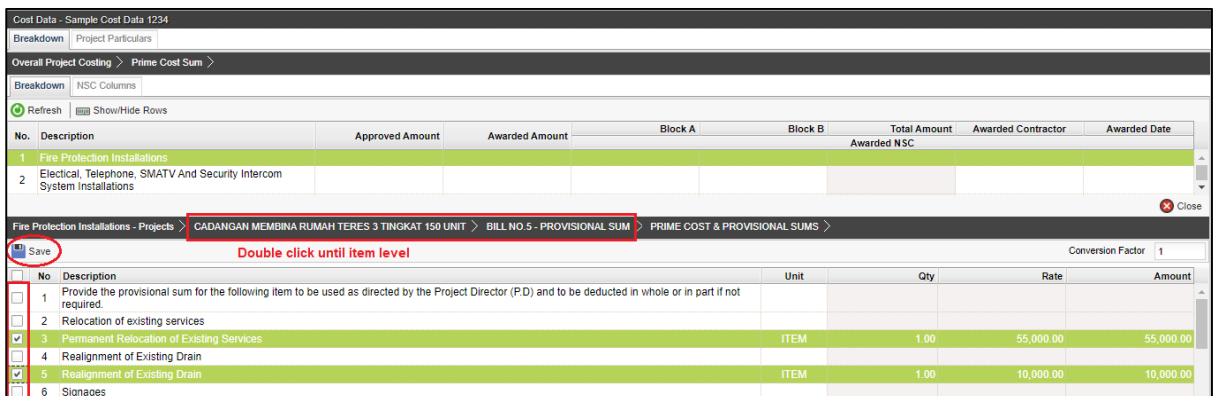


No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations					Awarded NSC		
2	Electical, Telephone, SMATV And Security Intercom System Installations							

Double click and automatic display the list of project

No.	Description
1	CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 UNIT
2	

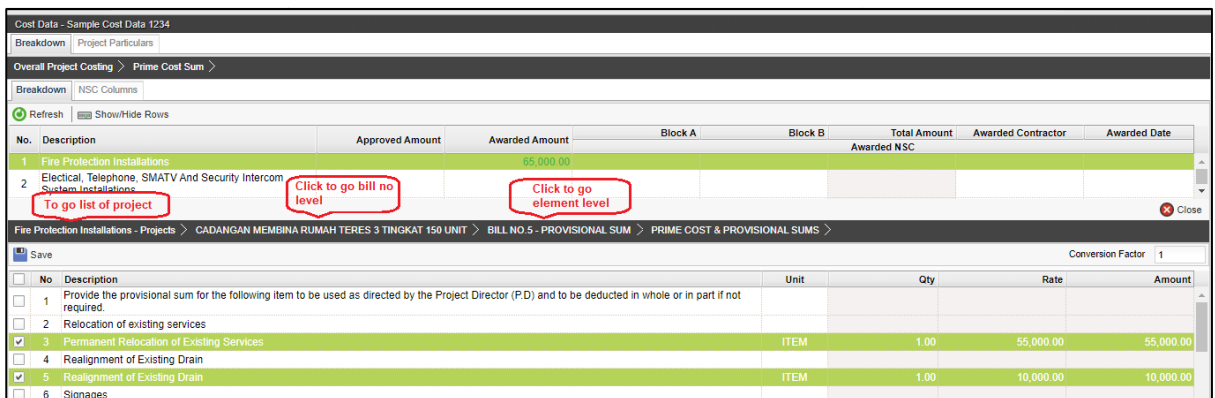
32. Double click until **item level (BQ)**, tick which item related and click save



Double click until item level

No.	Description	Unit	Qty	Rate	Amount
1	Provide the provisional sum for the following item to be used as directed by the Project Director (P.D) and to be deducted in whole or in part if not required.				
2	Relocation of existing services				
<input checked="" type="checkbox"/>	3 Permanent Relocation of Existing Services	ITEM	1.00	55,000.00	55,000.00
<input checked="" type="checkbox"/>	4 Realignment of Existing Drain				
<input checked="" type="checkbox"/>	5 Realignment of Existing Drain	ITEM	1.00	10,000.00	10,000.00
<input type="checkbox"/>	6 Signages				

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



Click to go bill no level

Click to go element level

To go list of project

No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations		65,000.00			Awarded NSC		
2	Electical, Telephone, SMATV And Security Intercom System Installations							

No.	Description	Unit	Qty	Rate	Amount
1	Provide the provisional sum for the following item to be used as directed by the Project Director (P.D) and to be deducted in whole or in part if not required.				
2	Relocation of existing services				
<input checked="" type="checkbox"/>	3 Permanent Relocation of Existing Services	ITEM	1.00	55,000.00	55,000.00
<input type="checkbox"/>	4 Realignment of Existing Drain				
<input checked="" type="checkbox"/>	5 Realignment of Existing Drain	ITEM	1.00	10,000.00	10,000.00
<input type="checkbox"/>	6 Signages				

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

No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations		65,000.00			Awarded NSC		
2	Electrical, Telephone, SMATV And Security Intercom System Installations							

No.	Description
1	CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 UNIT
2	

35. Click “Overall Project Costing” to go front page

No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations		65,000.00			Awarded NSC		
2	Electrical, Telephone, SMATV And Security Intercom System Installations							

No.	Description
1	CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 UNIT
2	

36. Double click “Prime Cost Sum” to go sub level

No.	Description	Amount Approved	% of Total Cost	Amount Awarded	% of Total Cost
	Provisional Sum				
	Prime Cost Sum	40,000.00	100.00%	34,000.00	100.00%
	Prime Cost Rate				
	Standard Items				
1	Foundation				
2	Car Park				
3	Tower Block (Building)				
4					

37. Click “Show/Hide Rows” to show/hide the description

No.	Description	Total Units	Amount/Unit Approved	Total Amount	Amount/Unit Awarded	Total Amount
1	Master Bedroom	1.00				
2						

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

No.	Description
<input checked="" type="checkbox"/>	1 Master Bedroom
<input type="checkbox"/>	2

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

Cost Data - Sample Cost Data 1234						
Breakdown Project Particulars						
Overall Project Costing > Prime Cost Rate >						
Refresh Show/Hide Rows						
No.	Description	Total Units	Amount/Unit Approved	Total Amount	Amount/Unit Awarded	Total Amount
1	Master Bedroom	1.00				
2						

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

Cost Data - Sample Cost Data 1234						
Breakdown Project Particulars						
Overall Project Costing > Prime Cost Rate >						
Refresh Show/Hide Rows						
No.	Description	Total Units	Amount/Unit Approved	Total Amount	Amount/Unit Awarded	Total Amount
1	Master Bedroom	1.00	2,000.00	2,000.00	3,000.00	3,000.00
2						

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

Cost Data - Sample Cost Data 1234						
Breakdown Project Particulars						
Overall Project Costing > Prime Cost Rate >						
Refresh Show/Hide Rows						
No.	Description	Total Units	Amount/Unit Approved	Total Amount	Amount/Unit Awarded	Total Amount
1	Master Bedroom	1.00	2,000.00	2,000.00	3,000.00	3,000.00
2						

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

Cost Data - Sample Cost Data 1234						
Breakdown Project Particulars						
Overall Project Costing > Prime Cost Rate >						
Refresh Show/Hide Rows						
No.	Description	Total Units	Amount/Unit Approved	Total Amount	Amount/Unit Awarded	Total Amount
1	Master Bedroom	1.00	2,000.00	2,000.00	3,000.00	3,000.00
2						

43. Tick to show the description and untick to hide the description and then click save.

Click **“Close”** to close the tab

Show/Hide Rows						
Close Save						
No.	Description	Total Units	Amount/Unit Approved	Total Amount	Amount/Unit Awarded	Total Amount
<input type="checkbox"/>	1	Wares				
<input checked="" type="checkbox"/>	2	Fitting				
<input type="checkbox"/>	3	Accessories				
<input type="checkbox"/>	4					

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”

Cost Data - Sample Cost Data 1234						
Breakdown Project Particulars						
Overall Project Costing > Prime Cost Rate > Master Bedroom >						
Refresh Show/Hide Rows						
No.	Description	Total Units	Amount/Unit Approved	Total Amount	Amount/Unit Awarded	Total Amount
1	Wares	1.00	12.00	12.00		
2	Fitting	1.00	4.00	4.00		
3						

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

Cost Data - Sample Cost Data 1234						
Breakdown Project Particulars						
Overall Project Costing > Prime Cost Rate > Master Bedroom >						
Refresh Show/Hide Rows						
No.	Description	Total Units	Amount/Unit Approved	Total Amount	Amount/Unit Awarded	Total Amount
1	Wares	1.00	12.00	12.00		
2	Fitting	1.00	4.00	4.00		
3						

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

Cost Data - Sample Cost Data 1234						
Breakdown Project Particulars						
Overall Project Costing > Prime Cost Rate > Master Bedroom > Wares >						
Refresh Show/Hide Rows						
No.	Description	Qty	PC Unit Rate	Total Amount	Brand	PC Unit Rate
			Approved	Awarded		
1	Vanity Counter Basin	1.00	4.00	4.00		
2	Water Closet	1.00	8.00	8.00		
3						

47. Tick to show the description and untick to hide the description and then click save.

Click **“Close”** to close the tab

Show/Hide Rows						
Close Save						
No.	Description	Qty	PC Unit Rate	Total Amount	Brand	PC Unit Rate
			Approved	Awarded		
<input type="checkbox"/>	1	Vanity Counter Basin	1.00	4.00		
<input checked="" type="checkbox"/>	2	Water Closet	1.00	8.00		
<input type="checkbox"/>	3					

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

Cost Data - Sample Cost Data 1234						
Breakdown Project Particulars						
Overall Project Costing > Prime Cost Rate > Master Bedroom > Wares >						
Refresh Show/Hide Rows						
No.	Description	Qty	PC Unit Rate	Total Amount	Brand	PC Unit Rate
			Approved	Awarded		
1	Vanity Counter Basin	1.00	4.00	4.00		
2	Water Closet	1.00	8.00	8.00		
3						

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

Cost Data - Sample Cost Data 1234						
Breakdown Project Particulars						
Overall Project Costing > Prime Cost Rate > Master Bedroom > Fitting >						
Refresh Show/Hide Rows						
No.	Description	Qty	PC Unit Rate	Total Amount	Brand	PC Unit Rate
			Approved	Awarded		
1	Basin mixer c/w bottle trap	1.00	10.00	10.00		
2	Hand Bidet	1.00				
3	Overhead Rain Shower	1.00				
4	Wall mounted bib tap	1.00				
5						

50. Blue Colour amount means have sub level amount

Cost Data - Sample Cost Data 1234						
Breakdown Project Particulars						
Overall Project Costing > Prime Cost Rate >						
Refresh Show/Hide Rows						
No.	Description	Total Units	Amount/Unit Approved	Total Amount	Amount/Unit Awarded	Total Amount
1	Master Bedroom	1.00	26.00	26.00	29.00	29.00
2						

51. Double click the “Standard Items” to go sub level

Overall Project Costing		Amount	% of Total Cost	Amount	% of Total Cost
		Approved		Awarded	
Provisional Sum		40,000.00	100.00%	34,000.00	100.00%
Prime Cost Sum					
Prime Cost Rate					
Standard Items					
1	Foundation				
2	Car Park				
3	Tower Block (Building)				
4					

52. Click “Show/Hide Rows” to show/hide the description

Overall Project Costing > Tower Block (Building)		GFA	Amount	Cost/GFA	%	Amount	Cost/GFA	%
			Approved			Awarded		
1	SUBSTRUCTURE	30.00						
2	SUPERSTRUCTURE STRUCTURAL COST	30.00						
3	ARCHITECTURAL COST	30.00						
4	M&E SREVICES	30.00						
5								

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

No	Description
<input type="checkbox"/>	1 SUBSTRUCTURE
<input checked="" type="checkbox"/>	2 SUPERSTRUCTURE STRUCTURAL COST
<input checked="" type="checkbox"/>	3 ARCHITECTURAL COST
<input type="checkbox"/>	4 M&E SREVICES
<input type="checkbox"/>	5

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

No.	Description	GFA	Amount	Cost/GFA	%	Amount	Cost/GFA	%
			Approved			Awarded		
1	SUBSTRUCTURE	30.00						
2	SUPERSTRUCTURE STRUCTURAL COST	30.00						
3	ARCHITECTURAL COST	30.00						
4								

55. Double click the description to go second level. Click “Refresh” to display the updated amount

No.	Description	GFA	Amount	Cost/GFA	%	Amount	Cost/GFA	%
			Approved			Awarded		
1	SUBSTRUCTURE	30.00	20,000.00	666.67	100.00%	30,000.00	1,000.00	100.00%
2	SUPERSTRUCTURE STRUCTURAL COST	30.00						
3	ARCHITECTURAL COST	30.00						
4								

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

Cost Data - Sample Cost Data 1234							
Breakdown Project Particulars							
Overall Project Costing > Tower Block (Building) > SUBSTRUCTURE >							
Refresh Show/Hide Rows							
No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	
		Approved			Awarded		
1	Work Below Lowest Floor Level (excludes foundation)	3,000.00	100.00	100.00%	4,000.00	133.33	
2							

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

Cost Data - Sample Cost Data 1234							
Breakdown Project Particulars							
Overall Project Costing > Tower Block (Building) > SUBSTRUCTURE >							
Refresh Show/Hide Rows							
No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	
		Approved			Awarded		
1	Work Below Lowest Floor Level (excludes foundation)	3,000.00	100.00	100.00%	4,000.00	133.33	
2							

Double click and automatic display the list of project at below

Work Below Lowest Floor Level (excludes foundation) - Projects >	
No	Description
1	CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 UNIT
2	

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

Cost Data - Sample Cost Data 1234							
Breakdown Project Particulars							
Overall Project Costing > Tower Block (Building) > SUBSTRUCTURE >							
Refresh Show/Hide Rows							
No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	
		Approved			Awarded		
1	Work Below Lowest Floor Level (excludes foundation)	3,000.00	100.00	100.00%	4,000.00	133.33	
2							

Double click until item level

Work Below Lowest Floor Level (excludes foundation) - Projects > CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 UNIT > BILL NO.4 - SINGLE TYPE > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL >						
No	Description	Unit	Qty	Rate	Amount	Conversion Factor
<input type="checkbox"/>	1 Excavate, get out, remove surplus excavated materials off site					1
<input type="checkbox"/>	2 Oversite excavation, to reduce level, 150mm deep.	m2	567.00	241.00	136,647.00	
<input type="checkbox"/>	3 Excavate, get out, part return, fill in and ram, remove surplus excavated materials, deposit, spread and level where directed within the site					
<input checked="" type="checkbox"/>	4 Not exceeding 1.50m deep, for pile caps.	m3	64.00	241.00	15,424.00	
<input checked="" type="checkbox"/>	5 Not exceeding 1.00m deep, for ground beams.	m3	61.00	241.00	14,701.00	
<input type="checkbox"/>	6 Hardcore, consolidated and blinded to receive concrete					

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

Cost Data - Sample Cost Data 1234							
Breakdown Project Particulars							
Overall Project Costing > Tower Block (Building) > SUBSTRUCTURE >							
Refresh Show/Hide Rows							
No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	
		Approved			Awarded		
1	Work Below Lowest Floor Level (excludes foundation)	3,000.00	100.00	100.00%	30,125.00	1,004.17	
2							

Save

Work Below Lowest Floor Level (excludes foundation) - Projects > CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 UNIT > BILL NO.4 - SINGLE TYPE > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL >						
No	Description	Unit	Qty	Rate	Amount	Conversion Factor
<input type="checkbox"/>	1 Excavate, get out, remove surplus excavated materials off site					1
<input type="checkbox"/>	2 Oversite excavation, to reduce level, 150mm deep.	m2	567.00	241.00	136,647.00	
<input type="checkbox"/>	3 Excavate, get out, part return, fill in and ram, remove surplus excavated materials, deposit, spread and level where directed within the site					
<input checked="" type="checkbox"/>	4 Not exceeding 1.50m deep, for pile caps.	m3	64.00	241.00	15,424.00	
<input checked="" type="checkbox"/>	5 Not exceeding 1.00m deep, for ground beams.	m3	61.00	241.00	14,701.00	
<input type="checkbox"/>	6 Hardcore, consolidated and blinded to receive concrete					

60. Click to back previous level

Cost Data - Sample Cost Data 1234									
Breakdown Project Particulars									
Overall Project Costing > Tower Block (Building) > SUBSTRUCTURE >									
Refresh Show/Hide Rows									
No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%		
		Approved			Awarded				
1	Work Below Lowest Floor Level (excludes foundation)	3,000.00	100.00	100.00%	30,125.00	1,004.17	100.00%		
2									

To go list of project To go bill no level To go element level

Work Below Lowest Floor Level (excludes foundation) - Projects > CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 UNIT > BILL NO.4 - SINGLE TYPE > Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL >

Save						Conversion Factor
No.	Description	Unit	Qty	Rate	Amount	1
1	Excavate, get out, remove surplus excavated materials off site					
2	Over-site excavation, to reduce level, 150mm deep.	m2	567.00	241.00	136,647.00	
3	Excavate, get out, part return, fill in and ram, remove surplus excavated materials, deposit, spread and level where directed within the site					
4	Not exceeding 1.50m deep, for pile caps.	m3	64.00	241.00	15,424.00	
5	Not exceeding 1.00m deep, for ground beams.	m3	61.00	241.00	14,701.00	
6	Hardcore, consolidated and blinded to receive concrete					

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

Cost Data - Sample Cost Data 1234									
Breakdown Project Particulars									
Overall Project Costing > Tower Block (Building) > SUBSTRUCTURE >									
Refresh Show/Hide Rows									
No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%		
		Approved			Awarded				
1	Work Below Lowest Floor Level (excludes foundation)	3,000.00	100.00	100.00%	30,125.00	1,004.17	100.00%		
2									

Work Below Lowest Floor Level (excludes foundation) - Projects > CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 UNIT > BILL NO.4 - SINGLE TYPE >

No.	Description
1	Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL
2	Bill No. B.4/2 - FRAME

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

Cost Data - Sample Cost Data 1234									
Breakdown Project Particulars									
Overall Project Costing > Tower Block (Building) > SUBSTRUCTURE >									
Refresh Show/Hide Rows									
No.	Element	Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%		
		Approved			Awarded				
1	Work Below Lowest Floor Level (excludes foundation)	3,000.00	100.00	100.00%	30,125.00	1,004.17	100.00%		
2									

Work Below Lowest Floor Level (excludes foundation) - Projects >

No.	Description
1	CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 UNIT
2	

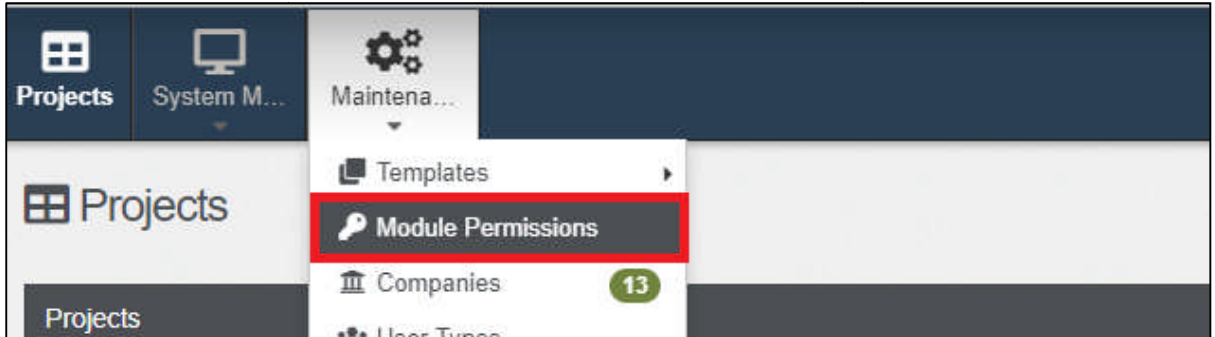
63. Click "Refresh" to display the updated amount

Cost Data - Sample Cost Data 1234									
Breakdown Project Particulars									
Overall Project Costing >									
Refresh Show/Hide Rows									
No.	Description	Amount	% of Total Cost	Amount	% of Total Cost				
		Approved		Awarded					
	Provisional Sum	40,000.00	93.02%	34,000.00	53.02%				
	Prime Cost Sum								
	Prime Cost Rate								
Standard Items									
1	Foundation								
2	Car Park								
3	Tower Block (Building)	3,000.00	6.98%	30,125.00	46.98%				
4									

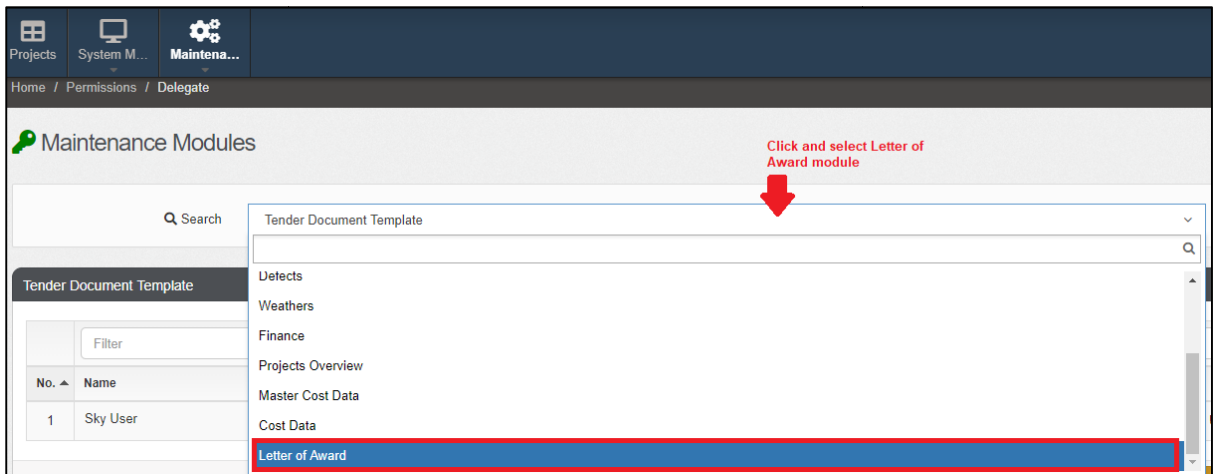
How to Assign Users to Master LA Template

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	<input checked="" type="checkbox"/>
2	Sample Contractor 3	uatcontractor3@gmail.com	Buildspace Contractor 3	<input type="checkbox"/>
3	Sample Contractor 2	uatcontractor2@gmail.com	Buildspace Contractor 2	<input type="checkbox"/>
4	Sample Contractor 1	uatcontractor1@gmail.com	Buildspace Contractor 1	<input type="checkbox"/>
5	Loi Shioh Khim	shiohkhim.loi@gamudaland.com.my	UAT Gamuda Land	<input type="checkbox"/>
6	Noor Hisham	noorhisham@gamudaland.com.my	UAT Gamuda Land	<input type="checkbox"/>
7	Chia Get Hun	ghchia@gamudaland.com.my	Sample Business Unit	<input type="checkbox"/>
8	TEEST	buildspacecontractor1@gmail.com	Sample Global PCK Contractor	<input type="checkbox"/>
9	Adrian Chong	adrian.chong@gamudaland.com.my	UAT Gamuda Land	<input type="checkbox"/>
10	John See	shsee@gamudaland.com.my	UAT Gamuda Land	<input type="checkbox"/>

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.

No. ▲	Name	Email	Company	Editor
1	Sky Buildspace	uatskybuildspace@gmail.com	Sky Buildspace	<input type="checkbox"/>
2	Sky User	sky@buildspace.my	Sample Business Unit	<input checked="" type="checkbox"/>

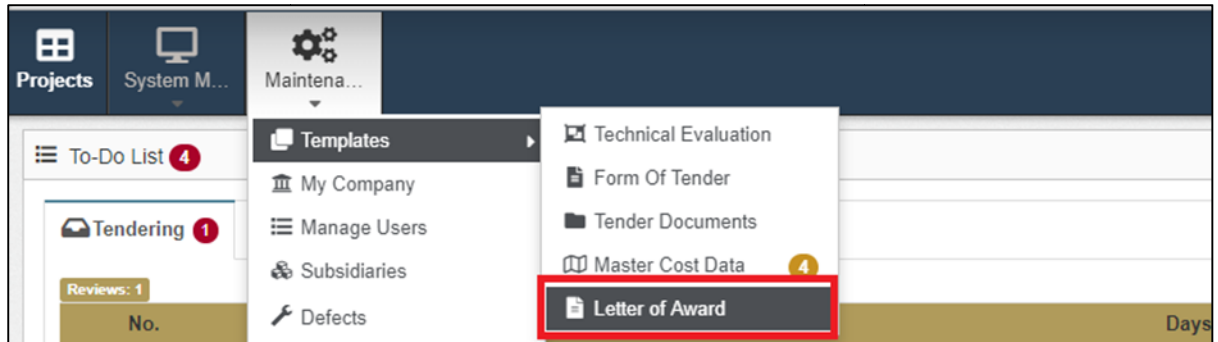
Click to remove user

Select Users

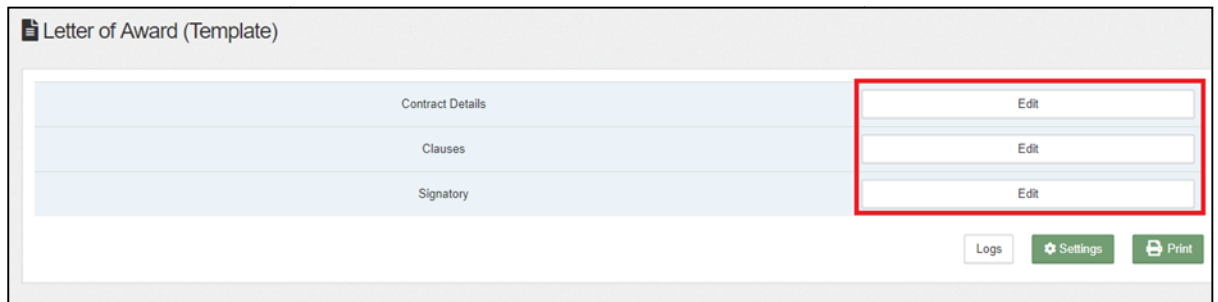
How to create template for LA

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**.

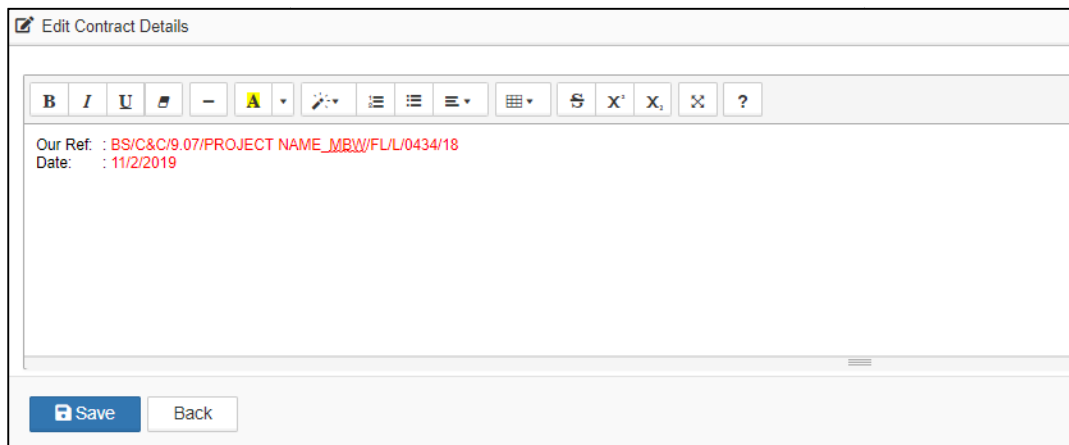


2. There are 3 categories under Letter of Award module, click **“Edit”** beside each category to start edit.

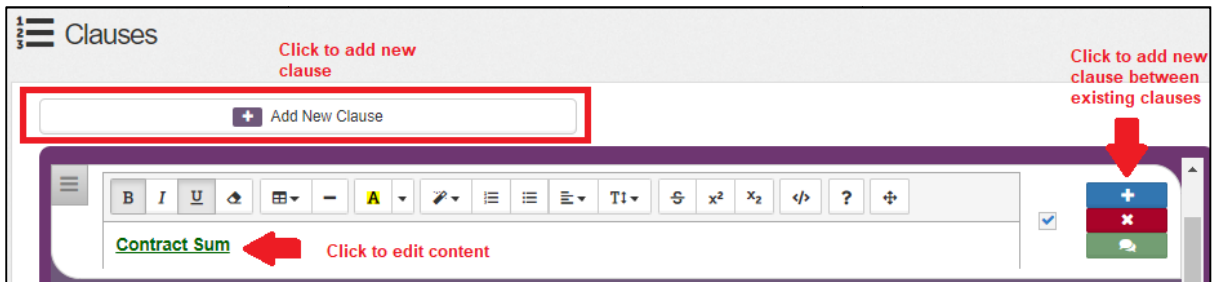


Note: User can copy the content from existing format (Microsoft Word). However, user need to paste the content from Microsoft Word into **NOTEPAD first, then copy the content from **NOTEPAD** and paste it under eProject system. (This action is to remove the content styling from Microsoft Word and allow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

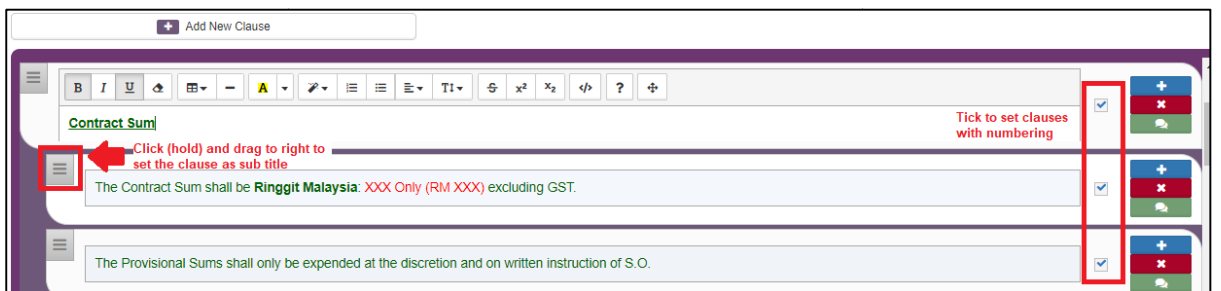
3. For **Contract Details**, user need to input the header content like below (which will display at the top of every page when printed out). After that, click **Save**.



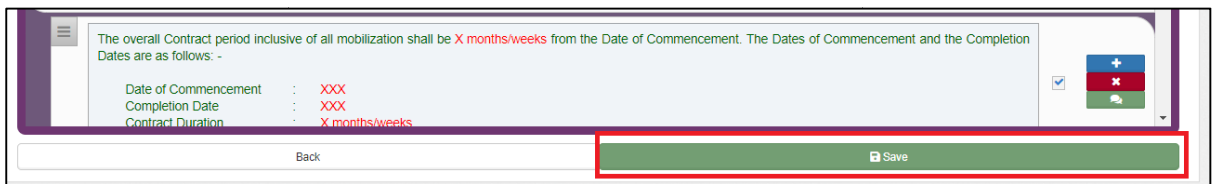
4. For **Cluses**, user need to **Add New Clause** and key in the content.



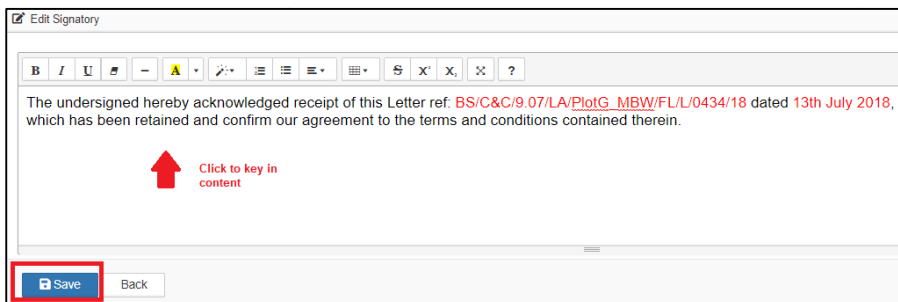
5. Tick to set numbering for certain clauses (e.g. 1.0, 1.1 ...). Further, to set certain clause as sub clauses, **click (Hold)** symbol and drag to right side.



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.

