

# Module Permissions

Version: eProject 3.0

Last updated: 16/7/2020

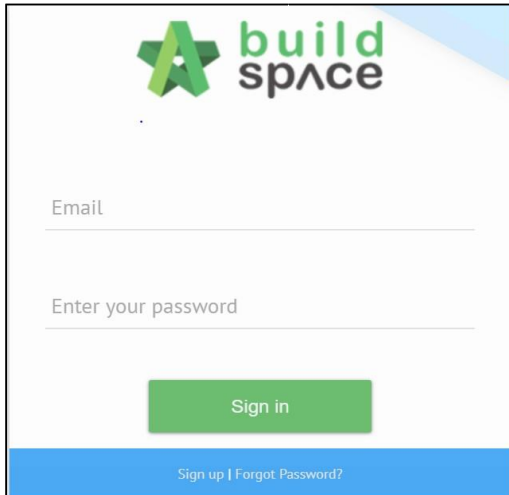
## Contents

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

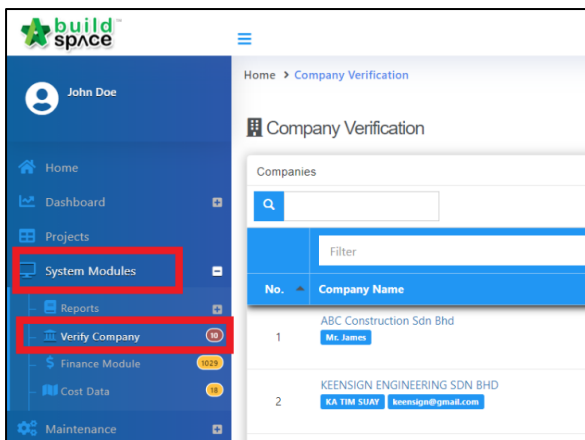
**Note: User assign by super admin only can verify for each registration company**

1. Login **BuildSpace eProject** using your email and passwords.

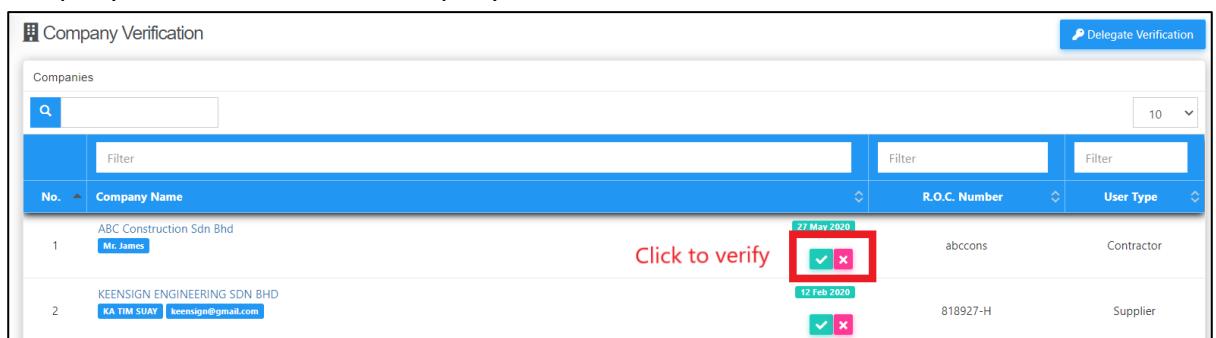


The image shows the BuildSpace login page. It features the BuildSpace logo at the top. Below the logo are two input fields: "Email" and "Enter your password". A green "Sign in" button is positioned below the password field. At the bottom of the page, there are links for "Sign up" and "Forgot Password?".

2. Click **"System Modules"** and then Click **"Verify Company"**



3. System will show the list of company registration from consultant, contractor or supplier. Click **"✓"** to approve or click **"X"** to reject the registration. Then click the company's name to view the company details.



The image shows a detailed view of the "Company Verification" table. The table has columns for "No.", "Company Name", "R.O.C. Number", and "User Type". Each row includes a date and a "Click to verify" button with a green checkmark and a red X icon.

No.	Company Name	R.O.C. Number	User Type
1	ABC Construction Sdn Bhd Mr. James	abccons	Contractor
2	KEENSIGN ENGINEERING SDN BHD KA TIM SUJAY keensign@gmail.com	818927-H	Supplier

4. System will show the company details. Click “Verify” or “Delete” for registration.

Home > Companies > ABC Construction Sdn Bhd

### Company Details

Company Details

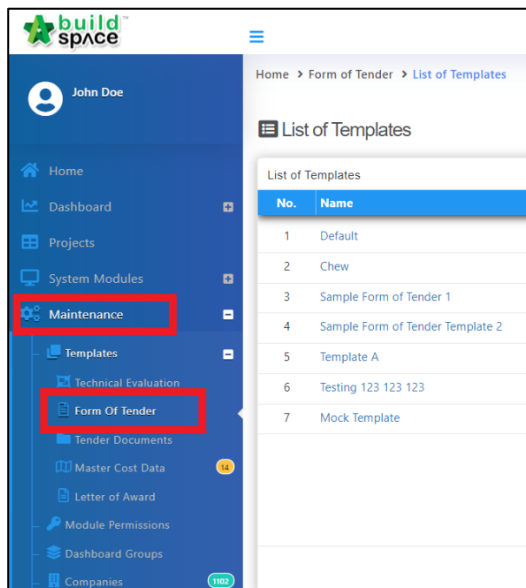
Company Name\*:  
ABC Construction Sdn Bhd

Address\*:  
3-2 JALAN SU 1E, PERSIARAN SERING UKAY 1, SERING UKAY

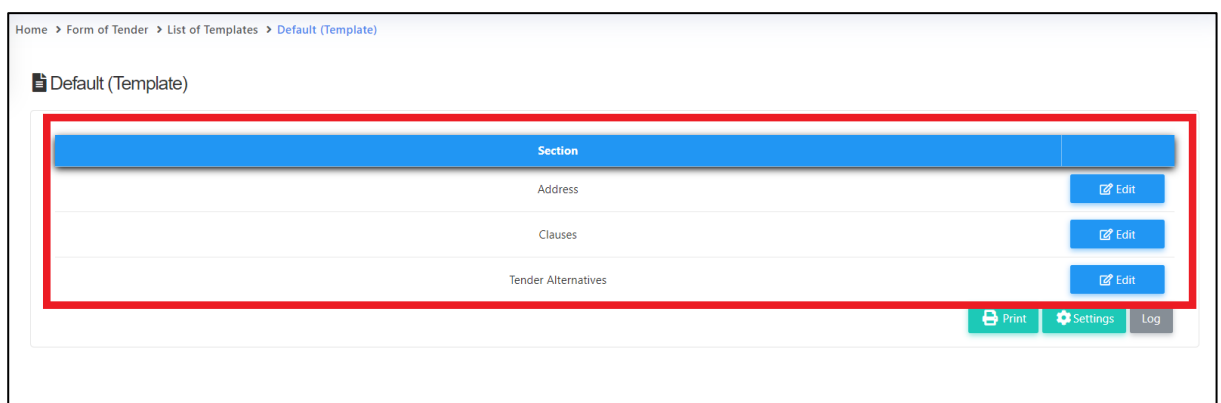
User Type*: Contractor	Contact Person*: Mr. James	R.O.C. Number*: abccons	Tax Registration Number:
Email:	Telephone*: 03-41623698	Fax:	
Country : Malaysia	State : Putrajaya		

## How to create template “Form of Tender”

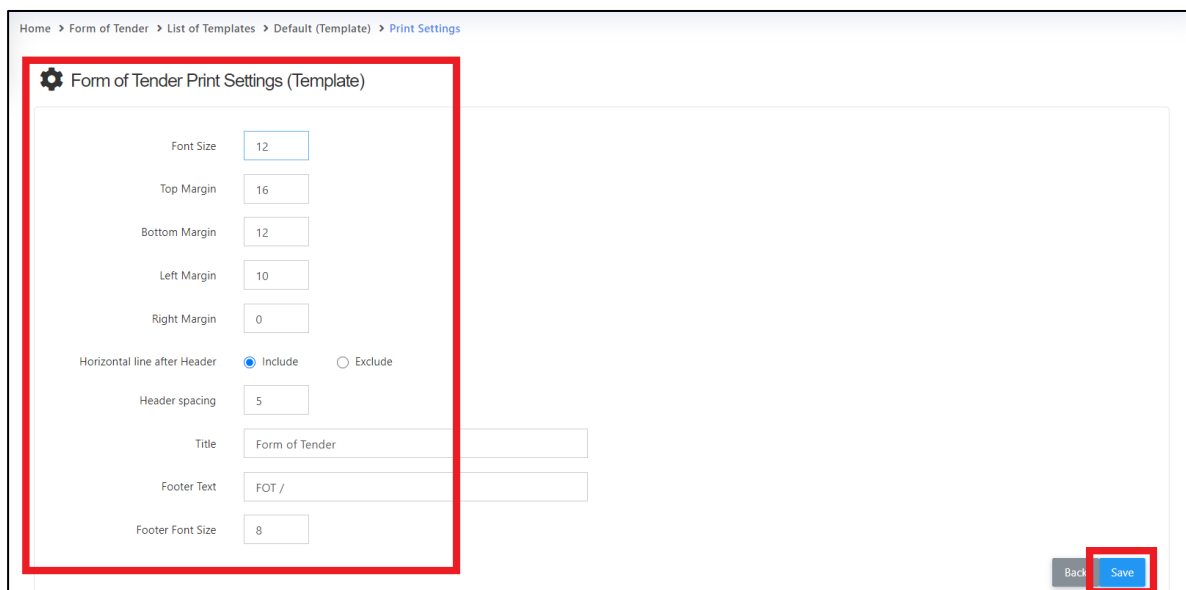
1. Login **BuildSpace eProject** and select **“Maintenance”** in the menu. Then select **“Templates”** & click **“Form of Tender”**.



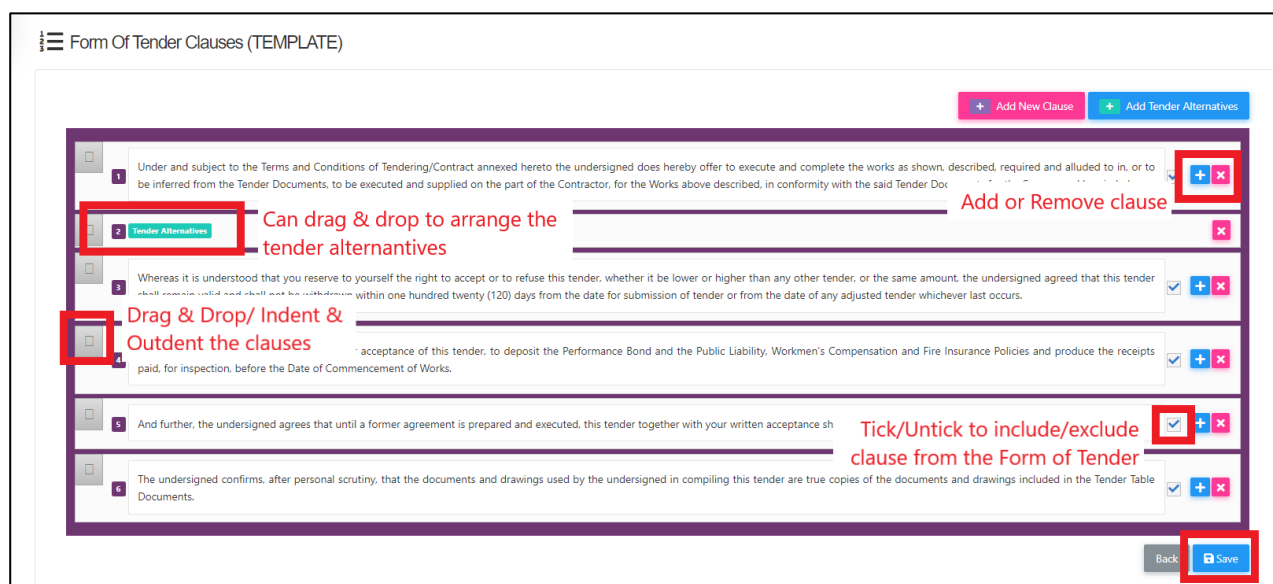
2. Click at **“Edit”** to edit form of tender (template). For example, if you want to edit address, clauses or tender alternatives, just click **“Edit”** and click **“settings”** to edit font or margin.



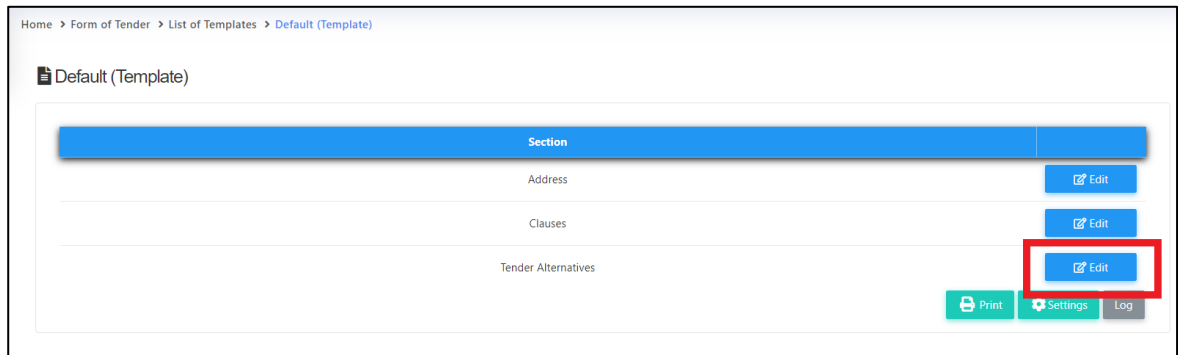
3. For settings, you can start to do your format editing. Once done, click **“Save”**.



4. For example, to edit tender clause, you can **move/edit/indent/outdent/add/delete** clauses easily. You can choose where to show 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”**



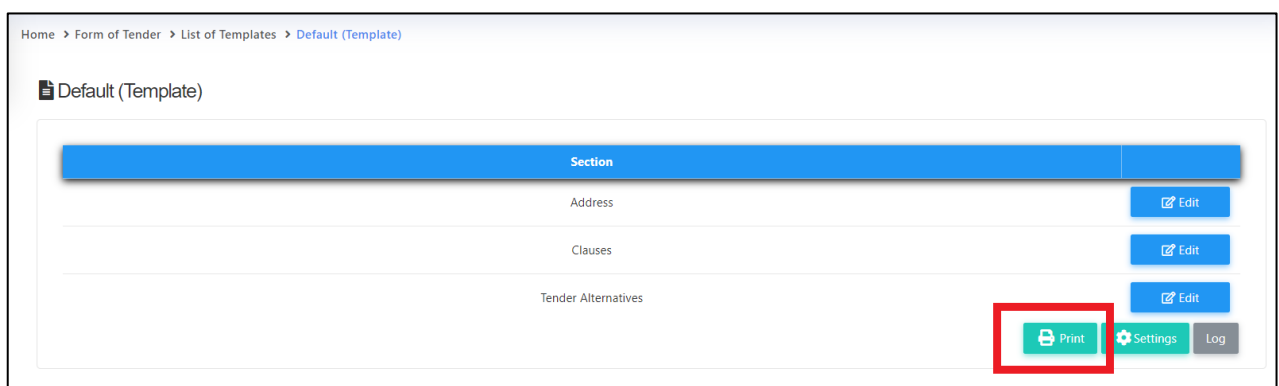
5. Click “Edit” at “Tender Alternatives” section to select which types of alternative you want to appear in your form of tender.



6. Select which tender alternatives you want to use by tick at check box. Then click “Save”.



7. Then you can print preview by clicking at “Print” button.

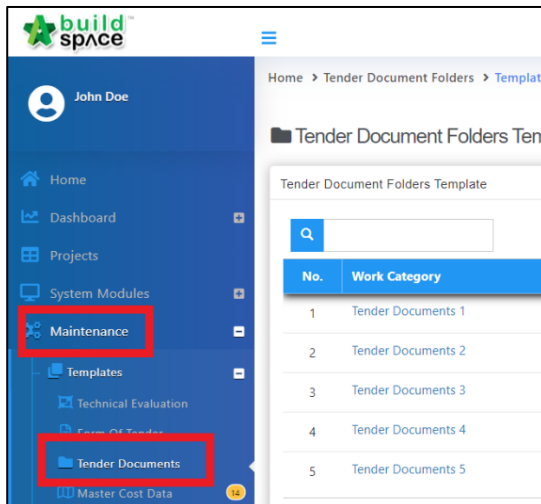


## Create Template for Tender Documents

**Note: Only user assigned by super admin can verify for each registration company**

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

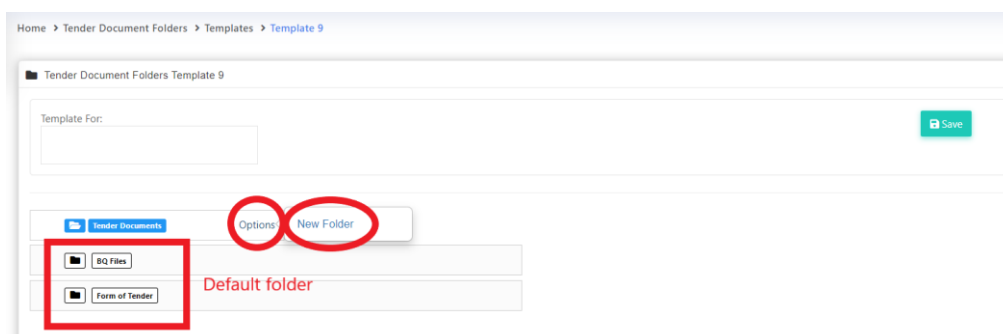
1. Login to **BuildSpace eProject**. Click at **“Maintenance”** menu and select **“Templates”**. Then click at **“Tender Documents”**.



2. Click **“Add Template”** to create a new template. The list of templates will be shown in the table.

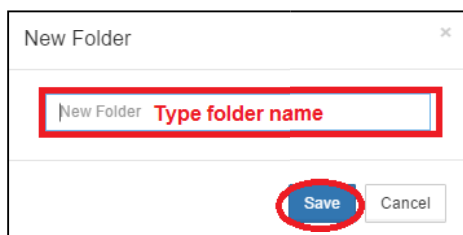


3. Click at **“Options”** and select **“New Folder”** to create a folder.

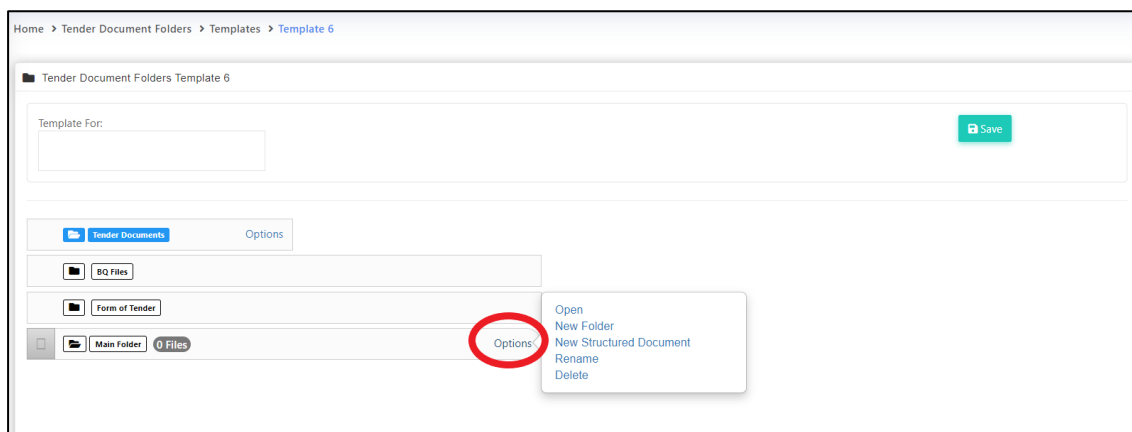




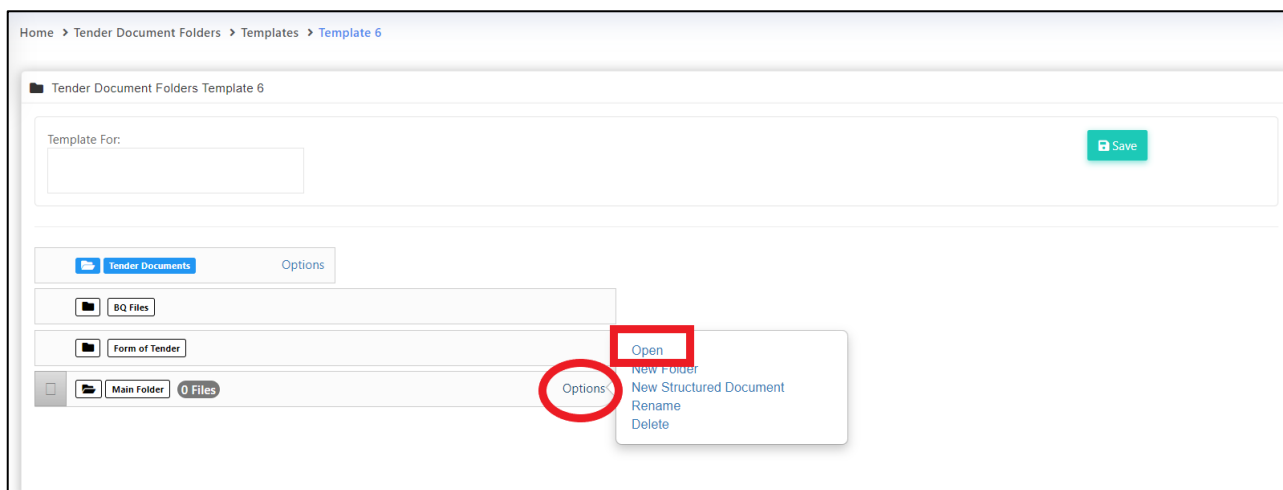
4. Type in folder name and click “Save”.



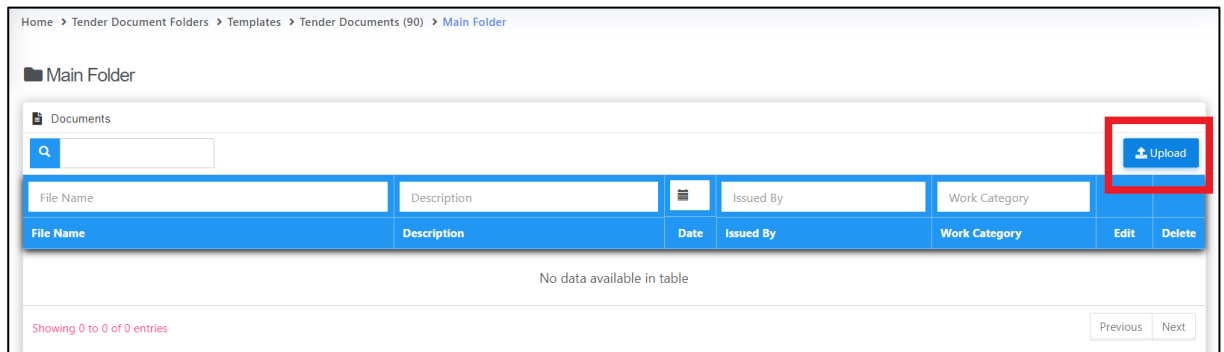
5. Click at created folder’s “Options” and select “New Folder” to create a sub folder.



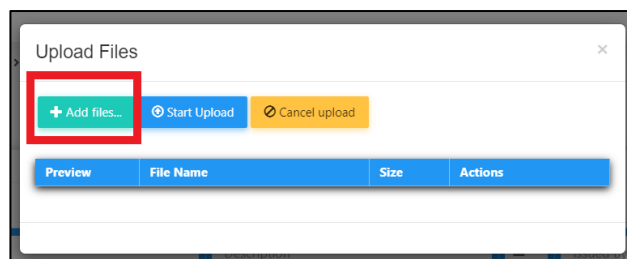
6. Click “Options” again and select “Open” to access folder.



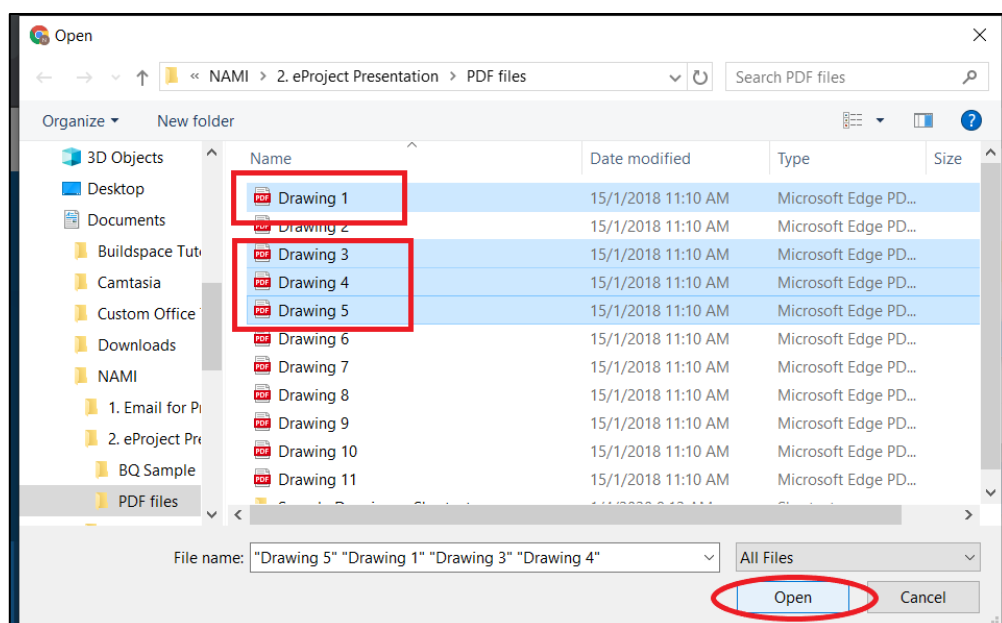
- Click **“Upload”** to upload files (you can upload standard tender document file which will be used for each tender project, if not just leave it blank).



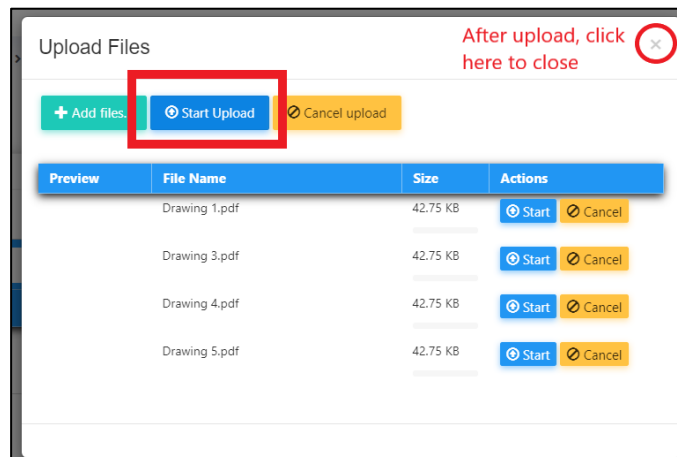
- Click **“Add Files”** to browse and select files that you want to upload.



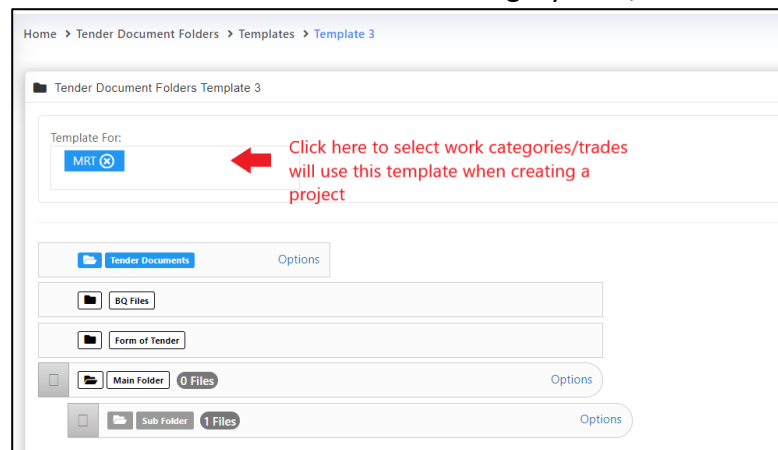
- System allows user to select multiple files at a time and then click **“Open”**.



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



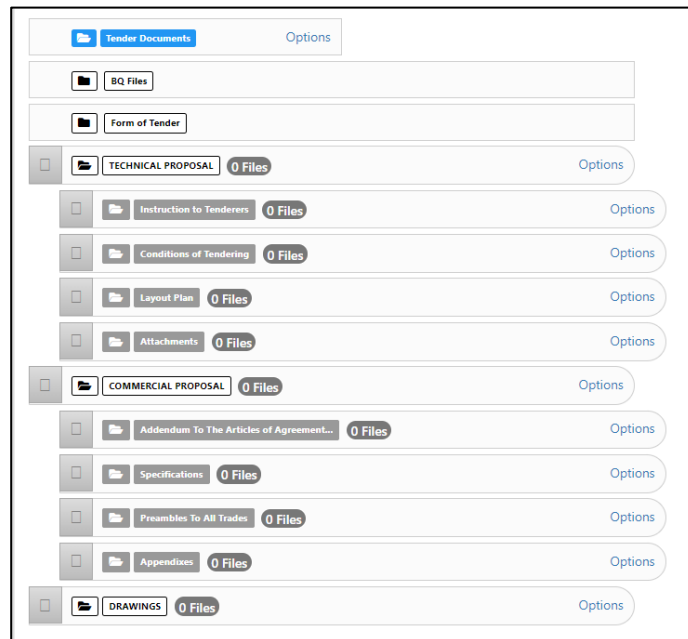
11. Select which work categories or trades that will use this template when creating a project. Please remember to add new created work category here, **EVERYTIME**.



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



13. Here's sample tender document template.

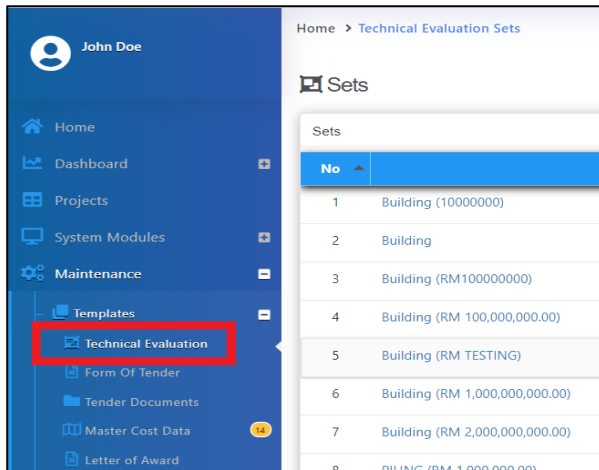


## Create Template for Technical Evaluation

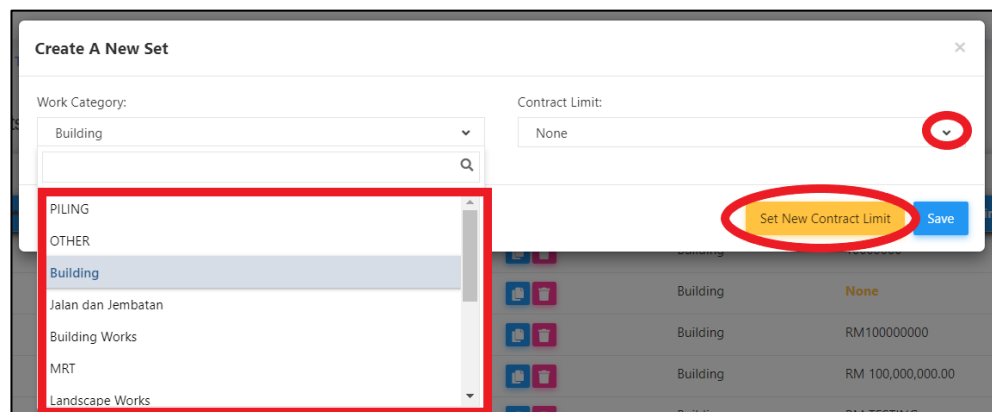
**Note: User assigned by super admin only can verify for each registration company**

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

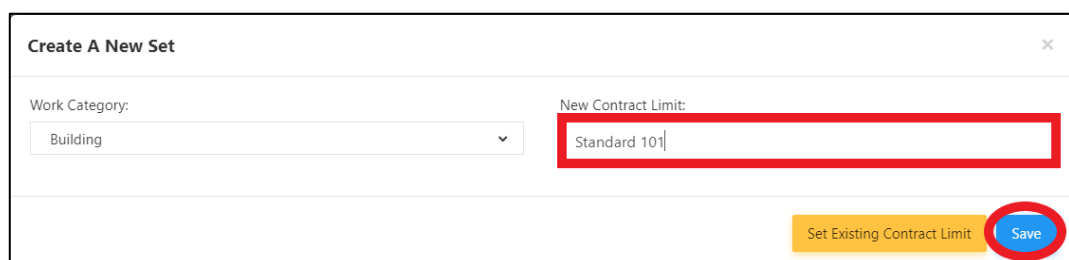
1. Login to **BuildSpace eProject**. Click at **“Maintenance”** in the menu and select **“Technical Evaluation”**. Then click at **“Action”** button and click ‘Add’ to create a new template.



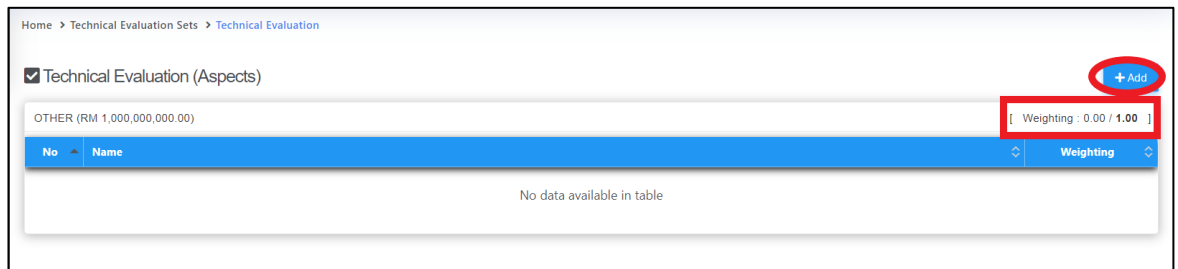
2. Select which **“Work Category”** and click at **“Set New Contract Limit”** to set this technical evaluation’s contract limit or can put sub work category.



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.



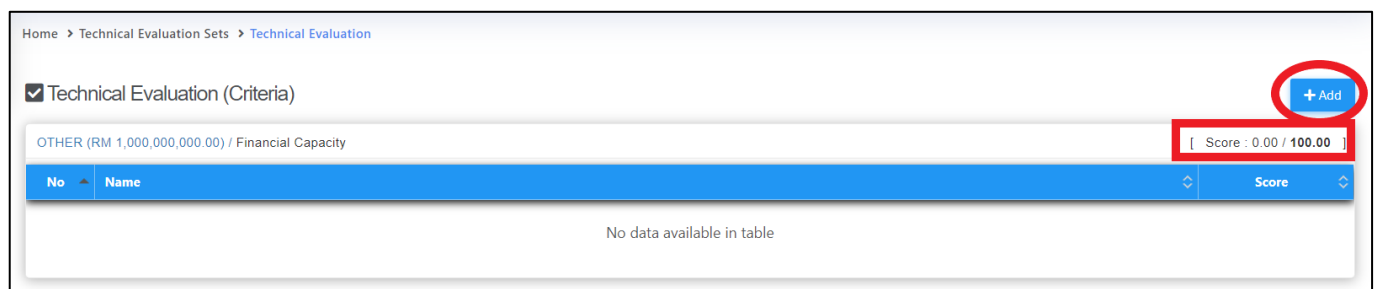
5. Let say I put “**Financial Capability**” to cover 0.7 score from total of 1.



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. Once the criteria are created, click at criteria to add items. Let say we allocate 10 score for “**Project Organization Chart**” from total of 100.

Home > Technical Evaluation Sets > Technical Evaluation

✓ Technical Evaluation (Criteria) + Add

OTHER (RM 1,000,000,000.00) / Technical Capability Score : 100.00 / 100.00

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

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

Home > Technical Evaluation Sets > Technical Evaluation

✓ Technical Evaluation (Items) + Add

OTHER (RM 1,000,000,000.00) / Technical Capability / Project Organization Chart Score : 0.00 / 20.00

No	Name	Score
No data available in table		

10. After items (sub criteria) are created, click at the particular item to add “Options”. Let say we allocate 3 score for “**Project Director**” from total of 20.

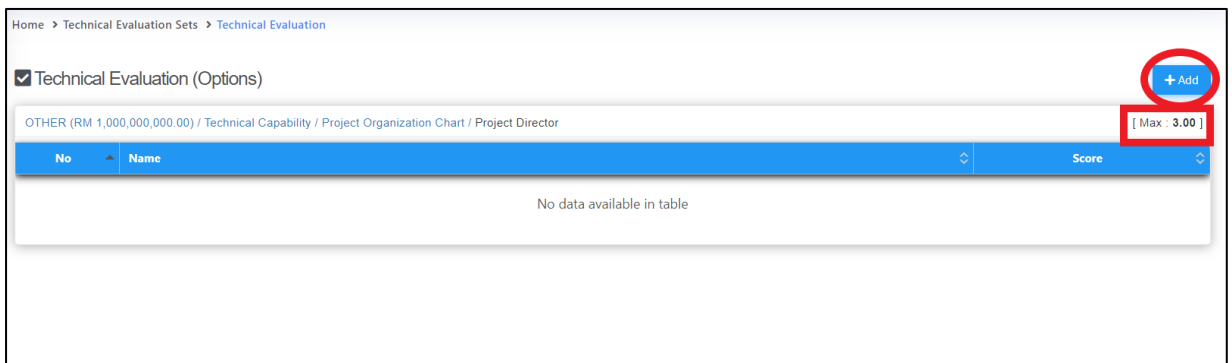
Home > Technical Evaluation Sets > Technical Evaluation

✓ Technical Evaluation (Items) + Add

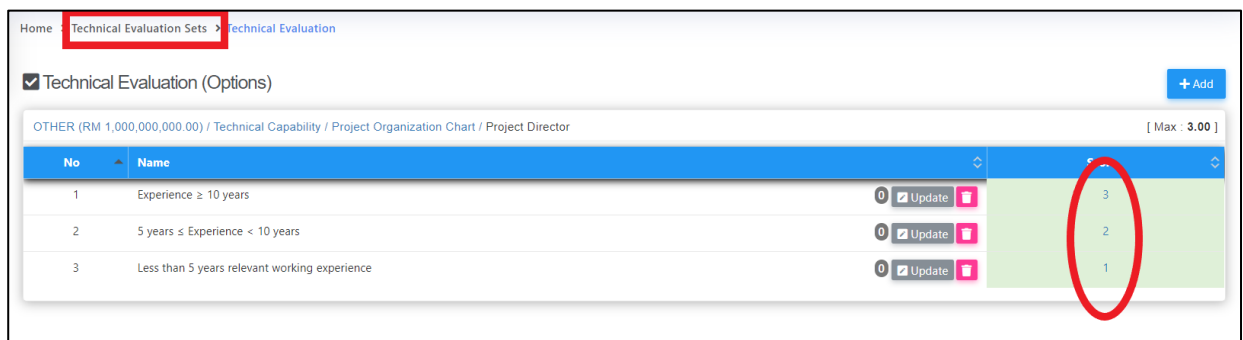
OTHER (RM 1,000,000,000.00) / Technical Capability / Project Organization Chart Score : 20.00 / 20.00

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

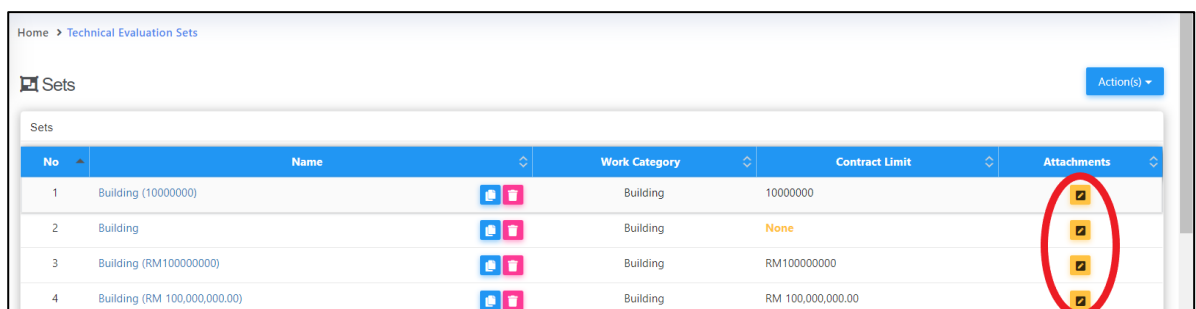
11. You can see maximum 3 score for each “Options” and click “Add” to add options.



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.

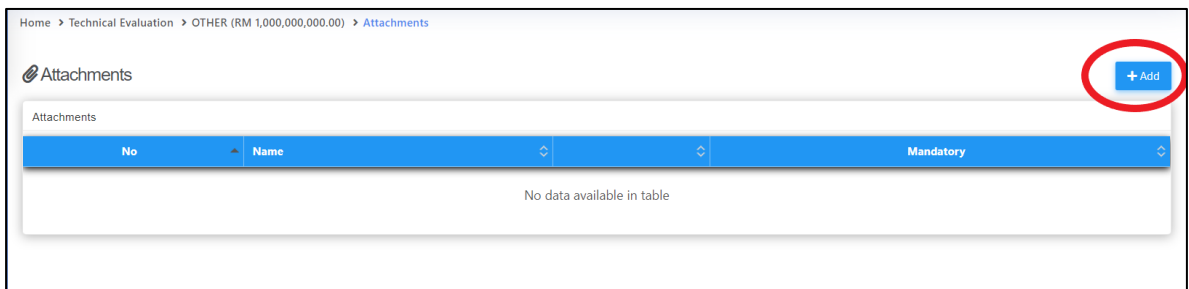


13. Click at “Attachments” to set a list of attachments need to be submitted by the tenderer during calling tender.





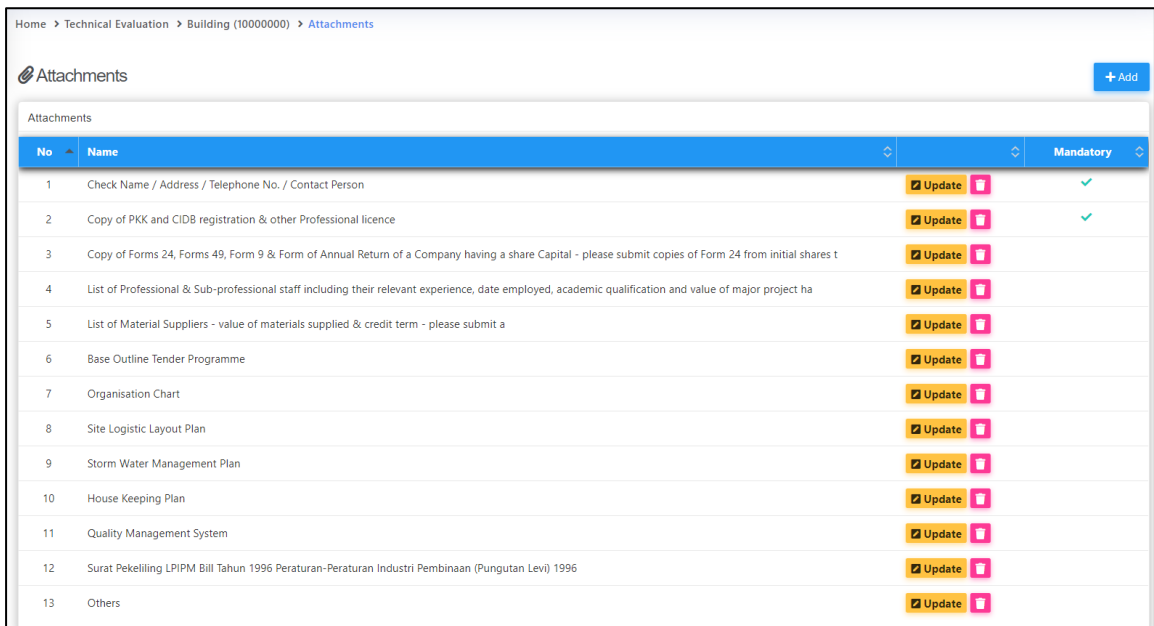
14. Click **“Add”** to add attachment name.



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



16. After the list of attachment has been created, it will look as follows;



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

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

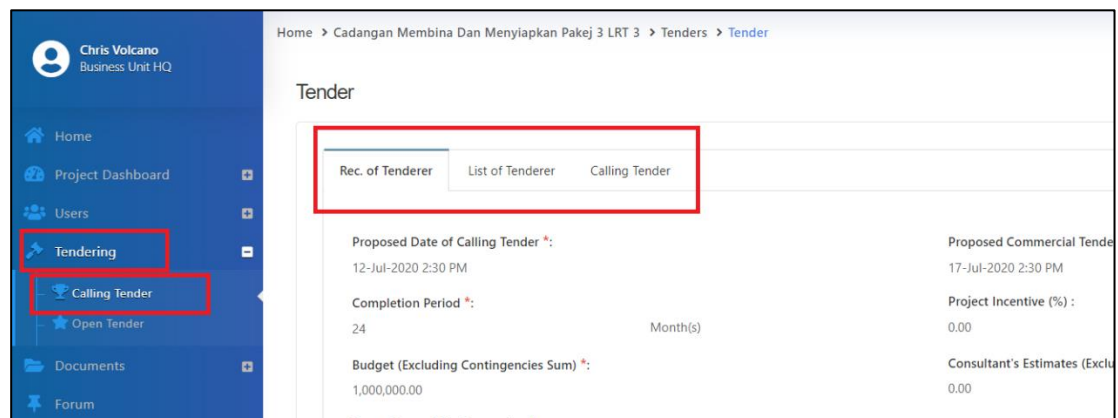
1. Login to **BuildSpace eProject** & access to your project.



No.	Contract Number	Name	Status	Action(s)
1	PL/DNA/C006/20	Cadangan Membina Dan Menyiapkan Pakej 3 LRT 3	Calling Tender	+ 0
2	BMII/BLD/C036/20	PROPOSED CONSTRUCTION AND COMPLETION OF 72 UNITS TERRACE HOUSE AT LOT 127, KANGAR, PERLIS	Post Contract	+ 0
3	BE/BLD/C010/20	Cadangan Membina Kondominium 3 Blok Untuk Tetuan BuildSpace EcoTown	Calling Tender	+ 0

2. Go to “Tendering”, select “Calling Tender” then it will show R.O.T & L.O.T.

**Note: ROT, LOT, calling tender can be edited by certain users in the project such as BU/Consultants.**



Home > Cadangan Membina Dan Menyiapkan Pakej 3 LRT 3 > Tenders > Tender

Tender

Rec. of Tenderer | List of Tenderer | Calling Tender

Proposed Date of Calling Tender \*: 12-Jul-2020 2:30 PM

Proposed Commercial Tender: 17-Jul-2020 2:30 PM


Completion Period \*: 24 Month(s)

Project Incentive (%): 0.00

Budget (Excluding Contingencies Sum): 1,000,000.00

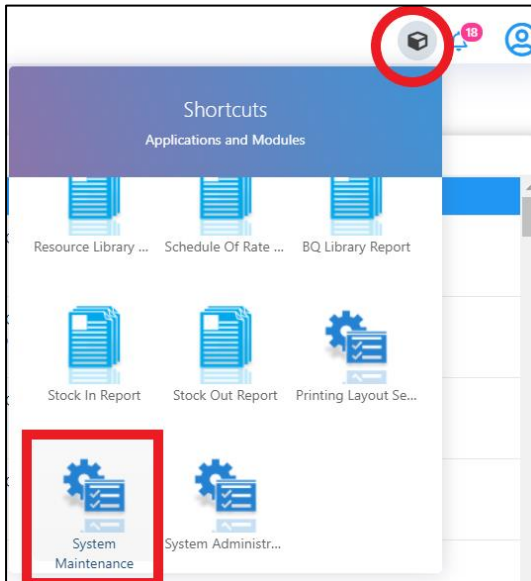
Consultant's Estimates (Exclu): 0.00

## Predefined Location Trade

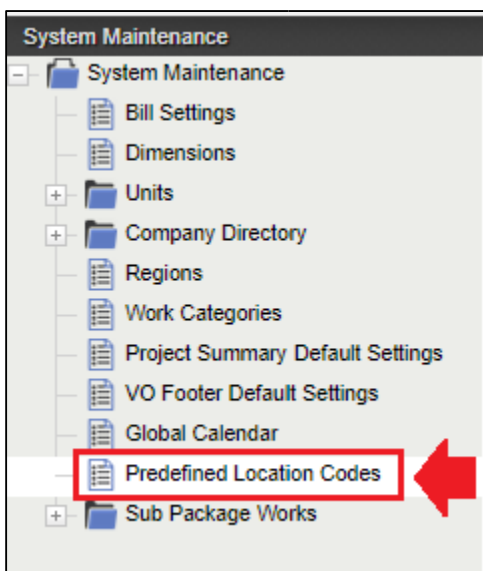
1. Login to **BuildSpace eProject**, click at this logo on the top left corner  to go to “**Buildspace Pro**”.



2. Click “**System Maintenance**”



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



4. Type the new trade

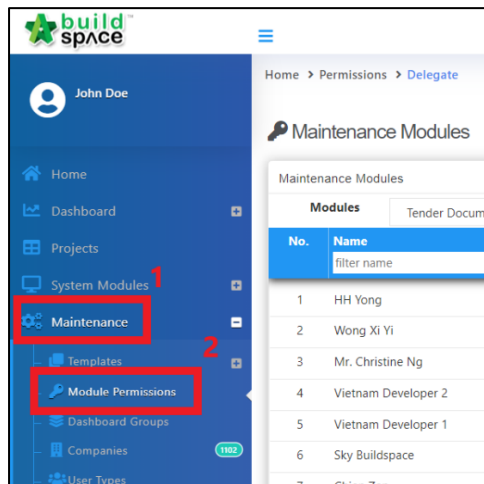
46	Test		ELEMENT	30/09/2017 18:32
47	Concrete Works	Press "Enter" to type the trade and press "Enter" to save	TRADE	06/12/2018 16:15
48			TRADE	06/12/2018 16:15

5. 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	←	Outdent	TRADE	07/09/2017 16:50
44	Swimming Pool			TRADE	30/09/2017 18:32
45	Others	-	Delete Row	TRADE	30/09/2017 18:32
46	Test			ELEMENT	30/09/2017 18:32
47					-

## How to Create Defect

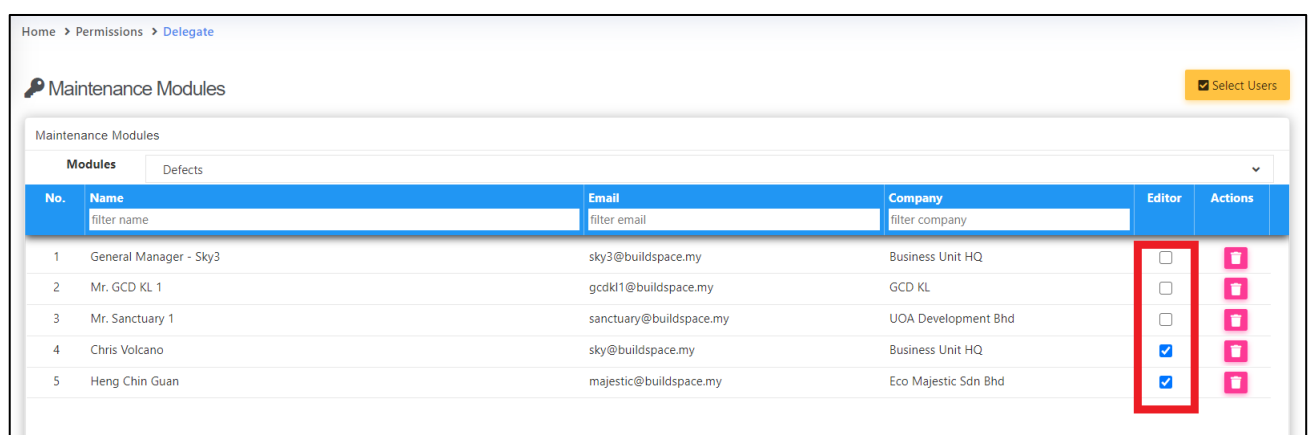
1. To create a defect, first **“Super Admin”** need to assign which user that can access in editing the **“defect”**.
2. Go to **“Maintenance”** & click on **“Module Permissions”**



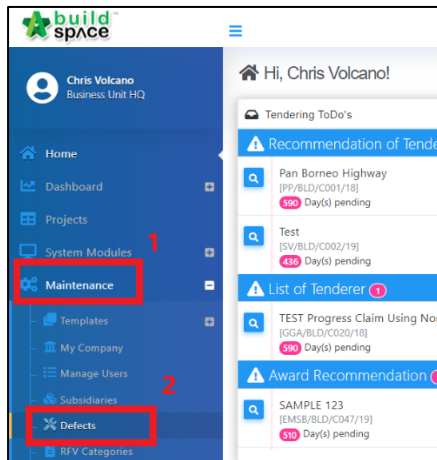
3. On the search bar, click on the dropdown button to choose modules. Then click **“Defects”**.



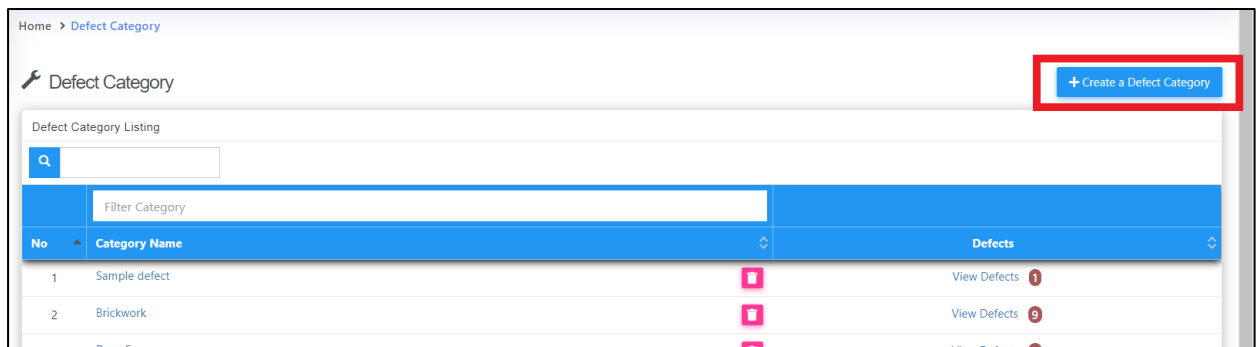
4. Then tick on which user to become the **“Editor”** for defects module.



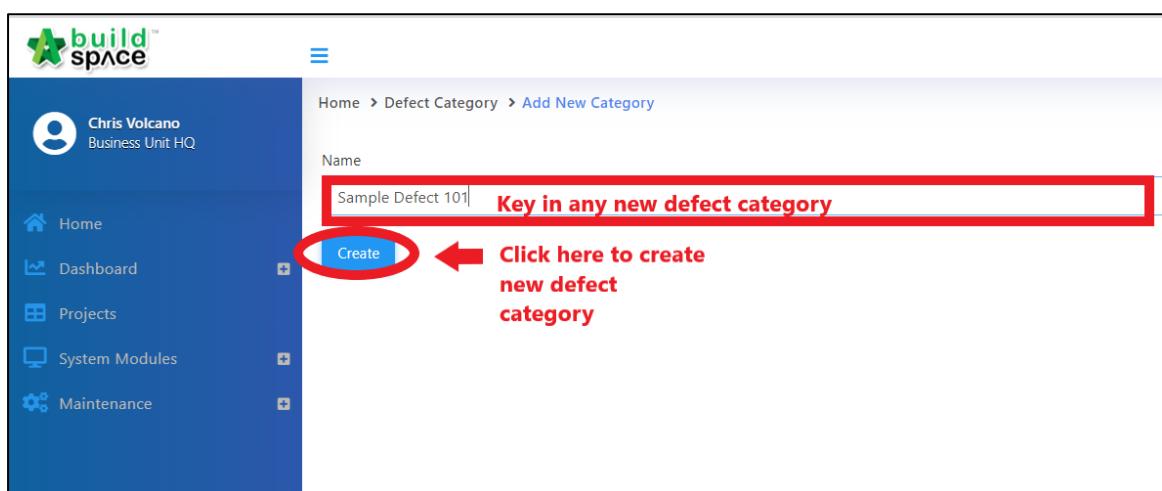
- Once done, the assigned editor can now login to the project as usual. Select **“Maintenance”** & click on **“Defects”**.



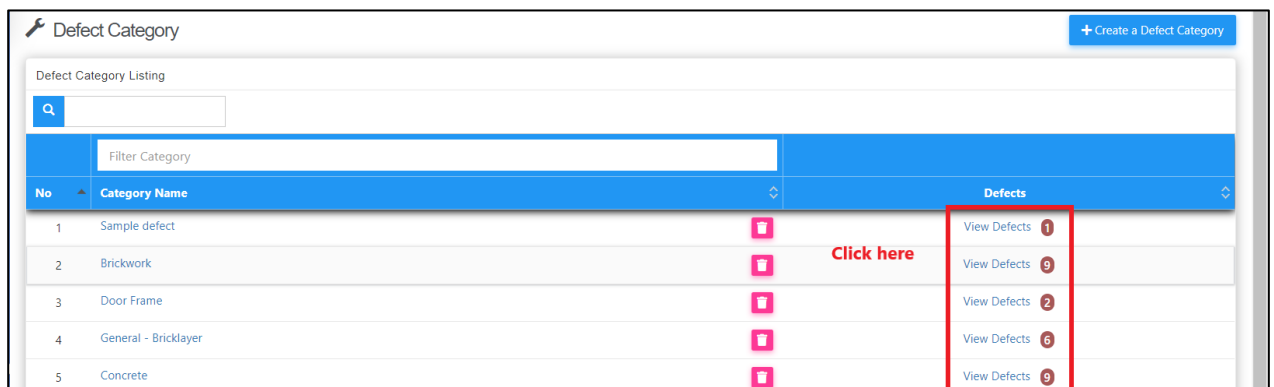
- To create defects, click on **“Create a Defect Category”**.



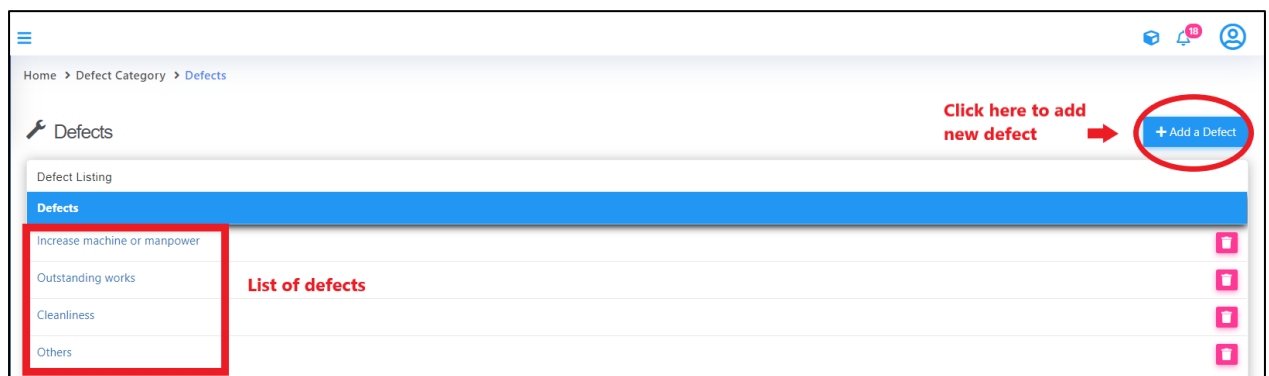
- Key in your new defect category and click on **“Create”**



9. Once new category is created, it will appear on the first row. 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 user can also add **“new defect”**. Add new defect is similar like steps No. 7



11. Once “Defect Listing” is completed, you can map category to trade. Click on “Mapping Category to Trade”

Home > Defect Category

Filter Category

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

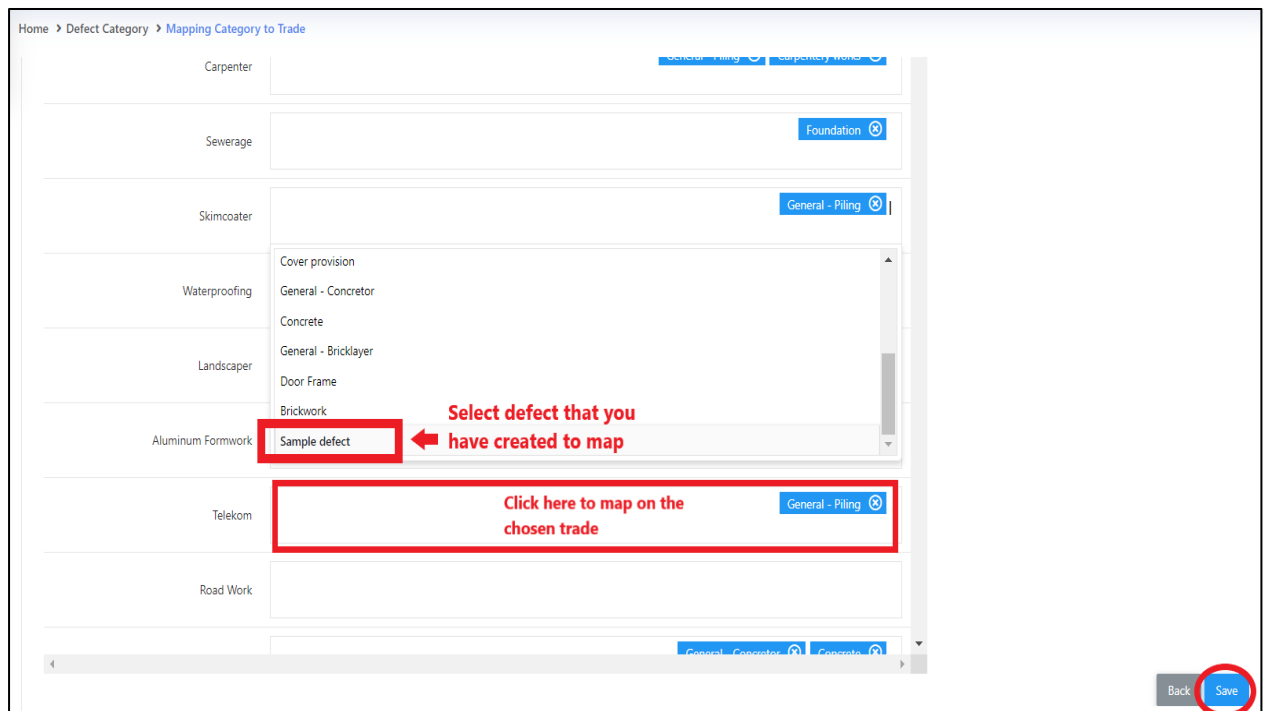
Showing 1 to 10 of 14 entries

Previous **1** 2 Next

**Mapping Category to Trade** ← **Click here to map the Defects Category to Trade**



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

Carpenter	General - Piling
Sewerage	Foundation
Skimcoater	General - Piling
Waterproofing	Cover provision General - Concretor Concrete
Landscaper	General - Bricklayer Door Frame Brickwork
Aluminum Formwork	Sample defect
Telekom	General - Piling
Road Work	General - Concretor Concrete

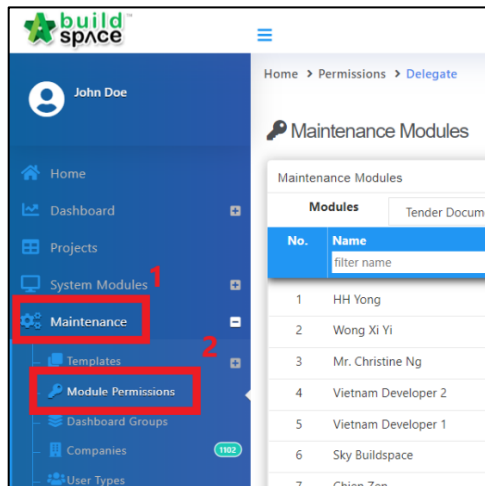
Select defect that you have created to map

Click here to map on the chosen trade

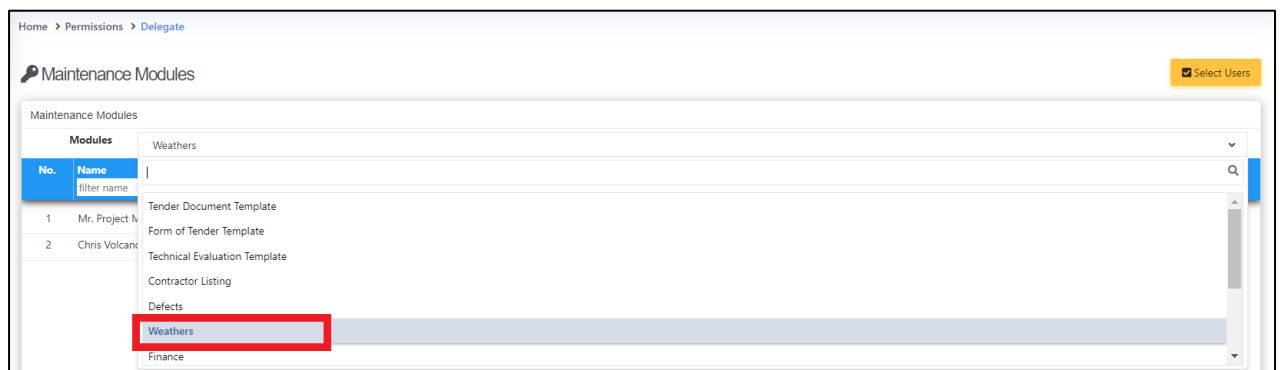
Back Save

## How to create template “Weather”

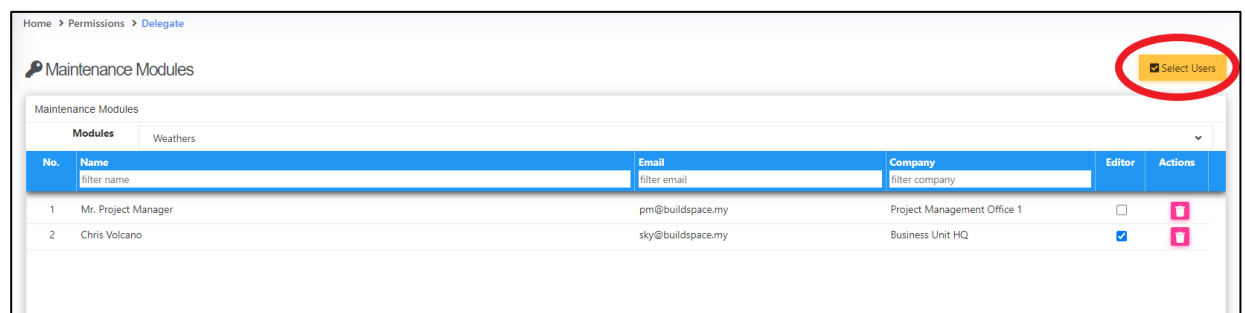
1. To create weather details, first “**Super Admin**” need to assign which user that can access in editing “**weather**”
2. Go to “**Maintenance**” & click on “**Module Permissions**”

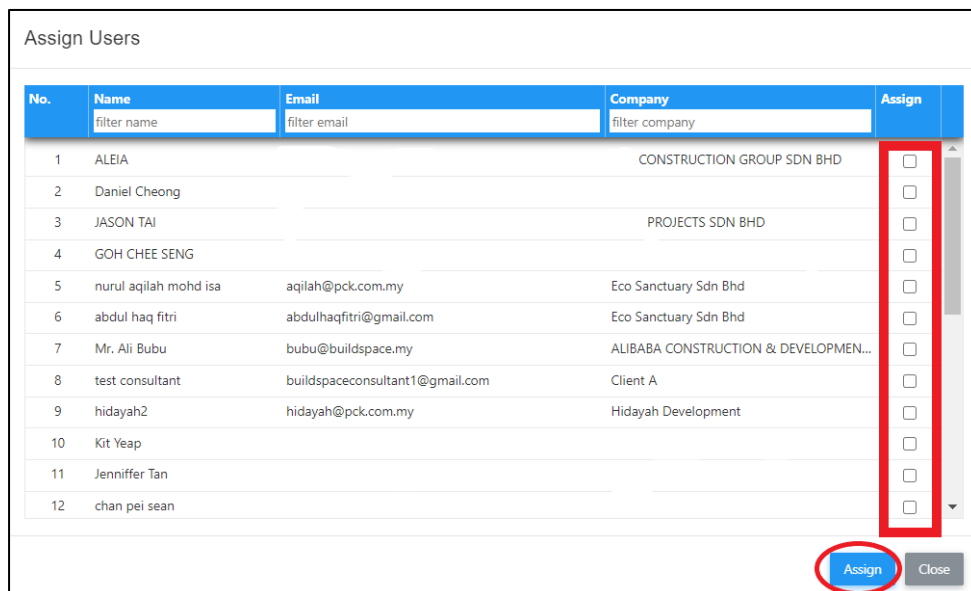


3. Then select & click “**weathers**”

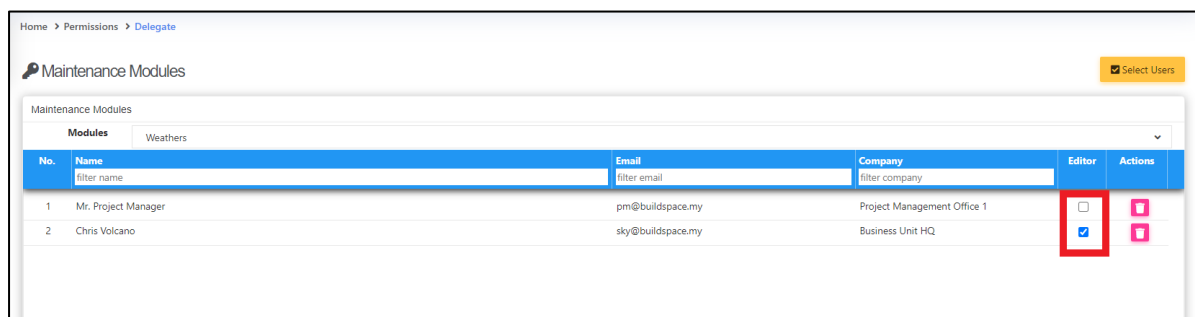


4. Click on “**Select User**”, tick on the checkbox to select users to be assigned in weather maintenance module & Click “**Save**”.

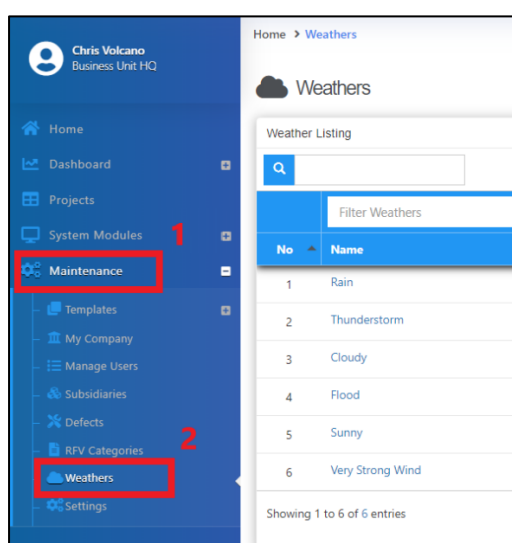




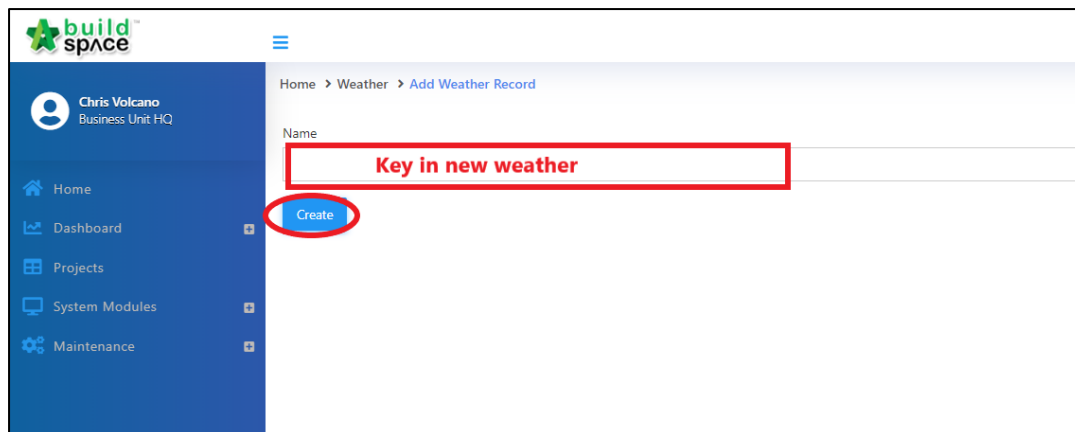
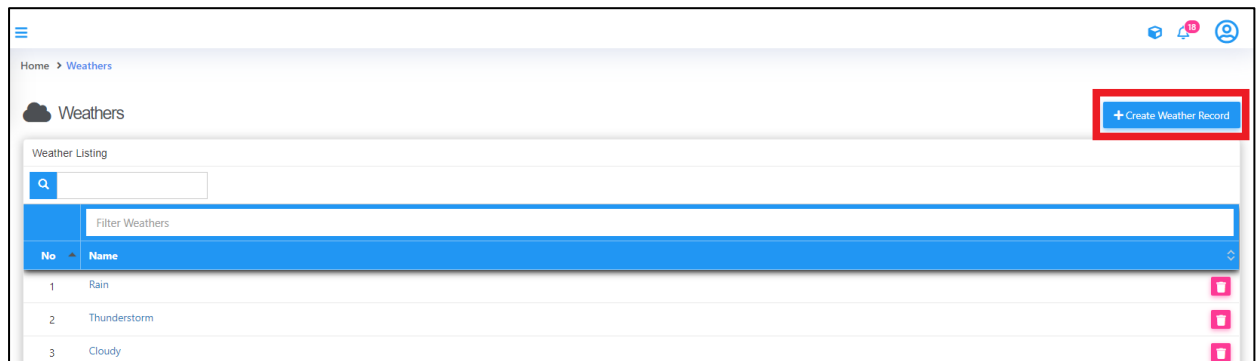
5. Once saved, **“Tick”** on which editor to access the module.



6. Assigned user can start to add new weather by going to **“Maintenance”** and click **“Weather”**

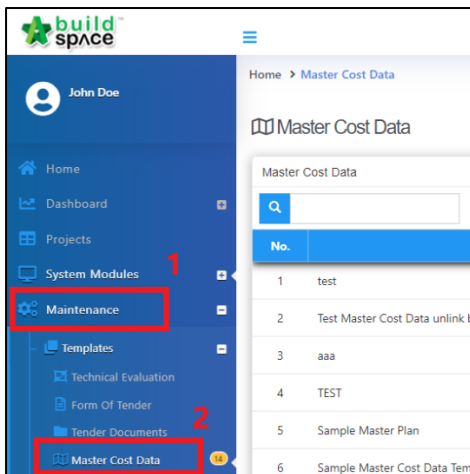


7. Click on **“+ Create Weather Record”**, key in new weather and click **“Create”**

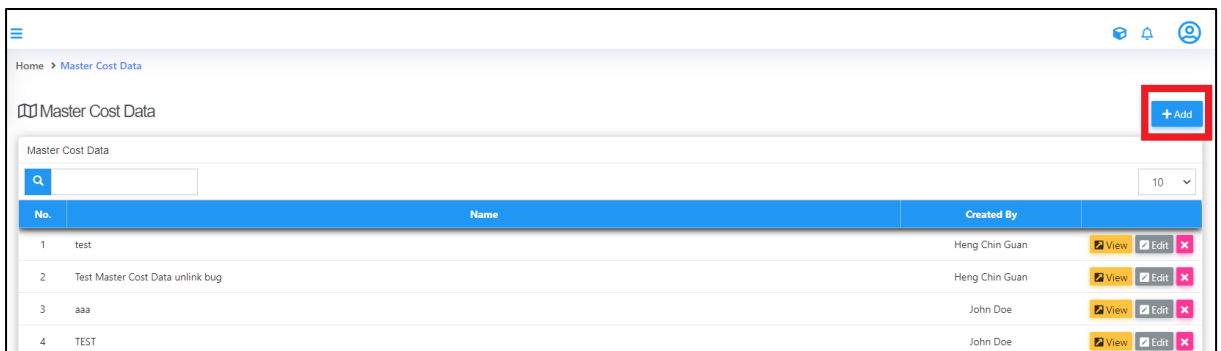


## Template Master Cost Data

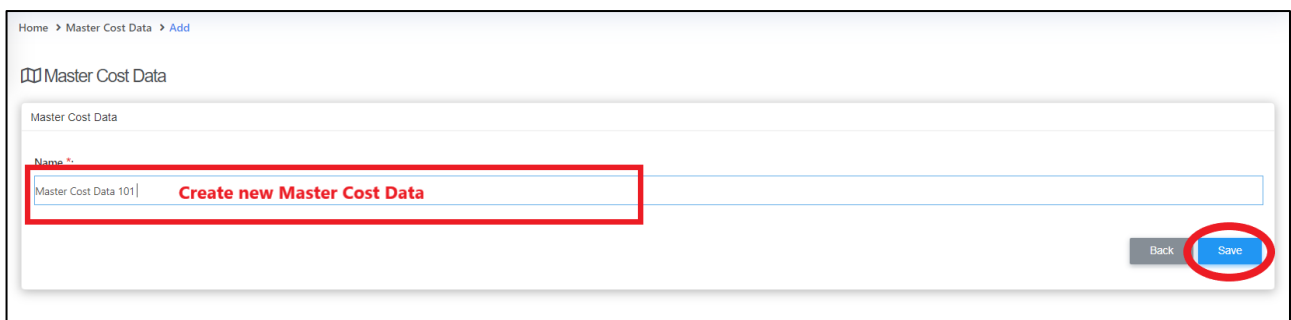
1. Login **BuildSpace eProject** with **email and password**, go to **“Maintenance”**, select **“Template”** and click **“Master Cost Data”**



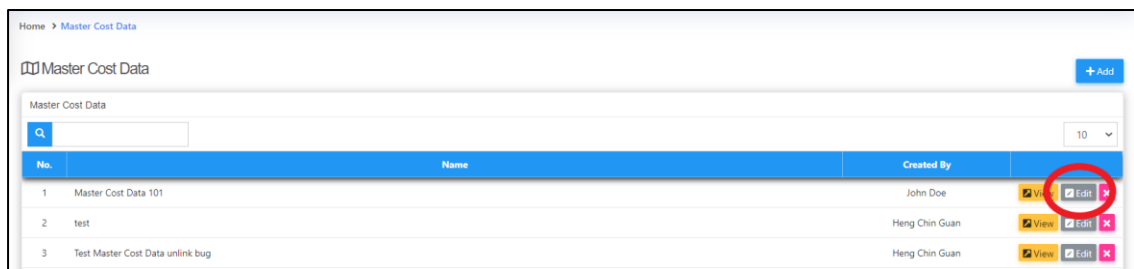
2. To add new master cost data, click **“Add”**



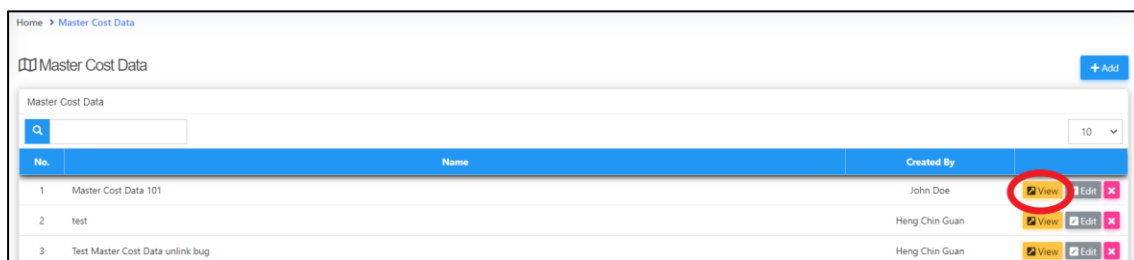
3. Key in new master rate name and click **“Save”**



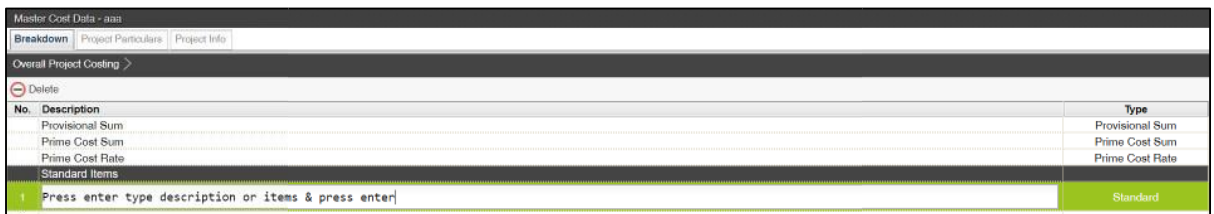
- To edit Master Cost Data name, click **“Edit”**



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

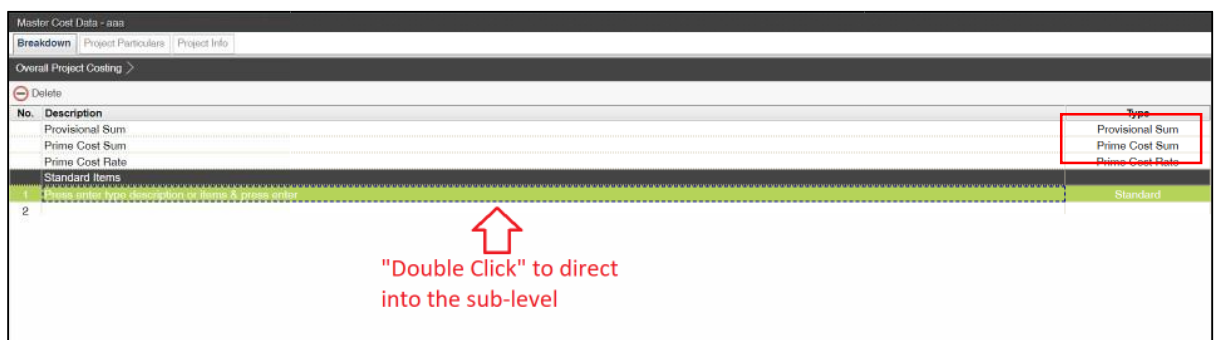


- To edit Master Rate Template press **“enter”** to key in the description or item & press enter again to save



- 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)

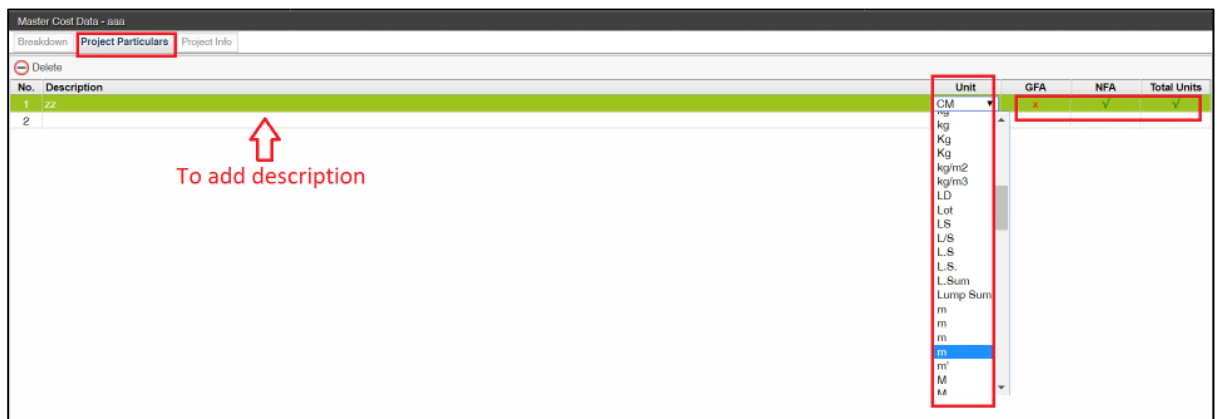


8. Once you double click items below “Standard Items” it will direct you to another level where you can key in your “Description only” for “Unit, Quantity, Total Acres, GFA & NFA” will be key in by **other consultants**



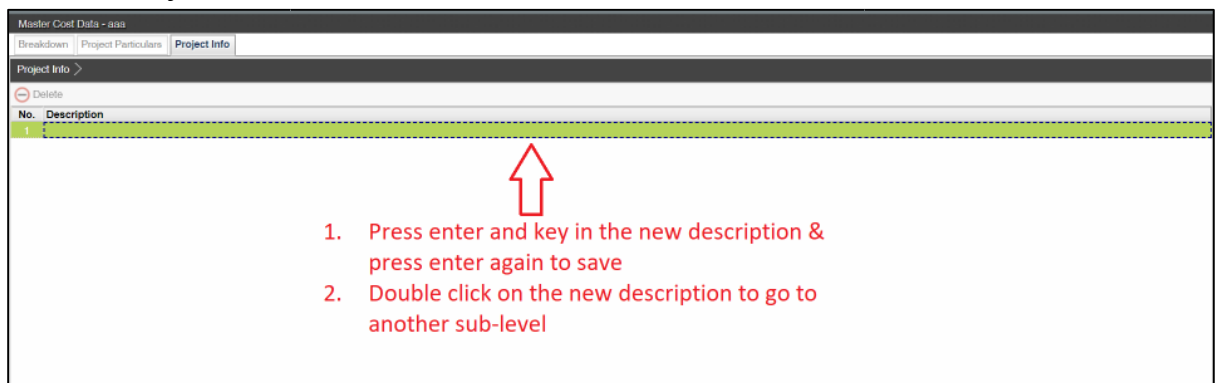
No.	Description	Unit	Qty	Total Acres	GFA	NFA
1						

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				

10. Last for “Project Info”



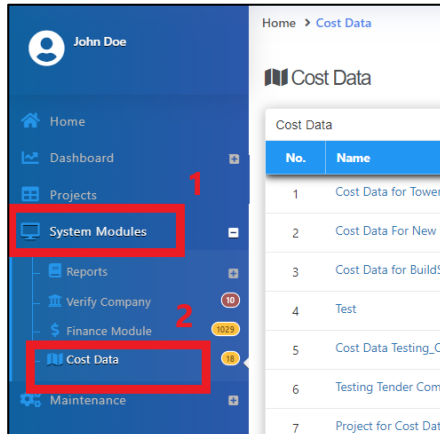
No.	Description
1	

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

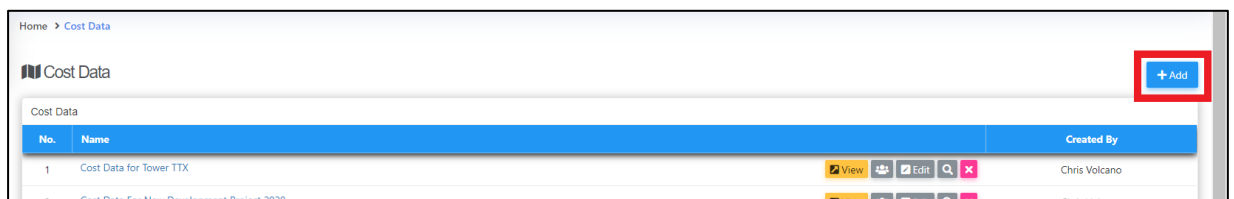
## Project Cost Data (Admin User)

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

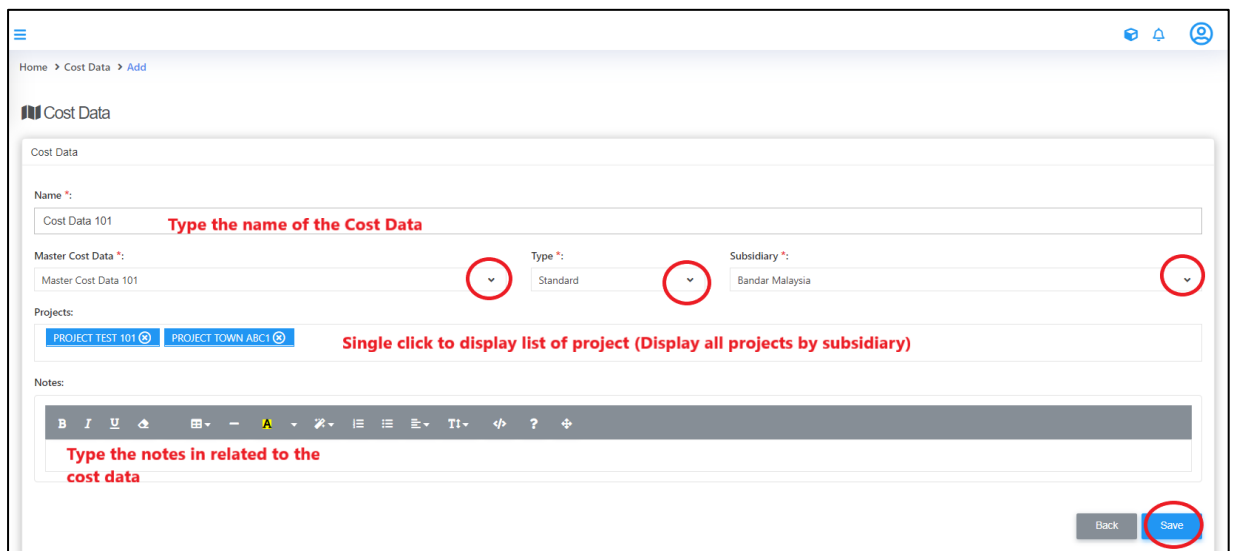
1. Login **BuildSpace eProject** with email and password, go to “System Modules”, then click “Cost Data”



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



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



The screenshot shows the 'Add' form for creating a new Cost Data entry. The form includes the following fields and instructions:

- Name \*:** A text input field containing 'Cost Data 101'. Below it, a red instruction reads: **Type the name of the Cost Data**.
- Master Cost Data \*:** A dropdown menu with 'Master Cost Data 101' selected.
- Type \*:** A dropdown menu with 'Standard' selected.
- Subsidiary \*:** A dropdown menu with 'Bandar Malaysia' selected.
- Projects:** A section with two project buttons: 'PROJECT TEST 101' and 'PROJECT TOWN ABC1'. Below them, a red instruction reads: **Single click to display list of project (Display all projects by subsidiary)**.
- Notes:** A rich text editor area with a red instruction: **Type the notes in related to the cost data**.
- At the bottom right, there are 'Back' and 'Save' buttons. The 'Save' button is circled in red.



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

Cost Data + Add

No.	Name	Created By
1	Cost Data 101	John Doe
2	Cost Data for Tower TTX	Chris Volcano
3	Cost Data For New Development Project 2020	Chris Volcano

← Newly created data will appear at the top of the list

5. Click this icon to **“Assign Users”**

Home > Cost Data

Cost Data + Add

No.	Name	Created By
1	Cost Data 101	John Doe
2	Cost Data for Tower TTX	Chris Volcano
3	Cost Data For New Development Project 2020	Chris Volcano
4	Cost Data for BuildSpace City World Development	Chris Volcano

The user icon in the action menu for the first row is highlighted with a red box.

6. Click **“Assign Users”**

Home > Cost Data > Assign Users

Assign Users

Search:  10


No.	Name	Email	Company	Editor
No matching records found				

Showing 0 to 0 of 0 entries (filtered from 256 total entries)

Previous Next

→ Assign Users

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

Assign Users  Save Close

Can use the filter function to search for specific person

10

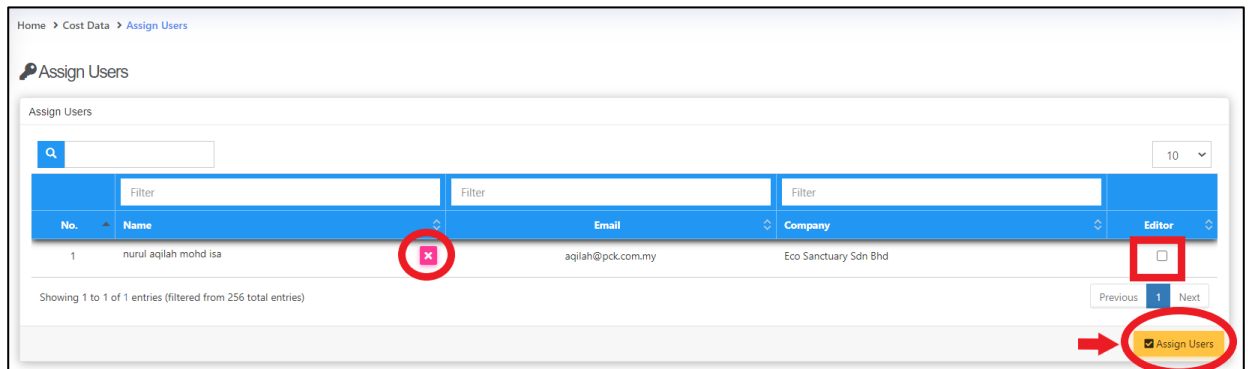
Name	Email	Company	Assign
ALEIA	haliqalurun9@gmail.com	AXK CONSTRUCTION GROUP SDN BHD	<input type="checkbox"/>
Daniel Cheong		SK WAWASAN SDN BHD	<input type="checkbox"/>
JASON TAI		VITAL PROJECTS SDN BHD	<input type="checkbox"/>
GOH CHEE SENG		MULTIAMPLE CONSTRUCTION SDN BHD	<input type="checkbox"/>
Desmond Loi	desmond@pck.com.my	UOA Development Bhd	<input type="checkbox"/>
nurul aqilah mohd isa	aqilah@pck.com.my	Eco Sanctuary Sdn Bhd	<input type="checkbox"/>
abdul haq fitri	abdulhaqfitri@gmail.com	Eco Sanctuary Sdn Bhd	<input type="checkbox"/>
Mr. Ali Bubu	bubu@buildspace.my	ALIBABA CONSTRUCTION & DEVELOPMENT CORPORATION HOLDING SDN BHD	<input type="checkbox"/>
test consultant	buildspaceconsultant1@gmail.com	Client A	<input type="checkbox"/>
hidayah2	hidayah@pck.com.my	Hidayah Development	<input type="checkbox"/>

Page 1 to 10 of 177 entries (filtered from 256 total entries)

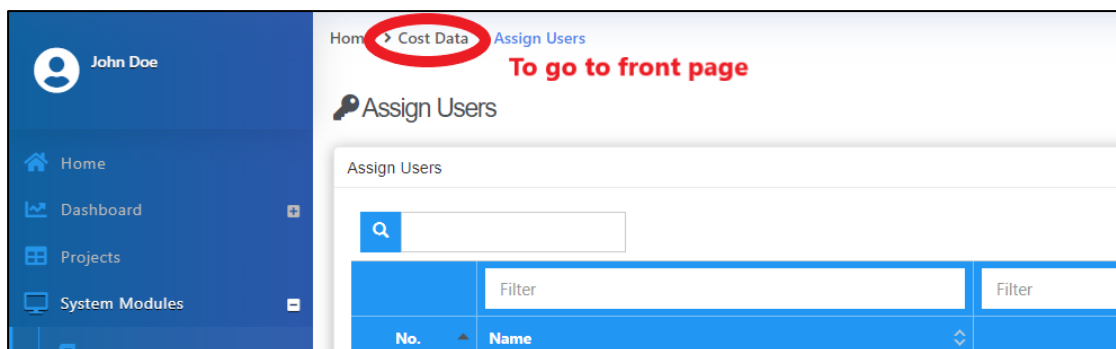
Previous 1 2 3 4 5 ... 18 Next

Save Close

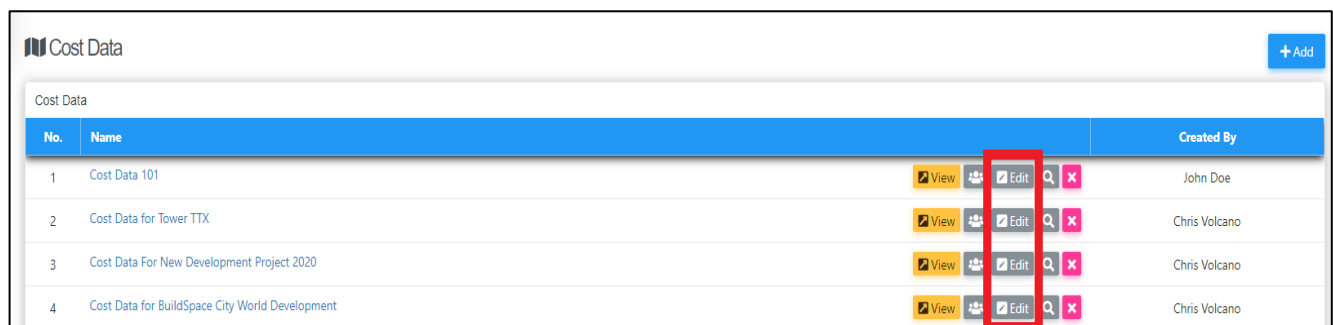
8. Tick **“Editor”** for user edit the cost data. Click **“x”** to remove the user and click **“Assign Users”** to add more user (Refer step 7 & 8)



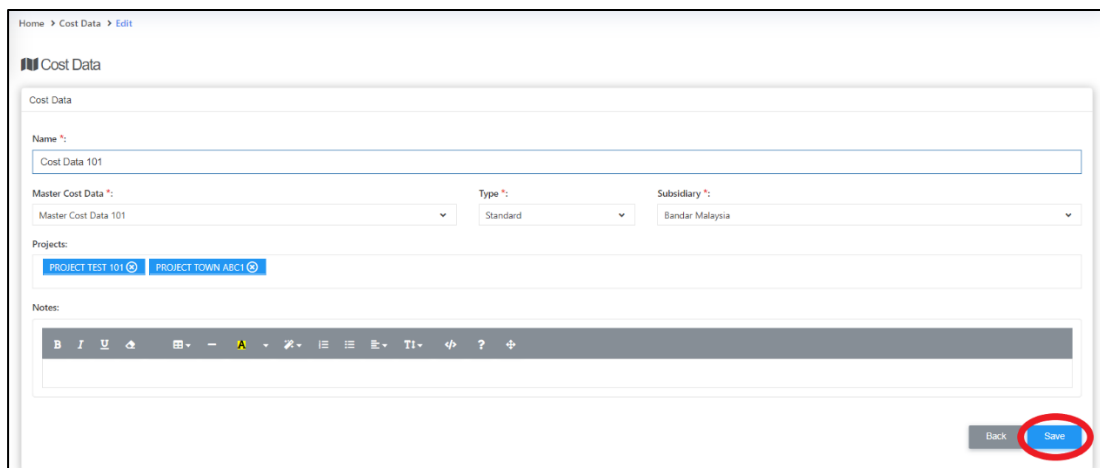
9. Click **“Cost Data”** to go front page



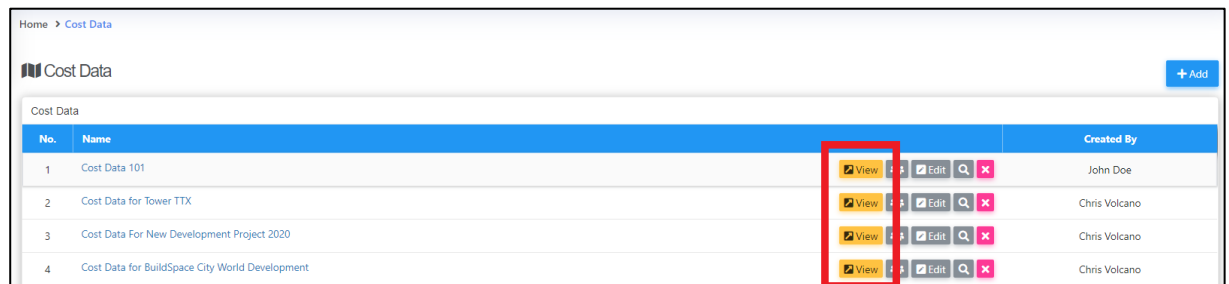
10. Click **“Edit”** to edit the information for cost data



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

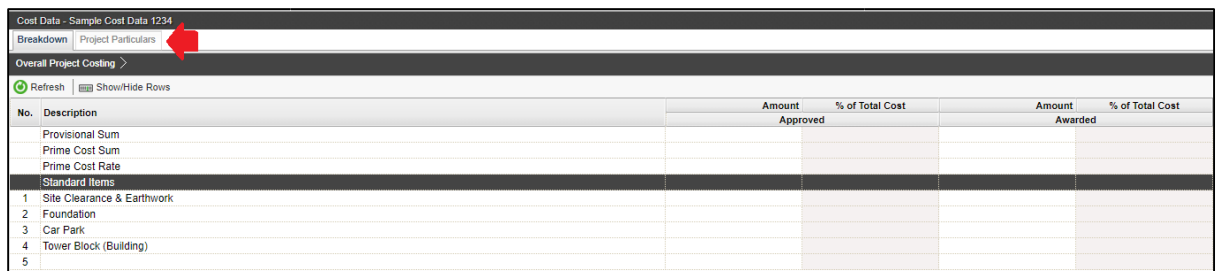


12. User that already assign to prepare the cost data can see the name of cost data. Click **“View”** to prepare



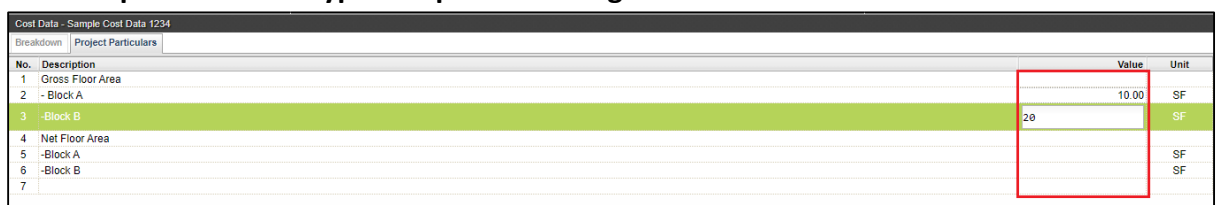
No.	Name	Created By
1	Cost Data 101	John Doe
2	Cost Data for Tower TTX	Chris Volcano
3	Cost Data for New Development Project 2020	Chris Volcano
4	Cost Data for BuildSpace City World Development	Chris Volcano

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				
<b>Standard Items</b>					
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	10.00	SF
2	-Block A		SF
3	-Block B	20	SF
4	Net Floor Area		SF
5	-Block A		SF
6	-Block B		SF
7			

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

No.	Description	Value	Unit
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”**

No.	Description	Amount Approved	% of Total Cost	Amount Awarded	% of Total Cost
<b>Provisional Sum</b>					
Prime Cost Sum					
Prime Cost Rate					
<b>Standard Items</b>					
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”**

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

No.	Description	Amount Approved	% of Total Cost	Amount Awarded	% of Total Cost
<b>Provisional Sum</b>					
Prime Cost Sum					
Prime Cost Rate					
<b>Standard Items</b>					
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**

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

No.	Description	Total Amount		Awarded Date
		Approved	Awarded	
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				

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

No.	Description	Total Amount		Awarded Date
		Approved	Awarded	
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				

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

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

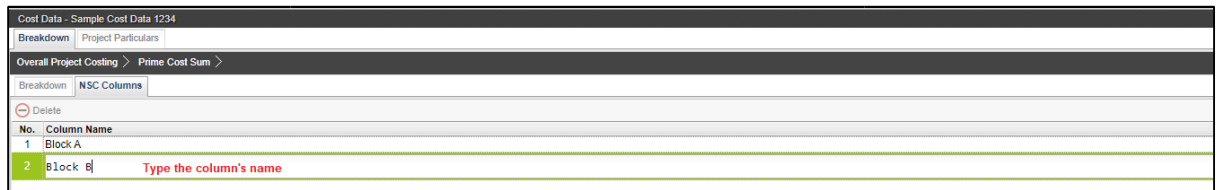
23. Double click **“Prime Cost Sum”** to go sub level

No.	Description	Amount		% of Total Cost	
		Approved	Awarded		
	Provisional Sum	40,000.00	34,000.00	100.00%	100.00%
	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

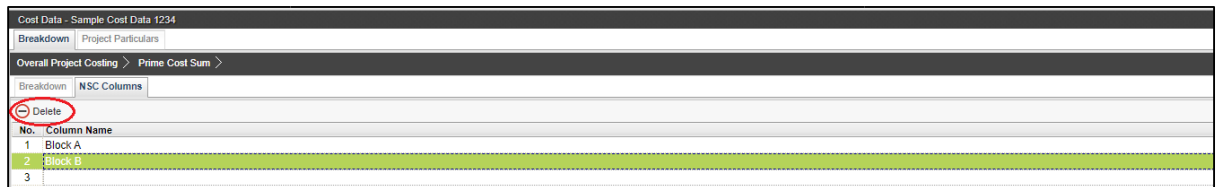
No.	Description	Approved Amount	Awarded Amount	Total Amount	Awarded Contractor	Awarded Date
					Awarded NSC	
1	Fire Protection Installations					
2	Electrical, Telephone, SMATV And Security Intercom System Installations					
3	Lift Installation					
4	Cold & Hot Water Supply And Sanitary Plumbing Installations					
5						

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



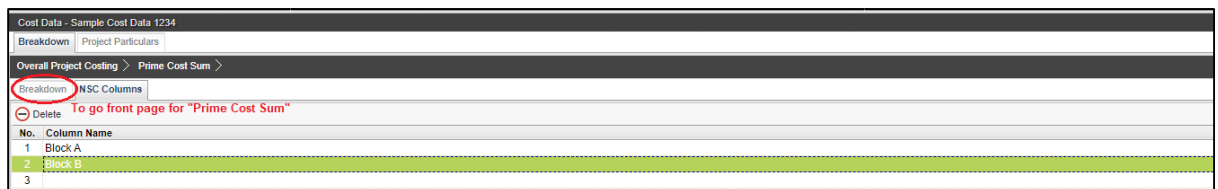
No.	Column Name
1	Block A
2	Block B

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



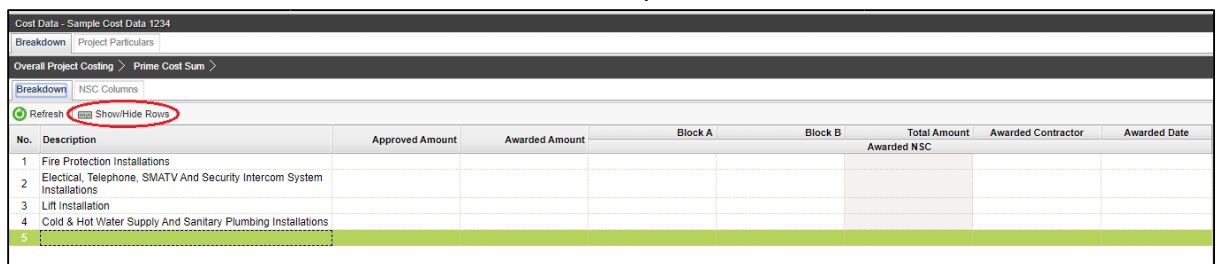
No.	Column Name
1	Block A
2	Block B
3	

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



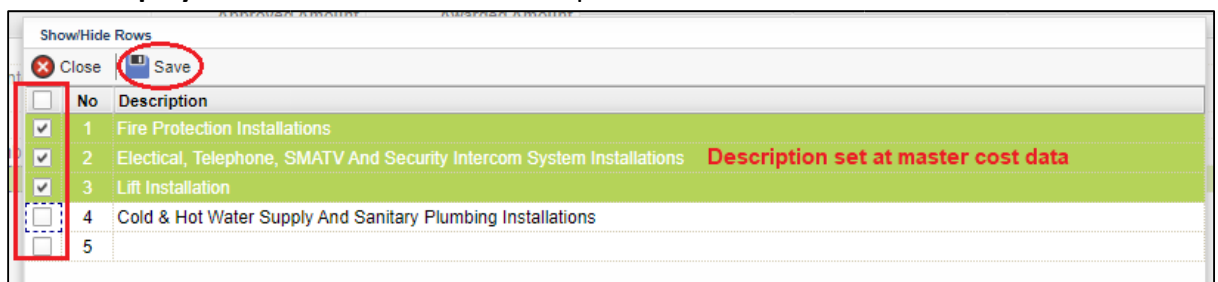
No.	Column Name
1	Block A
2	Block B
3	

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



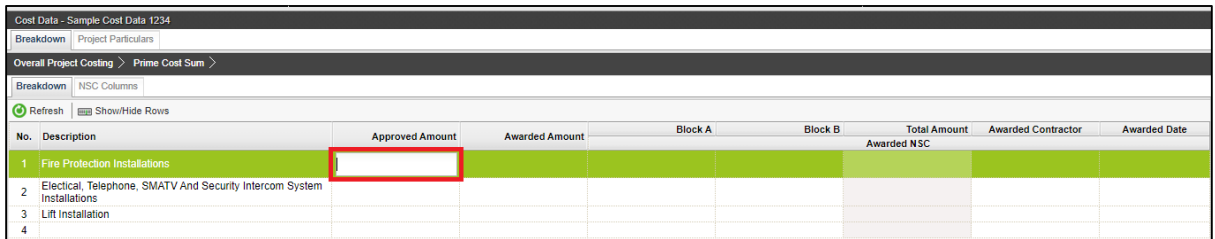
No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations					Awarded NSC		
2	Electrical, Telephone, SMATV And Security Intercom System Installations							
3	Lift Installation							
4	Cold & Hot Water Supply And Sanitary Plumbing Installations							
5								

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



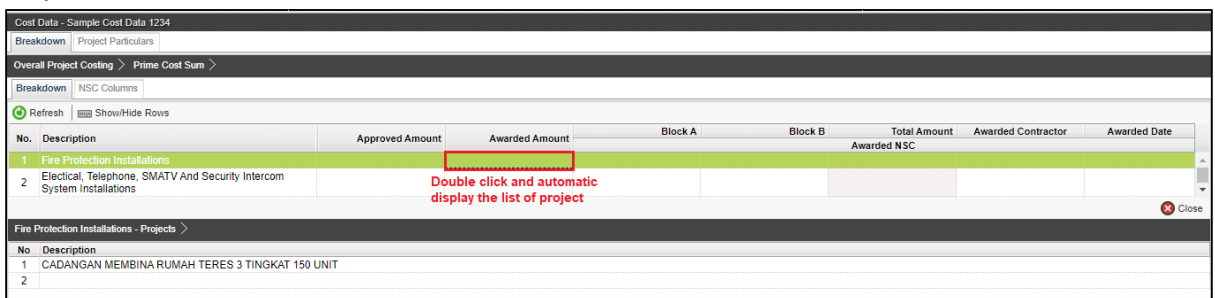
No.	Description
<input checked="" type="checkbox"/>	1 Fire Protection Installations
<input checked="" type="checkbox"/>	2 Electrical, Telephone, SMATV And Security Intercom System Installations
<input checked="" type="checkbox"/>	3 Lift Installation
<input type="checkbox"/>	4 Cold & Hot Water Supply 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)**

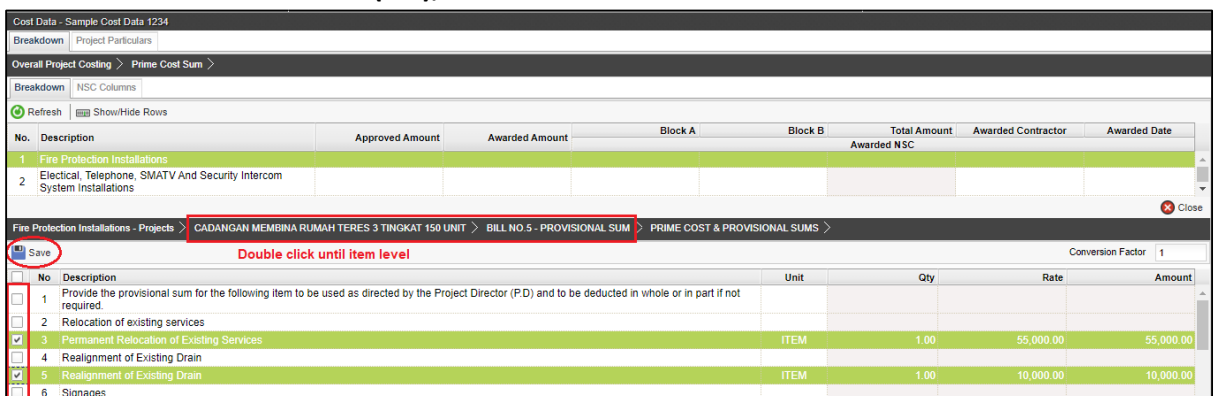


No.	Description	Approved Amount	Awarded Amount	Block A	Block B	Total Amount	Awarded Contractor	Awarded Date
1	Fire Protection Installations					Awarded NSC		
2	Electical, Telephone, SMATV And Security Intercom System Installations							

Double click and automatic display the list of project

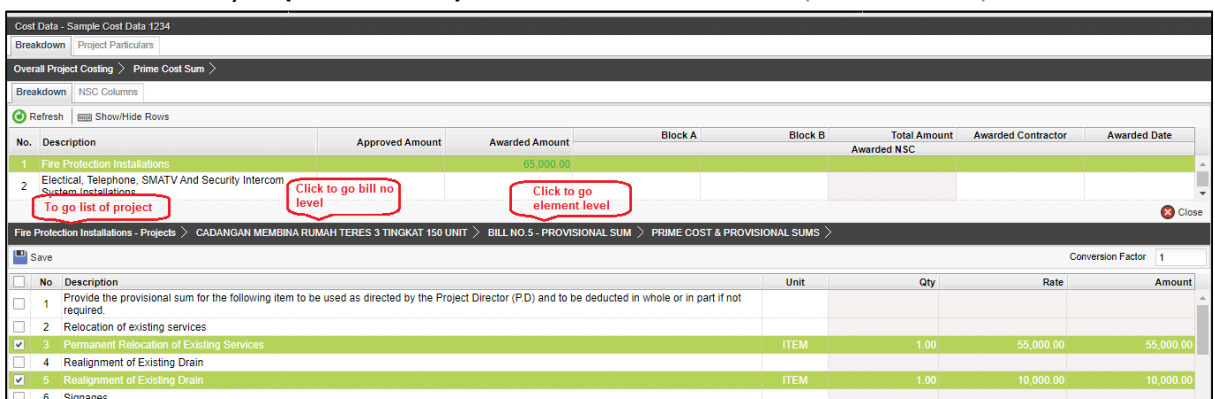
No.	Description
1	CADANGAN MEMBINA RUMAH TERES 3 TINGKAT 150 UNIT
2	

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



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				
3	Permanent Relocation of Existing Services	ITEM	1.00	55,000.00	55,000.00
4	Realignment of Existing Drain				
5	Realignment of Existing Drain	ITEM	1.00	10,000.00	10,000.00
6	Signages				

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



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							

Click to go bill no level

Click to go element 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				
3	Permanent Relocation of Existing Services	ITEM	1.00	55,000.00	55,000.00
4	Realignment of Existing Drain				
5	Realignment of Existing Drain	ITEM	1.00	10,000.00	10,000.00
6	Signages				



34. List of projects, 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	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					

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		
<input checked="" type="checkbox"/>	Close	<input checked="" type="checkbox"/> Save
<input type="checkbox"/>	No	Description
<input checked="" 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 checked="" type="checkbox"/>	1	Vanity Counter Basin	1.00	4.00	4.00	
<input checked="" type="checkbox"/>	2	Water Closet	1.00	8.00	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 bid 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		
1	Work Below Lowest Floor Level (excludes foundation)	3,000.00	100.00	100.00%	4,000.00	133.33
				Awarded		
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		
1	Work Below Lowest Floor Level (excludes foundation)	3,000.00	100.00	100.00%	4,000.00	133.33
				Awarded		
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		
1	Work Below Lowest Floor Level (excludes foundation)	3,000.00	100.00	100.00%	4,000.00	133.33
				Awarded		
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	Over-site 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		
1	Work Below Lowest Floor Level (excludes foundation)	3,000.00	100.00	100.00%	30,125.00	1,004.17
				Awarded		
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	Over-site 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	Approved			Awarded		
		Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%
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 1

No.	Description	Unit	Qty	Rate	Amount
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	Approved			Awarded		
		Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%
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	<a href="#">Bill No. B.4/1 - WORK BELOW GROUND FLOOR LEVEL</a>
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	Approved			Awarded		
		Elemental Cost	Elemental Cost/sf	%	Elemental Cost	Elemental Cost/sf	%
1	Work Below Lowest Floor Level (excludes foundation)	3,000.00	100.00	100.00%	30,125.00	1,004.17	100.00%
2							

Overall Project Costing > Tower Block (Building) > SUBSTRUCTURE >

Refresh | Show/Hide Rows

Overall Project Costing >

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

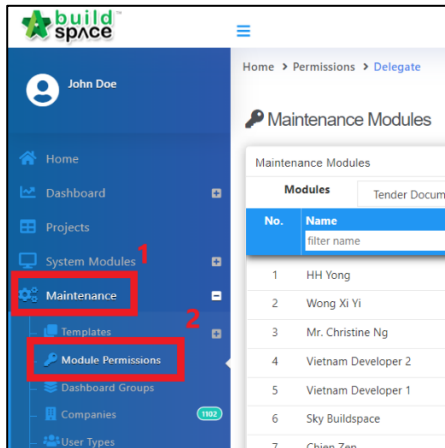
### 63. Click "Refresh" to display the updated amount

Cost Data - Sample Cost Data 1234						
Breakdown   Project Particulars						
Overall Project Costing >						
Refresh   Show/Hide Rows						
No.	Description	Approved		Awarded		
		Amount	% of Total Cost	Amount	% of Total Cost	
	Provisional Sum					
	Prime Cost Sum	40,000.00	93.02%	34,000.00	53.02%	
	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.

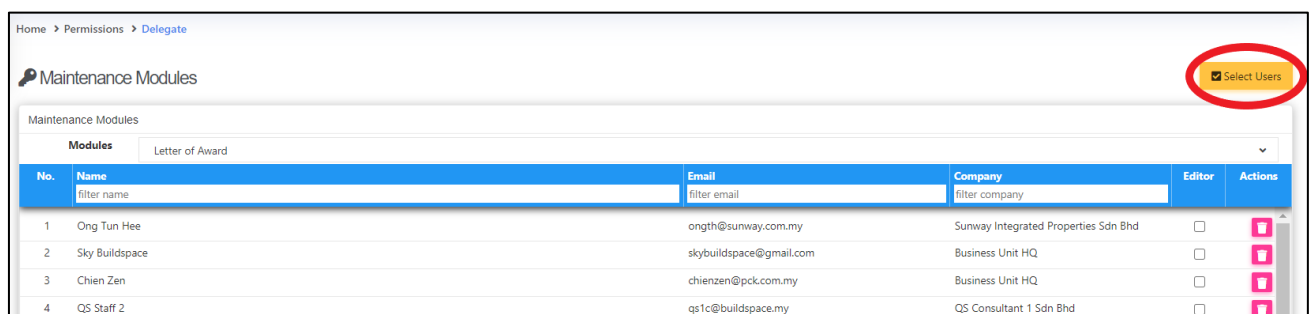
1. Login **BuildSpace eProject** as super admin user, go to **Maintenance** then click **Module Permission**.



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”**.

Assign Users

No.	Name	Email	Company	Assign
	<input type="text" value="filter name"/>	<input type="text" value="filter email"/>	<input type="text" value="filter company"/>	
1	ALEIA		. CONSTRUCTION GROUP SDN BHD	<input type="checkbox"/>
2	Daniel Cheong		SK WAWASAN SDN BHD	<input type="checkbox"/>
3	JASON TAI		VITAL PROJECTS SDN BHD	<input type="checkbox"/>
4	GOH CHEE SENG	multiample@gmail.com	MULTIAMPLE CONSTRUCTION SDN BHD	<input type="checkbox"/>
5	Desmond Loi	desmond@pck.com.my	UOA Development Bhd	<input type="checkbox"/>
6	nurul aqilah mohd isa	aqilah@pck.com.my	Eco Sanctuary Sdn Bhd	<input type="checkbox"/>
7	abdul haq fitri	abdulhaqfitri@gmail.com	Eco Sanctuary Sdn Bhd	<input type="checkbox"/>
8	Mr. Ali Bubu	bubu@buildspace.my	ALIBABA CONSTRUCTION & DEVELOPMEN...	<input type="checkbox"/>
9	test consultant	buildspaceconsultant1@gmail.com	Client A	<input type="checkbox"/>
10	hidayah2	hidayah@pck.com.my	Hidayah Development	<input type="checkbox"/>
11	Kit Yeap	kit@aplan.com.my	APLAN CONSORTIUM SDN BHD	<input type="checkbox"/>
12	Jennifer Tan	jennifer@aplan.com.my	APLAN CONSORTIUM SDN BHD	<input type="checkbox"/>

5. New added user will display under user list. Super admin user needs 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.

Home > Permissions > Delegate

Maintenance Modules Select Users

Maintenance Modules Click to remove from the list

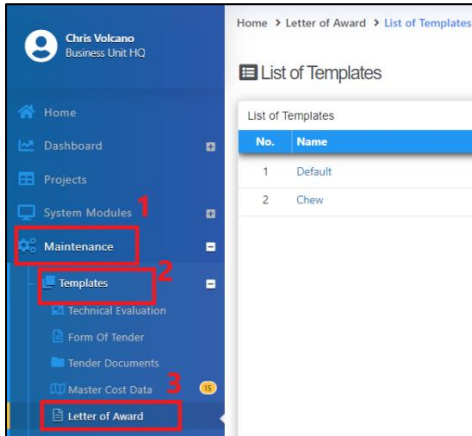
No.	Name	Email	Company	Editor	Actions
	<input type="text" value="filter name"/>	<input type="text" value="filter email"/>	<input type="text" value="filter company"/>		
1	nurul aqilah mohd isa	aqilah@pck.com.my	Eco Sanctuary Sdn Bhd	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
2	Ong Tun Hee	ongth@sunway.com.my	Sunway Integrated Properties Sdn Bhd	<input type="checkbox"/>	<input type="button" value="Edit"/>
3	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	<input type="checkbox"/>	<input type="button" value="Edit"/>
4	Chien Zen	chienze@pck.com.my	Business Unit HQ	<input type="checkbox"/>	<input type="button" value="Edit"/>
5	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>	<input type="button" value="Edit"/>
6	General Manager - Sky3	sky3@buildspace.my	Business Unit HQ	<input type="checkbox"/>	<input type="button" value="Edit"/>
7	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	<input type="checkbox"/>	<input type="button" value="Edit"/>
8	Staff 1	sky1@buildspace.my	Business Unit HQ	<input type="checkbox"/>	<input type="button" value="Edit"/>
9	Mr. QS Consultant 2B	qs2b@buildspace.my	QS Consultant 2 Sdn Bhd	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
10	QS Staff 1	qs1b@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>	<input type="button" value="Edit"/>
11	Mr. QS 2a	qs2a@buildspace.my	QS Consultant 2 Sdn Bhd	<input type="checkbox"/>	<input type="button" value="Edit"/>



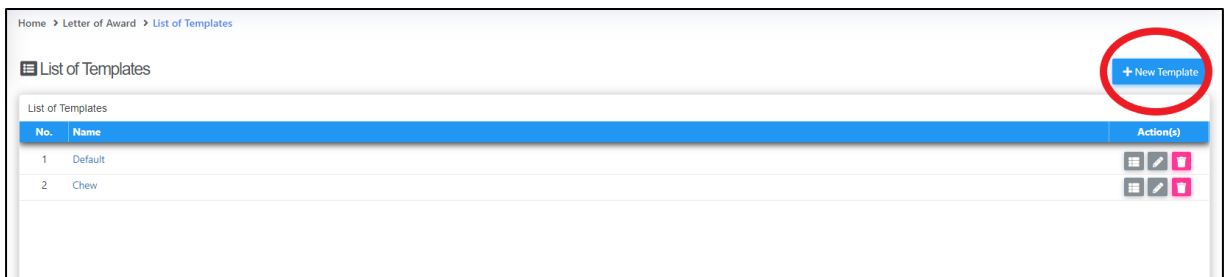
## How to create template for LA

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

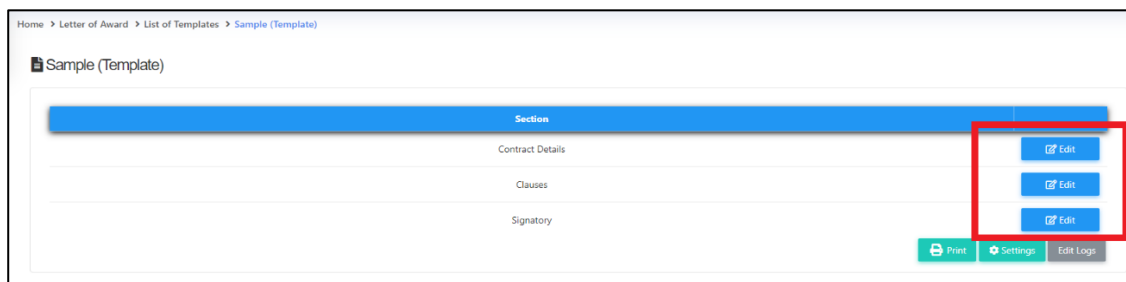
1. Login to **BuildSpace eProject**, click **Maintenance > Templates > Letter of Award**.



2. To create a new template, simply click **“+ New Template”** and fill up the name for the new template in the space provided. Then click **“Save”**.

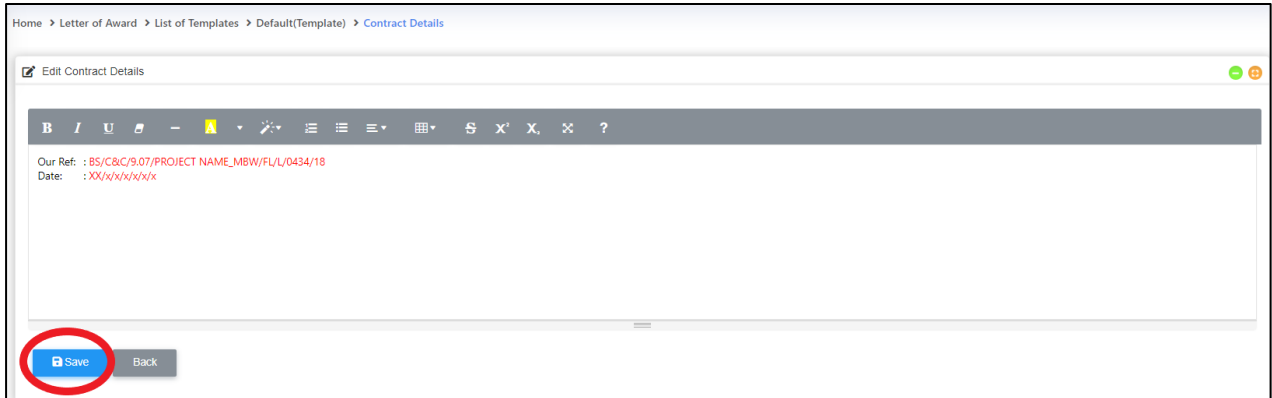


3. There are 3 categories under Letter of Award module, click **“Edit”** beside each category to start edit.

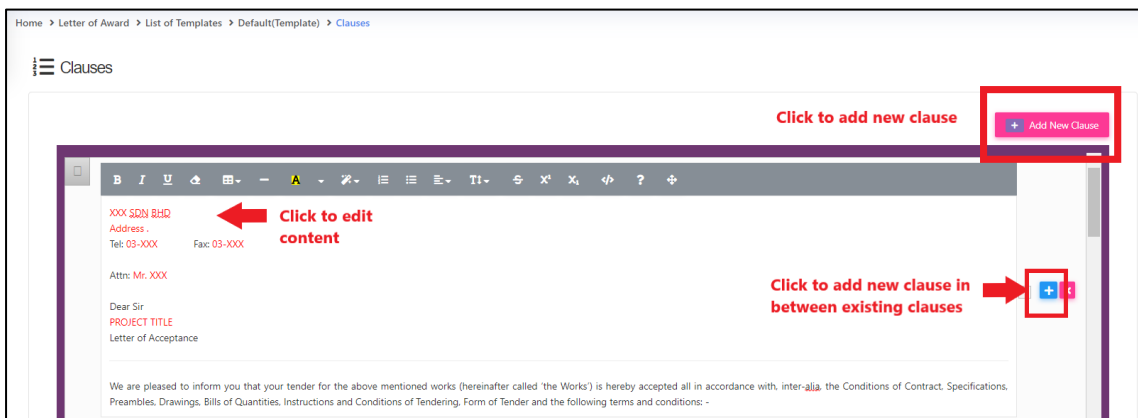



**Note:** User can copy the content from existing format (Microsoft Word). However, user need to paste the content from Microsoft Word into **NOTEPAD** first, then copy the content from **NOTEPAD** and paste it under eProject system. (This action is to remove the content styling from Microsoft Word and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

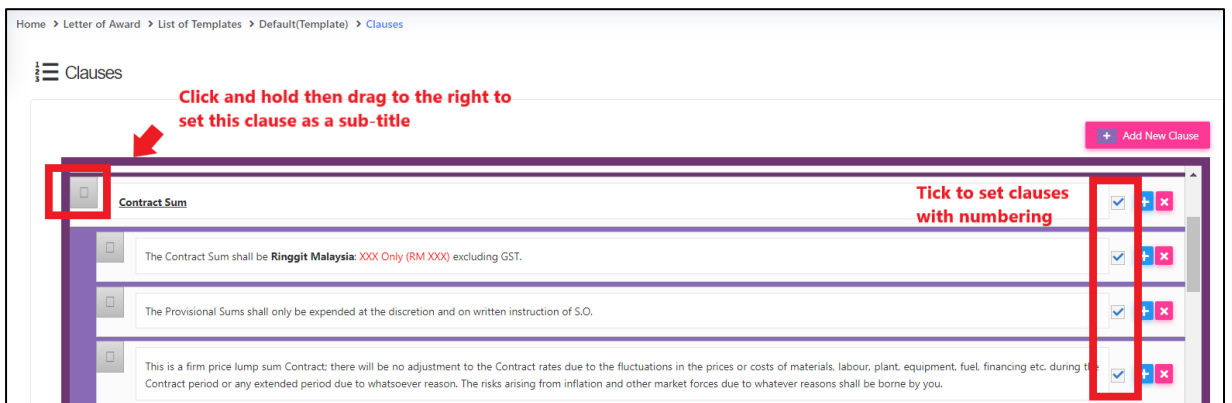
4. For **Contract Details**, user need to input the header content like below (which will display at the top of every page when printed out). After that, click **Save**.



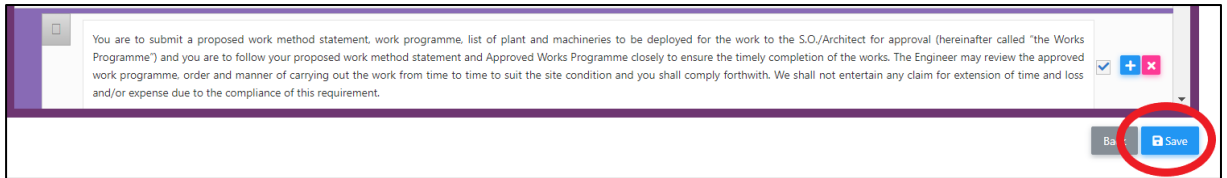
5. For **Clauses**, user need to **Add New Clause** and key in the content.



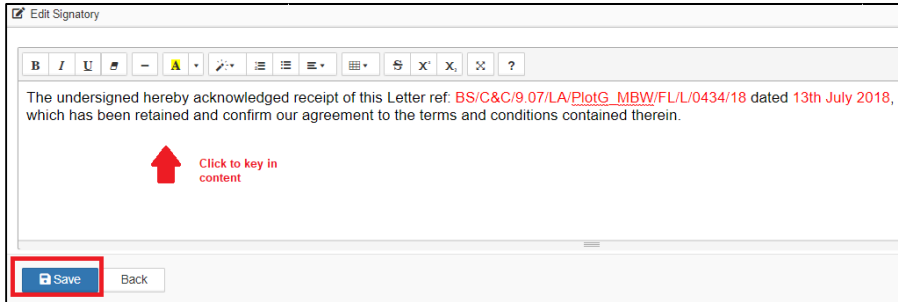
6. Tick to set numbering for certain clauses (e.g. 1.0, 1.1 ...). Further, to set certain clause as sub clauses,  **click (Hold)** symbol and drag to right side.



7. After finalized the clauses, click **Save**.



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



9. After user finalized the Letter of Award template, user can click “**Settings**” to edit the printing layout, margin & font size before printing layout.

