



BUILDSPACE EPROJECT

For Project Manager

Set-up User Permission

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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(BuildSpace Version 3.1)

Last updated: 10/8/2020

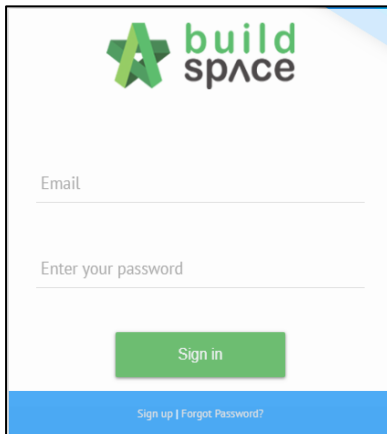
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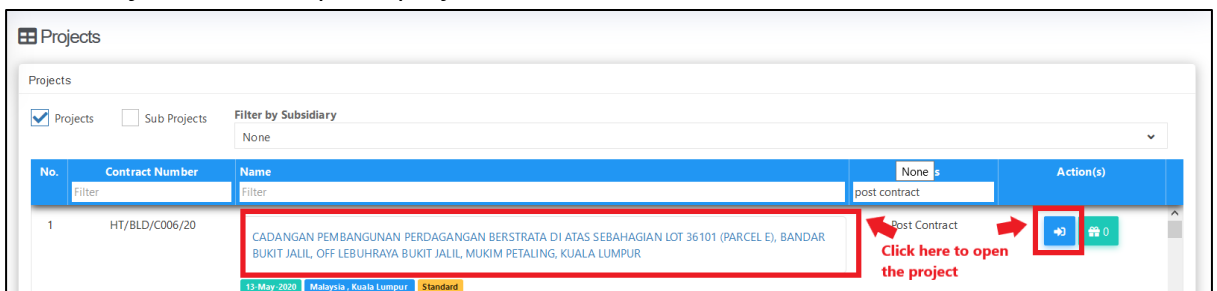
How to assign user for defect, daily labour report & update site progress

Note: Project manager (Admin User) only can assign which user manage site management

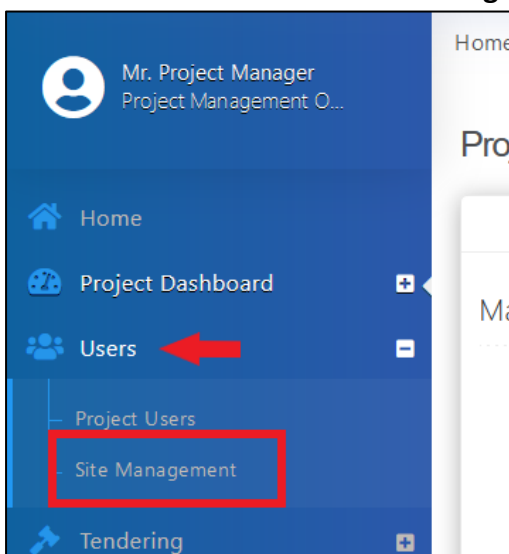
1. Login to **BuildSpace** eProject system with Username and Password. Then click **“Projects”** at the Menu Bar.



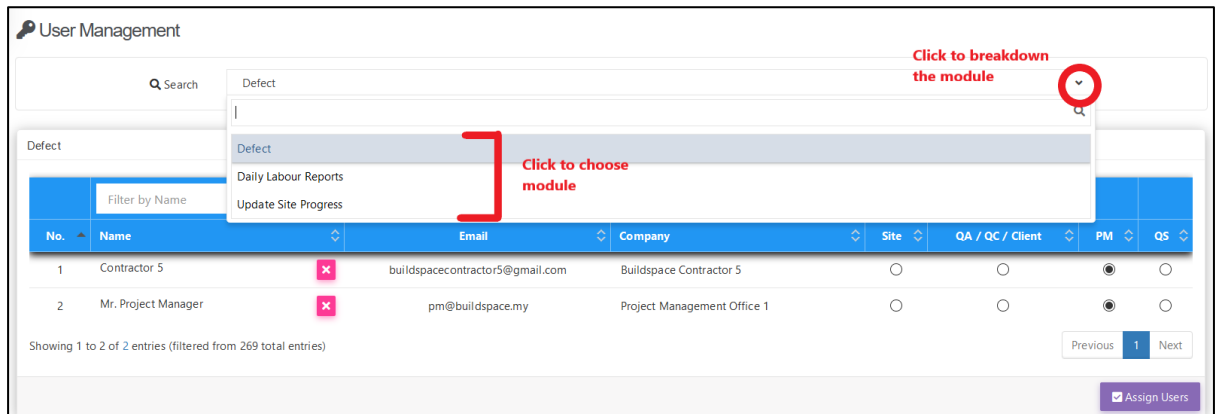
2. Click **“Project Title”** to open a project



3. Click **“Users”** and choose **“Site Management”**



- Choose which module to assign user by click at the dropdown button.



User Management

Search Defect

Defect

Filter by Name

Defect

Daily Labour Reports

Update Site Progress

Click to choose module

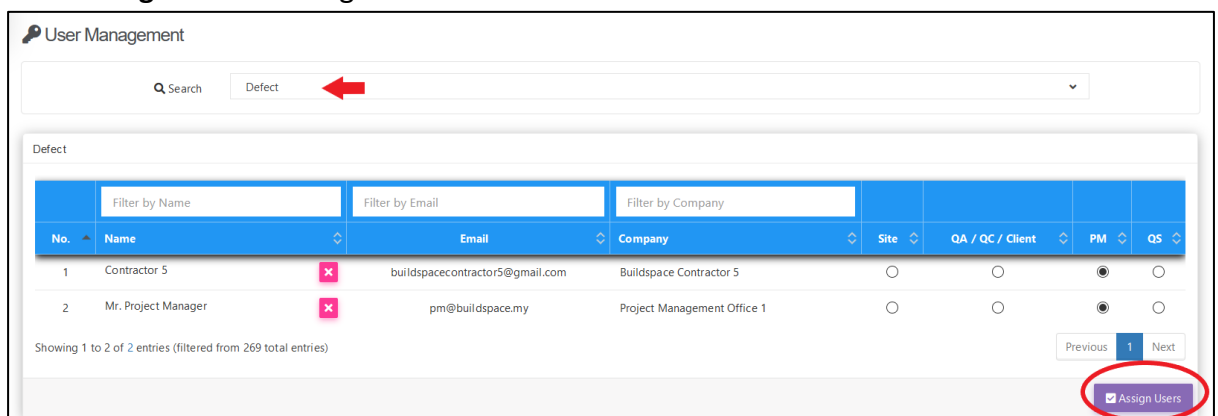
Click to breakdown the module

No.	Name	Email	Company	Site	QA / QC / Client	PM	QS
1	Contractor 5	buildspacecontractor5@gmail.com	Buildspace Contractor 5	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2	Mr. Project Manager	pm@buildspace.my	Project Management Office 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Showing 1 to 2 of 2 entries (filtered from 269 total entries)

Assign Users

- Click "Assign user" to assign individual for this task.



User Management

Search Defect

Defect

Filter by Name

Filter by Email

Filter by Company

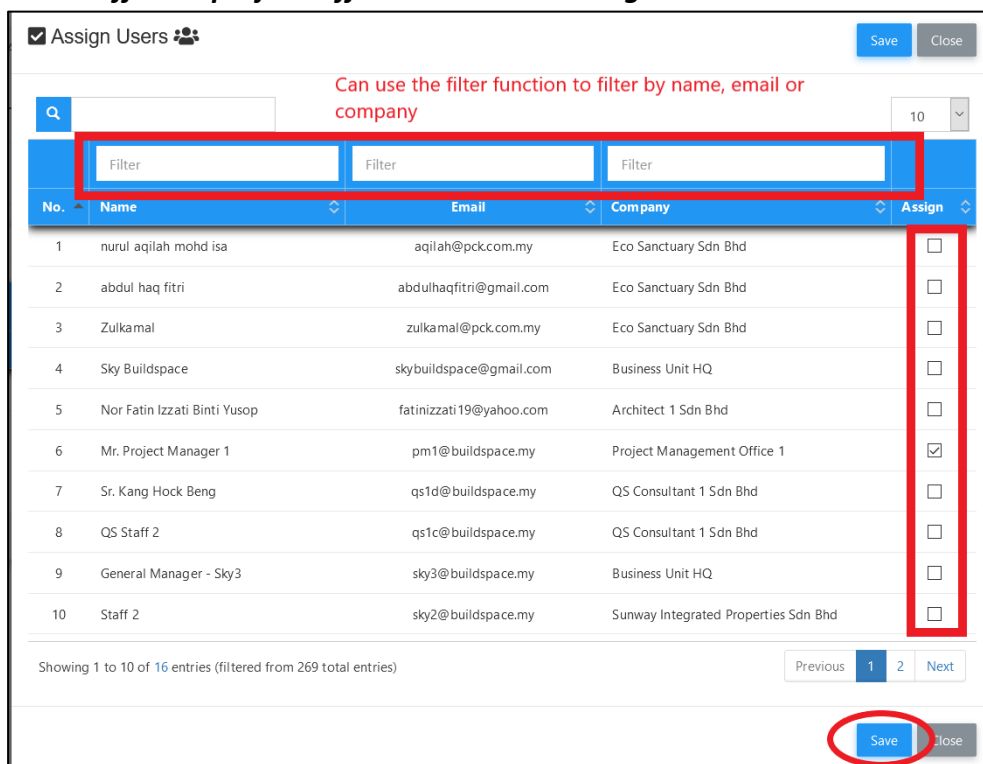
No.	Name	Email	Company	Site	QA / QC / Client	PM	QS
1	Contractor 5	buildspacecontractor5@gmail.com	Buildspace Contractor 5	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2	Mr. Project Manager	pm@buildspace.my	Project Management Office 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Showing 1 to 2 of 2 entries (filtered from 269 total entries)

Assign Users

- Tick which user to manage the defect and click "Save"

Note: Different project different user to be assigned.



Assign Users

Save Close

Can use the filter function to filter by name, email or company

Filter Filter Filter

No.	Name	Email	Company	Assign
1	nurul aqilah mohd isa	aqilah@pck.com.my	Eco Sanctuary Sdn Bhd	<input type="checkbox"/>
2	abdul haq fitri	abdulhaqfitri@gmail.com	Eco Sanctuary Sdn Bhd	<input type="checkbox"/>
3	Zulkamal	zulkamal@pck.com.my	Eco Sanctuary Sdn Bhd	<input type="checkbox"/>
4	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	<input type="checkbox"/>
5	Nor Fatin Izzati Binti Yusop	fatinizzati19@yahoo.com	Architect 1 Sdn Bhd	<input type="checkbox"/>
6	Mr. Project Manager 1	pm1@buildspace.my	Project Management Office 1	<input checked="" type="checkbox"/>
7	Sr. Kang Hock Beng	qs1d@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
8	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
9	General Manager - Sky3	sky3@buildspace.my	Business Unit HQ	<input type="checkbox"/>
10	Staff 2	sky2@buildspace.my	Sunway Integrated Properties Sdn Bhd	<input type="checkbox"/>

Showing 1 to 10 of 16 entries (filtered from 269 total entries)

Save Close

7. Set which user as a “Site Person, QA/QC/Client, PM & QS”

User Management

Search: Defect

Defect

No.	Name	Email	Company	Site	QA / QC / Client	PM	QS
1	nurul aqilah mohd isa	aqilah@pck.com.my	Eco Sanctuary Sdn Bhd	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Contractor 5	buildspacecontractor5@gmail.com	Buildspace Contractor 5	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3	Mr. Project Manager	pm@buildspace.my	Project Management Office 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Showing 1 to 3 of 3 entries (filtered from 269 total entries)

Click to remove the user

Tick the position for each user

Assign Users

8. To assign user for Daily Labour Report, click the dropdown button to choose “Daily Labour Report” module.

User Management

Search: Daily Labour Reports

Daily Labour Reports

Defect

Daily Labour Reports


Update Site Progress

No.	Name	Email	Company	Editor	Viewer
1	Mr. Project Manager	pm@buildspace.my	Project Management Office 1	<input checked="" type="radio"/>	<input type="radio"/>
2	Chris Volcano	sky@buildspace.my	Business Unit HQ	<input checked="" type="radio"/>	<input type="radio"/>

Showing 1 to 2 of 2 entries (filtered from 269 total entries)

Assign Users

9. To assign user for this task, click **“Assign User”**. Tick on the check box to select the user and click **“Save”**.

Assign Users 

10


No.	Name	Email	Company	Assign
1	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	<input type="checkbox"/>
2	Chien Zen	chienze@pck.com.my	Business Unit HQ	<input type="checkbox"/>
3	Muhammad Asyrul	asyrul@pck.com.my	Business Unit HQ	<input type="checkbox"/>
4	Nor Fatin Izzati Binti Yusop	fatin@pck.com.my	Business Unit HQ	<input type="checkbox"/>
5	Nor Fatin Izzati Binti Yusop	fatinizzati19@yahoo.com	Architect 1 Sdn Bhd	<input type="checkbox"/>
6	Connie Cheng	connie_cheng@hotmail.my	PCK CONSTRUCTION SDN BHD	<input type="checkbox"/>
7	Mr. Project Manager 1	pm1@buildspace.my	Project Management Office 1	<input checked="" type="checkbox"/>
8	Sr. Kang Hock Beng	qs1d@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
9	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
10	General Manager - Sky3	sky3@buildspace.my	Business Unit HQ	<input type="checkbox"/>

Showing 1 to 10 of 22 entries (filtered from 269 total entries) Previous **1** 2 3 Next

10. For **“Daily Labour Report”**, you can set the user as **“Editor”** or **“Viewer”**. To remove the user from the list, simply click **‘X’**.

Editor: Can updated the daily labour report

Viewer: Can view only

 User Management

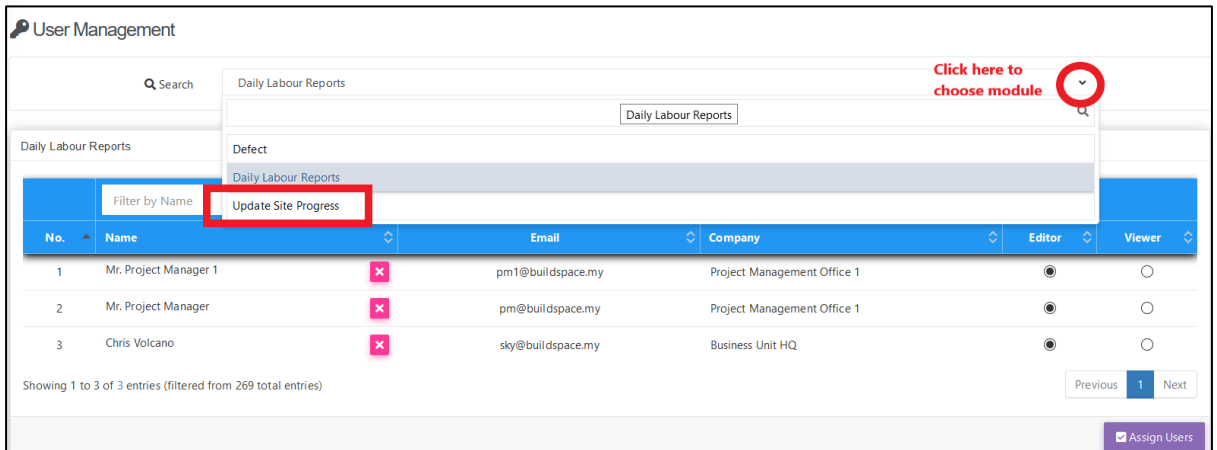
Daily Labour Reports

No.	Name	Email	Company	Editor	Viewer
1	Mr. Project Manager 1	pm1@buildspace.my	Project Management Office 1	<input checked="" type="radio"/>	<input type="radio"/>
2	Mr. Project Manager	pm@buildspace.my	Project Management Office 1	<input checked="" type="radio"/>	<input type="radio"/>
3	Chris Volcano	sky@buildspace.my	Business Unit HQ	<input checked="" type="radio"/>	<input type="radio"/>

Showing 1 to 3 of 3 entries (filtered from 269 total entries) Previous **1** Next

Click here to remove user

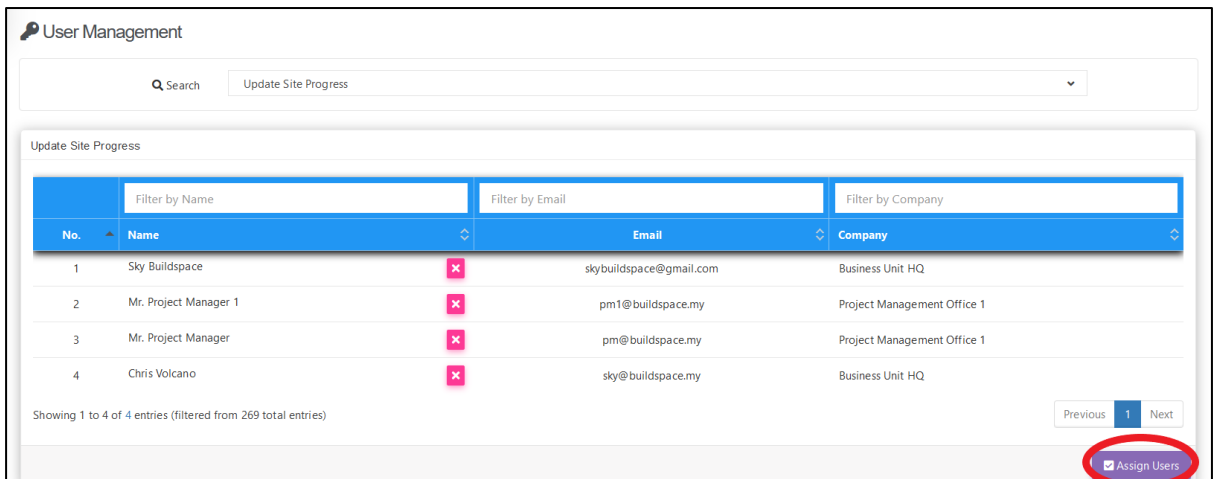
11. To assign user who can update the **site progress**, click the dropdown button to choose **“Update Site Progress”** module.



The screenshot shows the 'User Management' interface. At the top right, there is a dropdown menu with a red circle around it and a red arrow pointing to it with the text 'Click here to choose module'. The dropdown menu is open, showing 'Daily Labour Reports' as the selected option. Below the dropdown, there is a table with columns: No., Name, Email, Company, Editor, and Viewer. The 'Update Site Progress' module is highlighted in the dropdown menu.

No.	Name	Email	Company	Editor	Viewer
1	Mr. Project Manager 1	pm1@buildspace.my	Project Management Office 1	<input checked="" type="radio"/>	<input type="radio"/>
2	Mr. Project Manager	pm@buildspace.my	Project Management Office 1	<input checked="" type="radio"/>	<input type="radio"/>
3	Chris Volcano	sky@buildspace.my	Business Unit HQ	<input checked="" type="radio"/>	<input type="radio"/>

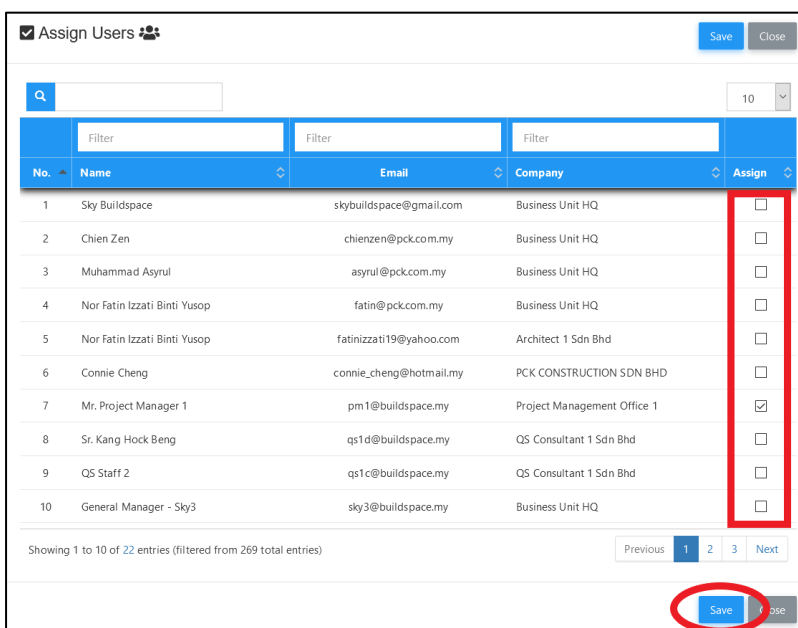
12. Click **“Assign User”** to select user to update the site progress.



The screenshot shows the 'User Management' interface with the 'Update Site Progress' module selected. At the bottom right, there is a button labeled 'Assign Users' which is circled in red. The table below shows a list of users with columns: No., Name, Email, and Company.

No.	Name	Email	Company
1	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ
2	Mr. Project Manager 1	pm1@buildspace.my	Project Management Office 1
3	Mr. Project Manager	pm@buildspace.my	Project Management Office 1
4	Chris Volcano	sky@buildspace.my	Business Unit HQ

13. Tick on the check box to select the user and click **“Save”**.

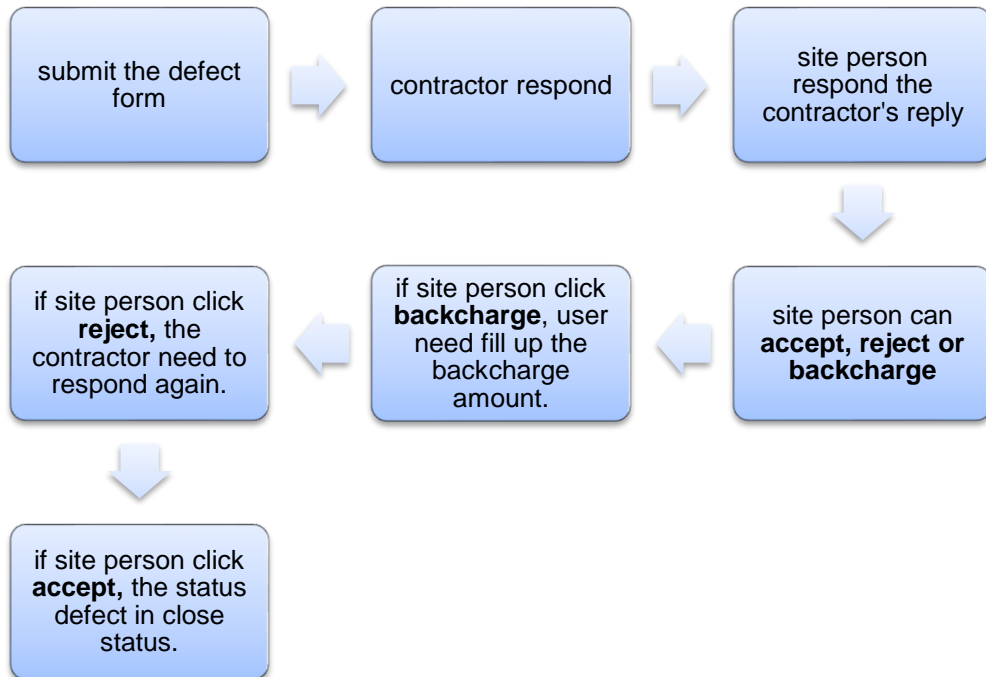


The screenshot shows the 'Assign Users' dialog box. At the top right, there are 'Save' and 'Close' buttons. The 'Save' button is circled in red. The table below shows a list of users with columns: No., Name, Email, Company, and Assign. The 'Assign' column has checkboxes, and the checkbox for 'Mr. Project Manager 1' is checked.

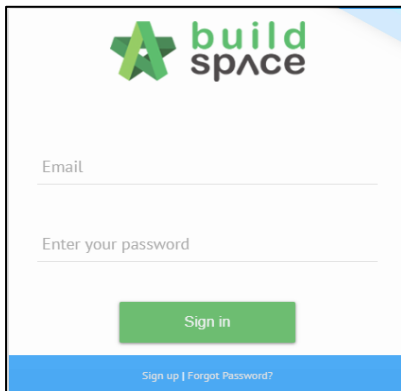
No.	Name	Email	Company	Assign
1	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	<input type="checkbox"/>
2	Chien Zen	chienze@pck.com.my	Business Unit HQ	<input type="checkbox"/>
3	Muhammad Asyrul	asyrul@pck.com.my	Business Unit HQ	<input type="checkbox"/>
4	Nor Fatin Izzati Binti Yusop	fatin@pck.com.my	Business Unit HQ	<input type="checkbox"/>
5	Nor Fatin Izzati Binti Yusop	fatinizzati19@yahoo.com	Architect 1 Sdn Bhd	<input type="checkbox"/>
6	Connie Cheng	connie_cheng@hotmail.my	PCK CONSTRUCTION SDN BHD	<input type="checkbox"/>
7	Mr. Project Manager 1	pm1@buildspace.my	Project Management Office 1	<input checked="" type="checkbox"/>
8	Sr. Kang Hock Beng	qs1d@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
9	QS Staff 2	qs1c@buildspace.my	QS Consultant 1 Sdn Bhd	<input type="checkbox"/>
10	General Manager - Sky3	sky3@buildspace.my	Business Unit HQ	<input type="checkbox"/>

Defect

Flowchart for PIC (Site)

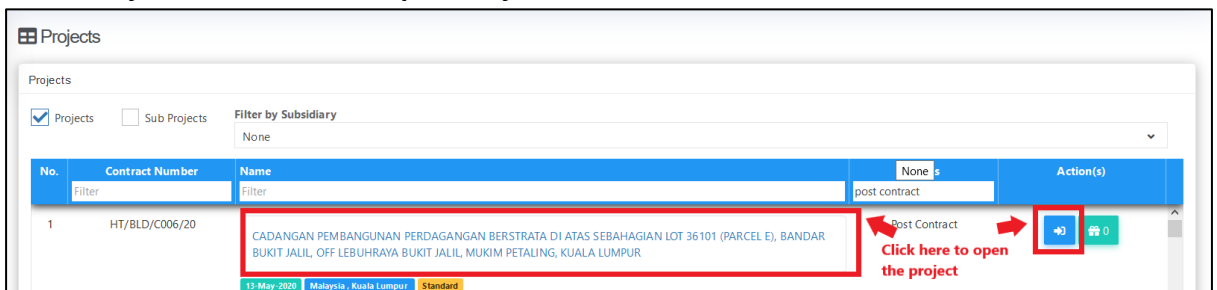


1. Login to **BuildSpace** eProject system with **Username and Password**



The screenshot shows the BuildSpace login interface. At the top left is the BuildSpace logo. Below it are two input fields: "Email" and "Enter your password". A green "Sign in" button is centered below the fields. At the bottom, there are links for "Sign up" and "Forgot Password?".

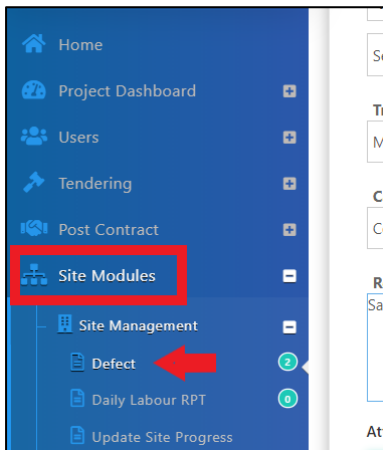
2. Click **"Project Title"** or click **"Open Project"**



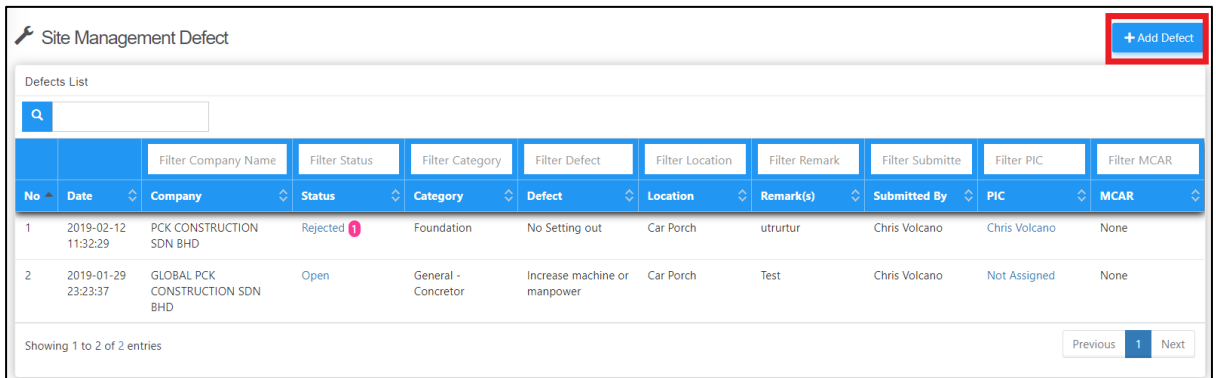
The screenshot shows the "Projects" page in the BuildSpace system. It features a table with columns for "No.", "Contract Number", "Name", "None", and "Action(s)". A red box highlights the "Name" column for the first project, which contains the text: "CADANGAN PEMBANGUNAN PERDAGANGAN BERSTRATA DI ATAS SEBAHAGIAN LOT 36101 (PARCEL E), BANDAR BUKIT JALIL, OFF LEBUHRAYA BUKIT JALIL, MUKIM PETALING, KUALA LUMPUR". A red arrow points to a blue "Open Project" button in the "Action(s)" column, with the text "Click here to open the project" below it.

No.	Contract Number	Name	None	Action(s)
1	HT/BLD/C006/20	CADANGAN PEMBANGUNAN PERDAGANGAN BERSTRATA DI ATAS SEBAHAGIAN LOT 36101 (PARCEL E), BANDAR BUKIT JALIL, OFF LEBUHRAYA BUKIT JALIL, MUKIM PETALING, KUALA LUMPUR	post contract	Open Project (0)

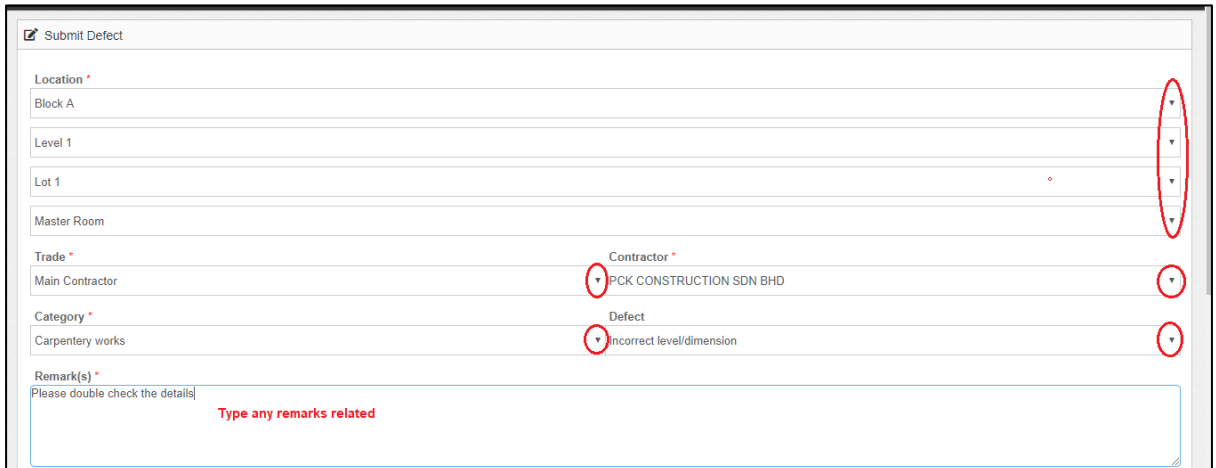
- Click **“Site Module”** and then click **“Site Management”** and click **“Defect”**



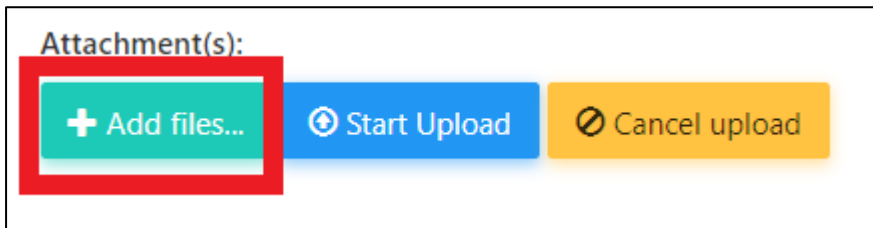
- Click **“Add Defect”**



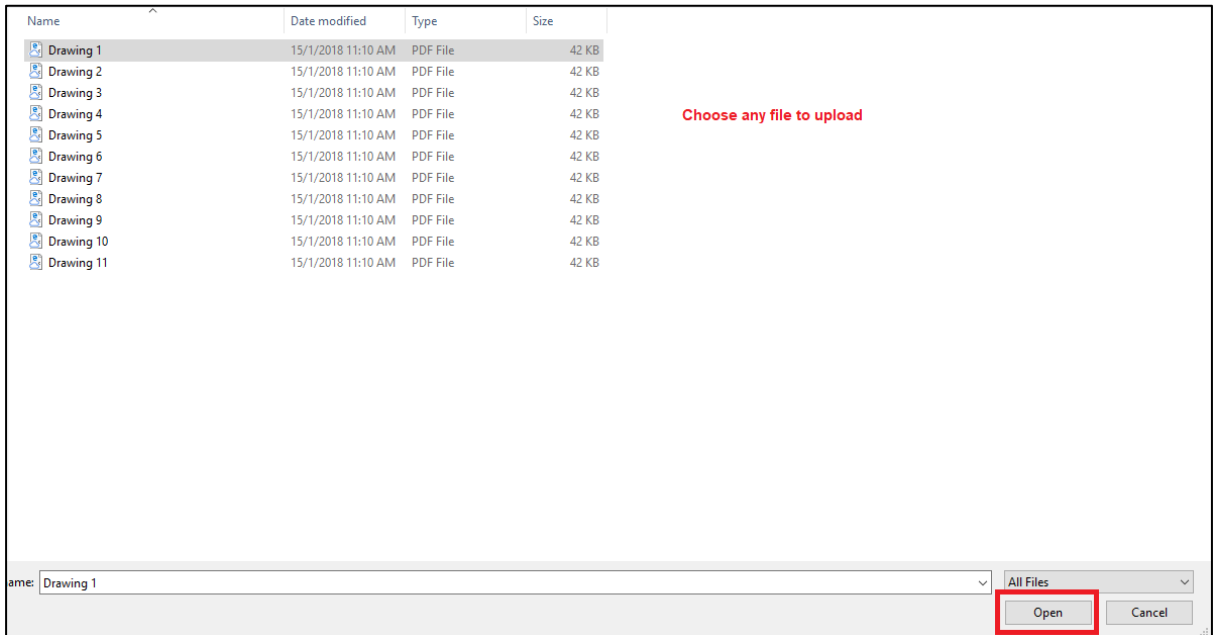
- Fill up all the information related with defect before submit



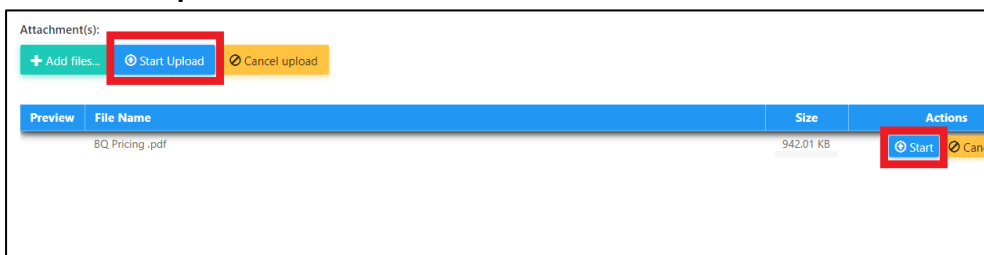
6. To upload support document, click **“Add Files”**



7. Choose which file and click **“Open”**. (Can choose multiple files at one time)



8. Click **“Start Upload”**



9. Click **“Submit”** to submit the defect. If want to delete the file, click **“Delete”**

