BUILDSPACE

EPROJECT

For Project Manager

Set-up User Permission

Powered by:

PCK

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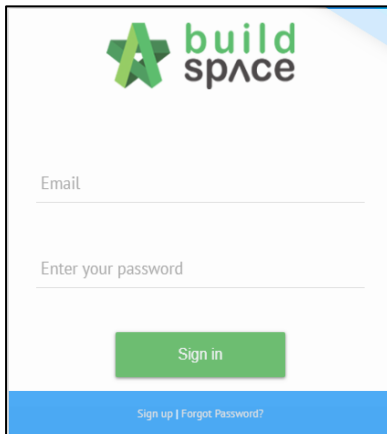**(BuildSpace Version 3.1)**

Last updated: 10/8/2020
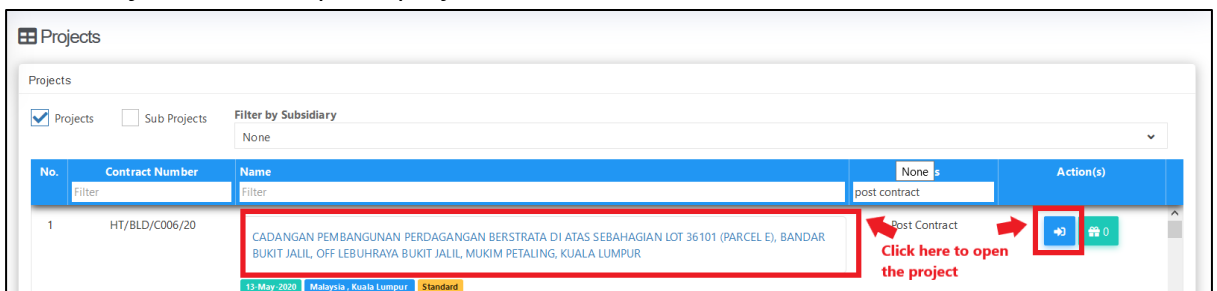
Contents

How to assign user for defect, daily labour report & update site progress
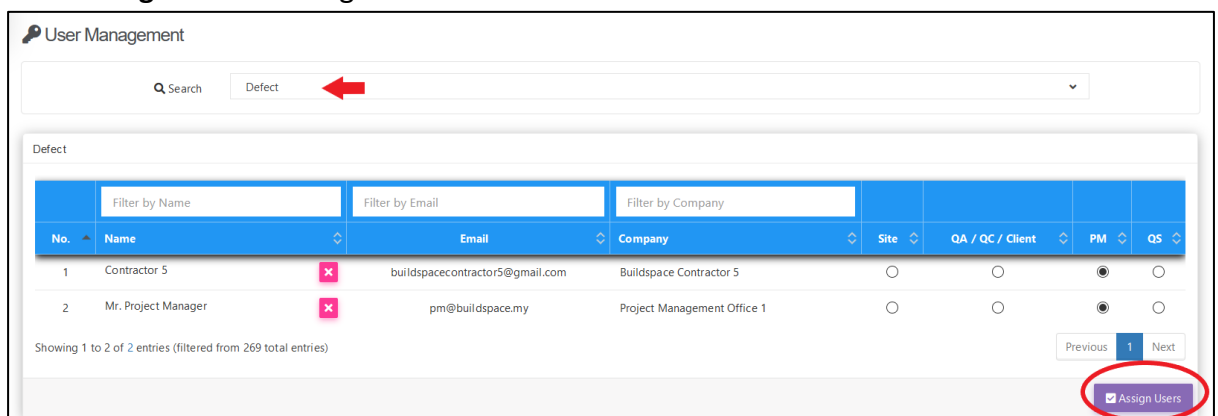
Note: Project manager (Admin User) only can assign which user manage site management
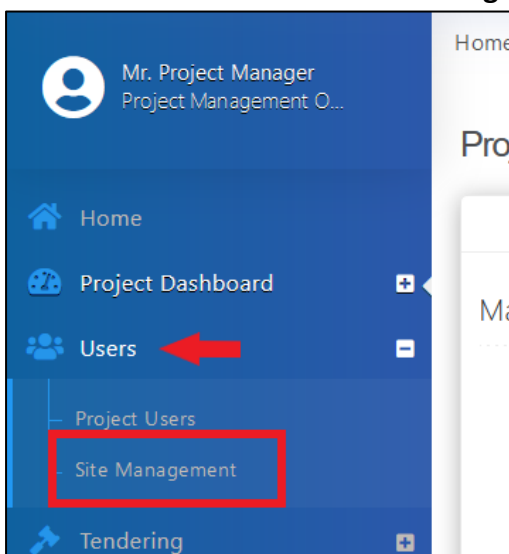
1. Login to **BuildSpace** eProject system with Username and Password. Then click **"Projects"** at the Menu Bar.
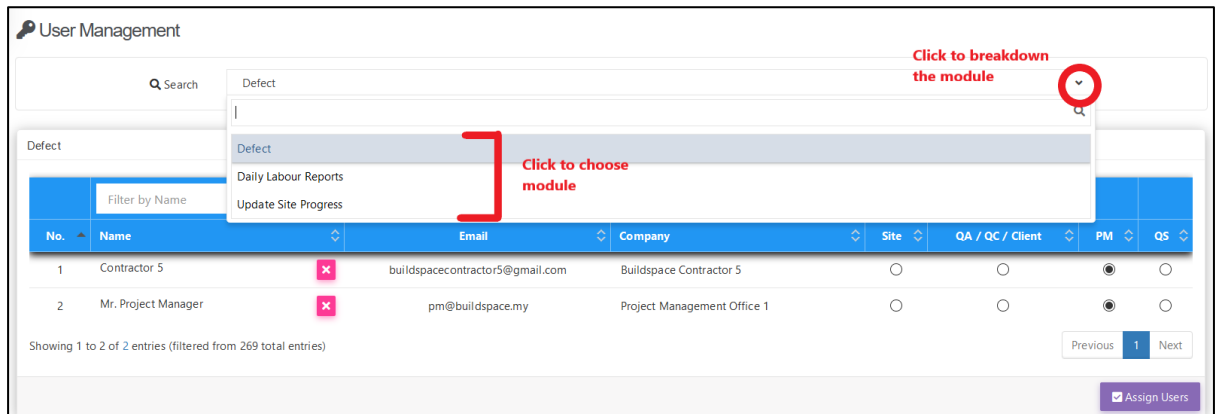
2. Click **"Project Title"** to open a project

3. Click **"Users"** and choose **"Site Management"**

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

5. Click **"Assign user"** to assign individual for this task.
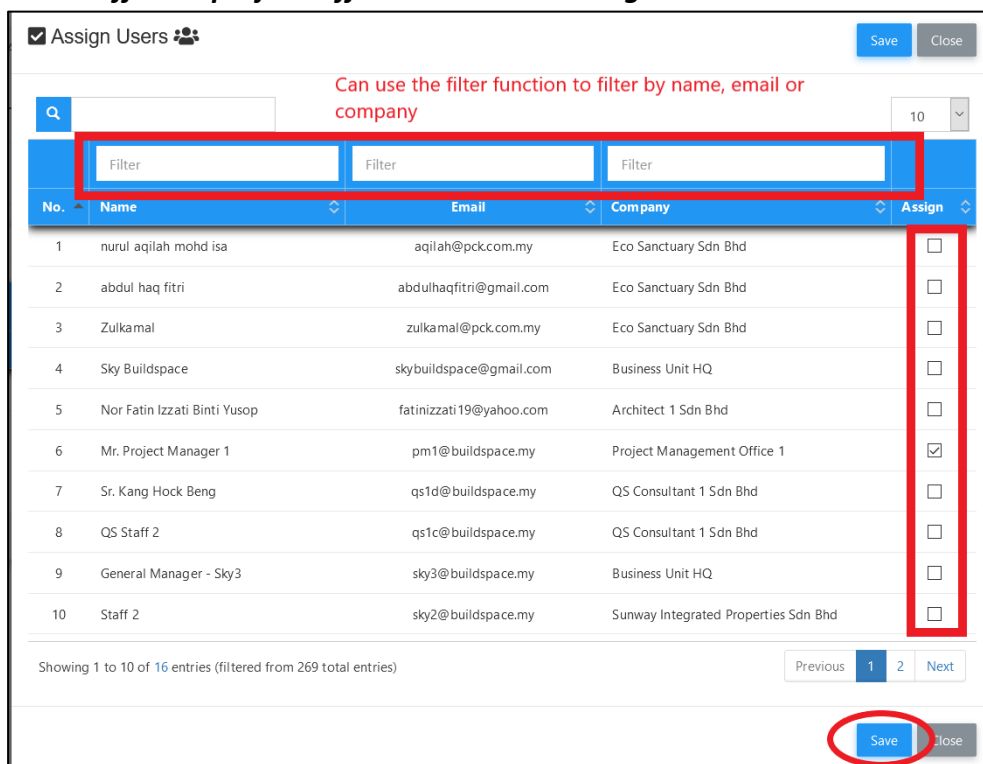
6. Tick which user to manage the defect and click **"Save"**
   Note: Different project different user to be assigned.

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

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

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

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
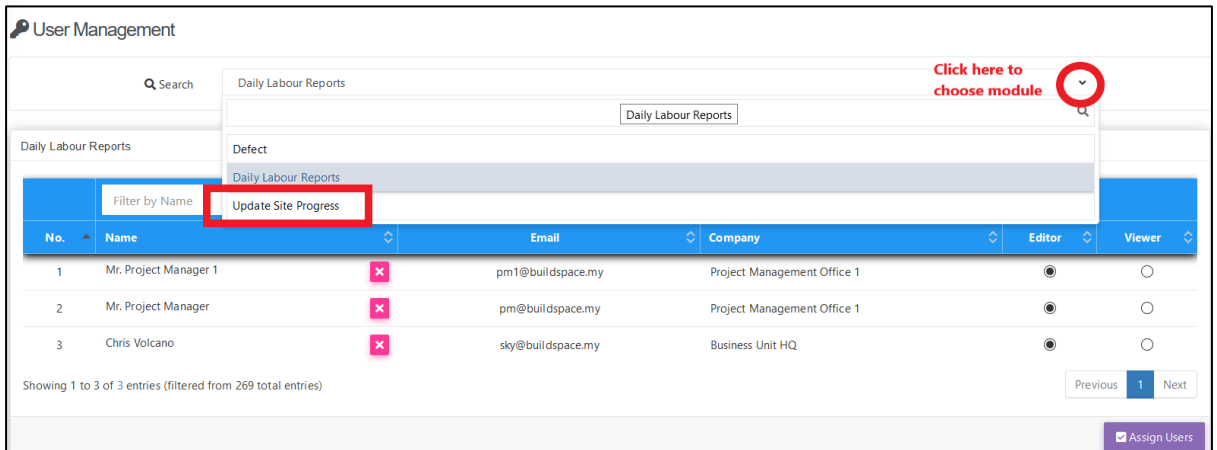
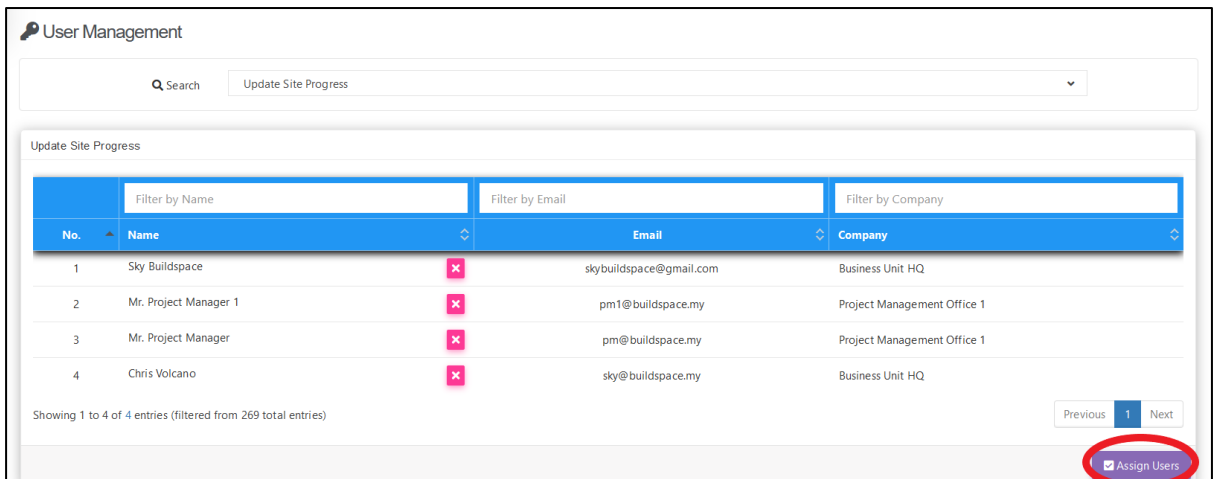11. To assign user who can update the **site progress,** click the dropdown button to choose **"Update Site Progress"** module.
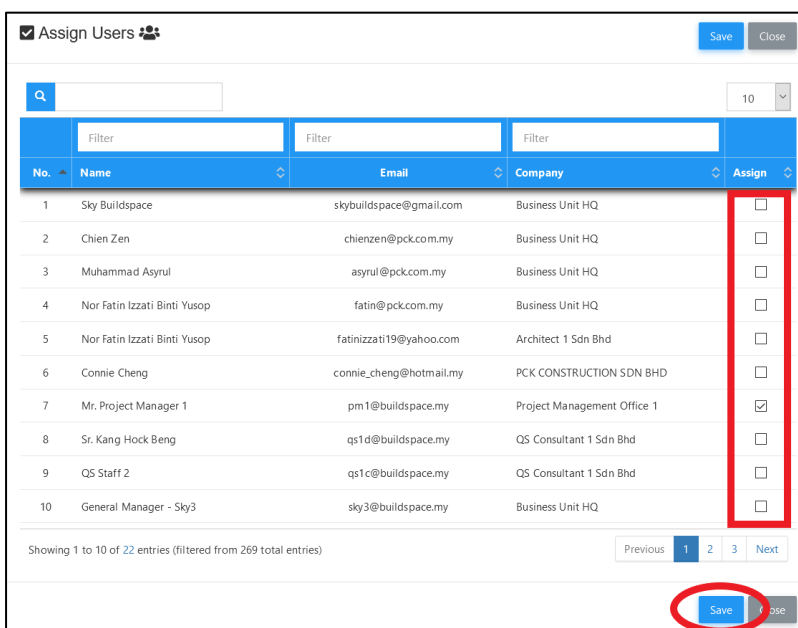
12. Click **"Assign User"** to select user to update the site progress.

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

Defect

Flowchart for PIC (Site)
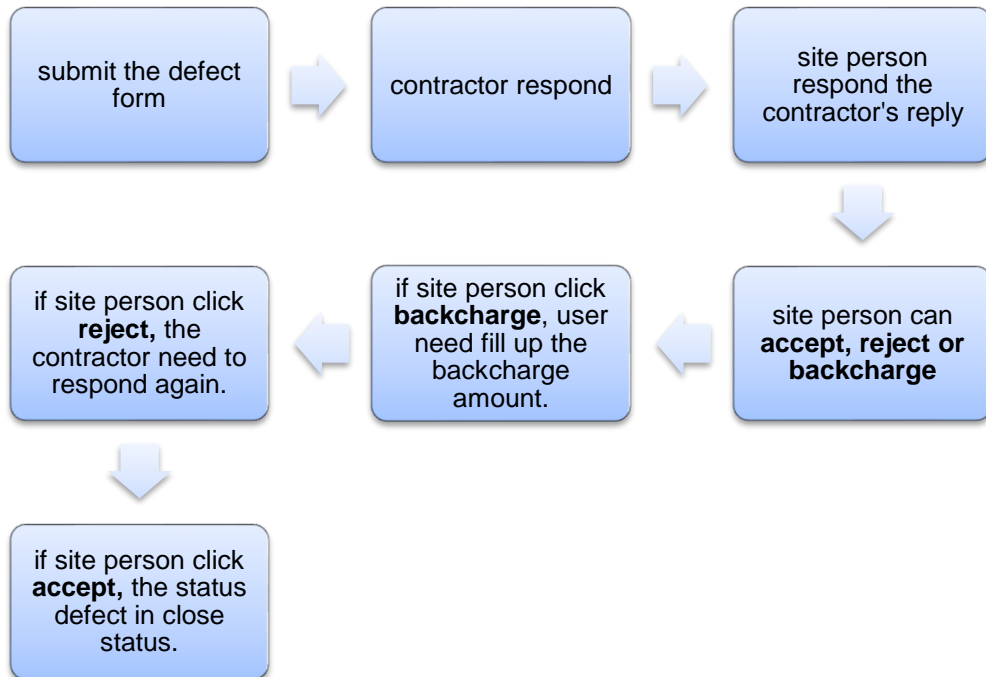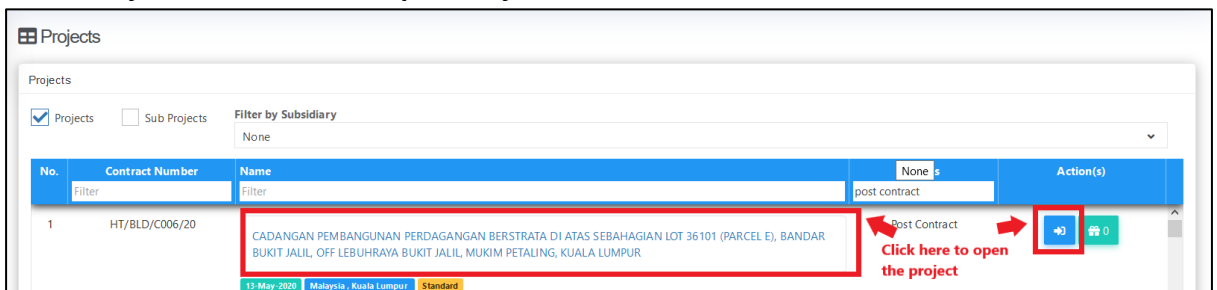
```
┌──────────────────┐      ┌──────────────────┐      ┌──────────────────┐
│  submit the defect│ ───► │ contractor respond│ ───► │   site person    │
│       form        │      │                   │      │  respond the     │
│                   │      │                   │      │ contractor's reply│
└──────────────────┘      └──────────────────┘      └──────────────────┘
                                                              │
                                                              ▼
┌──────────────────┐      ┌──────────────────┐      ┌──────────────────┐
│ if site person   │      │ if site person   │      │   site person can│
│ click reject, the│ ◄─── │ click backcharge,│ ◄─── │  accept, reject  │
│ contractor need  │      │ user need fill up│      │  or backcharge   │
│ to respond again.│      │ the backcharge   │      │                  │
│                  │      │ amount.          │      │                  │
└──────────────────┘      └──────────────────┘      └──────────────────┘
        │
        ▼
┌──────────────────┐
│ if site person   │
│ click accept, the│
│ status defect in │
│   close status.  │
└──────────────────┘
```

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

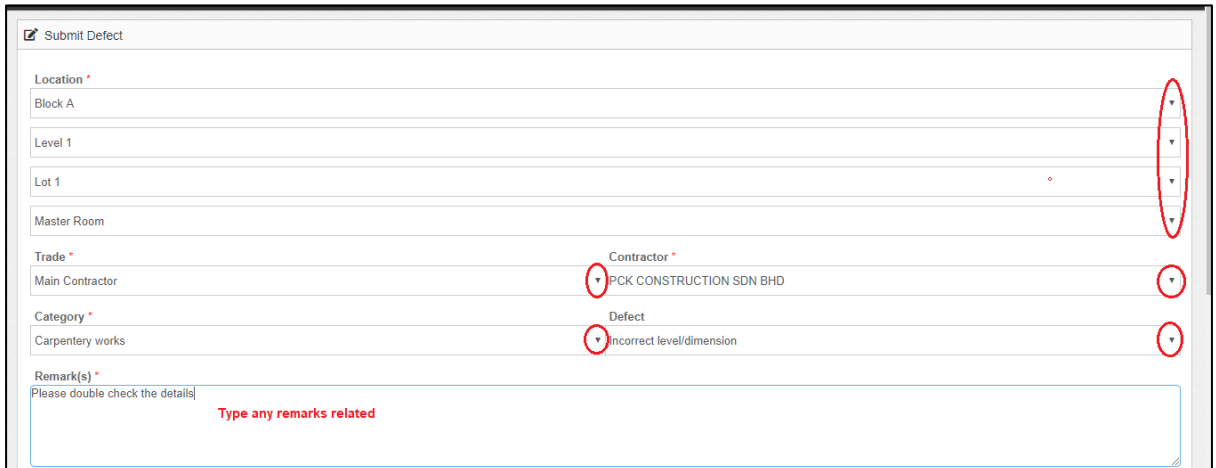2. Click **"Project Title"** or click **"Open Project"**

3. Click **"Site Module"** and then click **"Site Management"** and click **"Defect"**
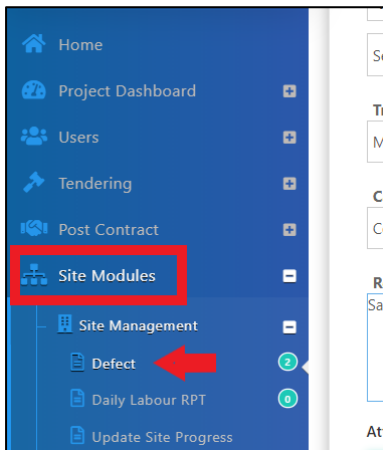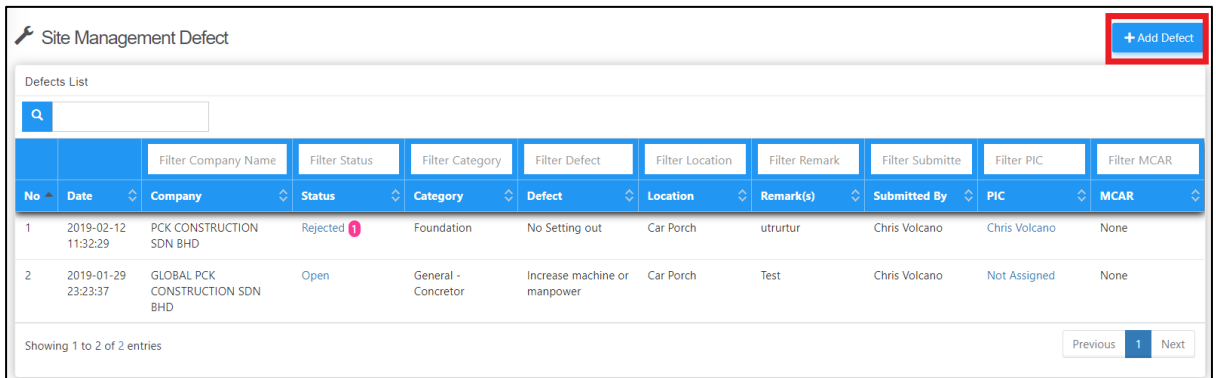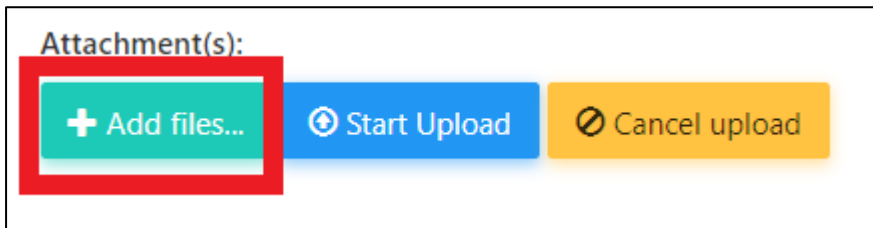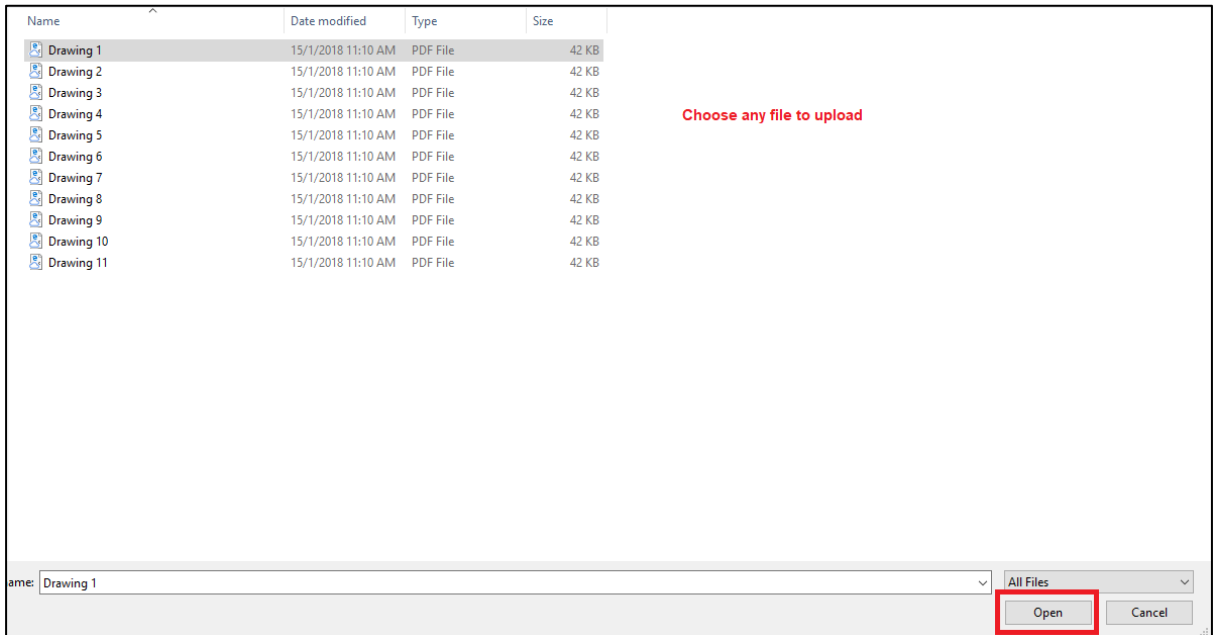

4. Click **"Add Defect"**

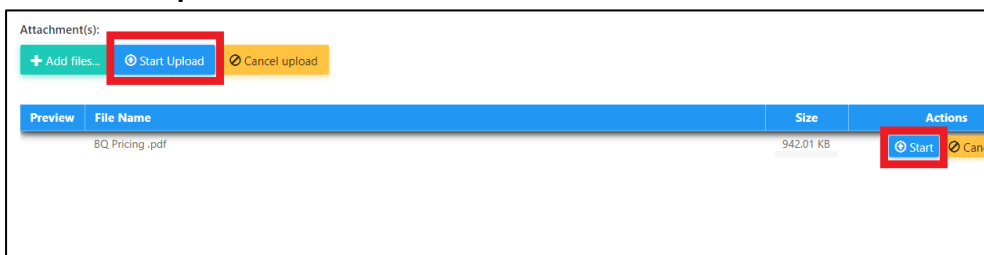5. Fill up all the information related with defect before submit

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"**