

Super Admin User Guide

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How to add new Business Unit User Account

 Login to eTender system, click on "Maintenance" and select "Companies". Then click on "+ Add New Company" (equivalent to C&C team).

space	=			
John Doe	Home > Companies			
0	E Companies			+ Add New Company
🕋 Home	Companies			
🗠 Dashboard 🛛	٩			10 🛩
E Projects	Filter		Filter	ter
System Modules	No. Company Name	0	R.O.C. Number \Rightarrow	User Type 🔹
😂 Maintenance	AXK CONSTRUCTION GROUP SDN BHD		710017	Contraction (
– 🛃 Templates 🛛 🕻	1 ALEIA 03 Jul 2020	2 ×	/1221/	Contractor
Andule Permissions Dashboard Groups	VITAL PROJECTS SDN BHD 2 JASON TAI vitalgial@yahon.com 30 Jan 2020		0123319478	Contractor
- 🛛 Companies	MULTIAMPLE CONSTRUCTION SDN BHD			
🗕 👫 User Types	3 GOH CHTE SENG multiample@gmail.com 30 Jun 2020	· · · · ·	0127716373	Contractor
- ⁴² All Users	SK WAWASAN SDN BHD 4 DAMEL CHONG, Urberenzonderstell cent. 18 Jan 2020.		0122975303	Contractor

 Fill up the necessary fields and most important to select a correct company's "User Type". Once you are done, Click "Add" button.

ome > Companies > Add New Company					
Add New Company					
Add New Company					
Company Name*:					
Address*:					
Here Turne*:	Contact Borcon*	ROC Number*:		Tax Registration Number	
Business Unit	Contact Person .	K.O.C. Number :			
Email:	Telephone*:	Fax:			
Country *:	State *:				
Malaysia 🗸	Putrajaya 🗸				
Attachment(s):					
+ Add files	ad				
Preview File Name			Size	Actions	Uploaded
			Click Add to	Save 💼 🧰	



space to BQ Globa	I Layout Setting 👩 System Mair	itenance 🐻 System Administration 🧔 🕻	Click here Step 4		*	
System Administration						
- P System Administration	Company Profile 🛞					
Company Profile	P Save					
1	My Company Prdile Form					
Double Click Step 5						
	0	nange Company Logo 🤇 🦾 Step 6 C	lick & Upload Logo			
		-				
	*Company Name:	Eco World Development Group Berhad	*E-mail Address:	corp@ecoworld.my		
I	*Address:	Suite 52, Setia Avenue, No. 2, Jalan Setia Prima S U13/S, Setia Alam, Seksyen U13,	"Phone Number:	+603 3344 2552		
	*Country:	Malaysia 💌	Fax Number:	+603 3345 2552		
	*State:	Selangor 🛛 🖛	Website:	http://ecoworld.my		
	*City:	Shah Alam				
	*Zipcode:	40170				
	"Timezone:	Asia/Kuala_Lumpur • UTC/GMT +08:00				

3. To add logo to company, click then it will divert you to the BuildSpace Pro. Double click company profile & change company logo.



sp/ce			
System Administration			
	Company Profile 🛞		
Company Profile	Save Save		
	My Company Profile Form		
		Change Company Logo 4. Click here to change company Logo	
	*Company Name:	Eco World Development Group Berhad *E-mail Address:	corp@ecoworld.my
	*Address:	Suite 52, Setia Avenue, 'Phone Number: No. 2, Jalan Setia Prima S U13/S, Setia Alam, Seksyen U13, 1 sa sds	+603 3344 2552
	*Country:	Malaysia 💌 Fax Number:	+603 3345 2552
	*State:	Selangor website:	http://ecoworld.my
	*City:	Shah Alam	
	*Zipcode:	40170	
	*Timezone:	Asia/Kuala_Lumpur - UTC/GMT +08:00	



4. To add user to a team, click on "View Users" icon.

			e 4 🙁
Home > Companies			
٩			10 🗸
Filter		Filter Fi	lter
No. 🔺 Company Name		R.O.C. Number 🔷	User Type 🔷 🗘
AXK CONSTRUCTION GROUP SDN BHD 1 ALEIA 03 Juli 2020	* ×	712217	Contractor
VITAL PROJECTS SDN BHD 2 JASON TAI vitalysb@yahoo.com 30 Jun 2020	* ×	0123319478	Contractor
MULTIAMPLE CONSTRUCTION SDN 8HD 3 GOH CHEE SING multiample@gmail.com 30 Jun 2020		0127716373	Contractor
SK WAWASAN SDN BHD 4 IDANIEL CHICING yfcheong2000@gmail.com 30 Jun 2020	* ×	0122975303	Contractor
UOA Development Bhd 5 UOA 17 Mar 2020	2 ×	1221	Business Unit



5. Click on **"+ Add New User**".

≡								e 4 Q			
Home > Compani	me > Companies > Users										
🝽 Users (MU	JLTIA	MPLE CONSTRU	CTION SDN BHD)					+ Add A New User			
		Filter	Filter	Filter	Filter	Filter	Filter	Filter			
Action(s)	-	Name 🔇	Email 🔷	Contact Number 🔷	Status 🗘	Blocked 🗘	Admin 🗘	Creation Date 🔷			
/		GOH CHEE SENG	multiample@gmail.com	0127716373	Confirmed	No	Yes	1 week ago			

 Fill up the name, contact number & email address. Tick on "Is Administrator" (to allow this user to create project) and tick on "Access to BuildSpace Pro" (always allow). Then click "Save". You can "Block" user from access as well.

space		≡	6	¢	2
		Home > Companies > Users > Add A New User			
Source Source		C Add A New User (MULTIAMPLE CONSTRUCTION SDN BHD)			
🚷 Home		2 Create New User			
🗠 Dashboard					
E Projects		Name*:			
System Modules					
🚓 Maintenance	=	Contact Number*:			
- 💭 Templates					
- 🔎 Module Permissions		Email*:			
– 📚 Dashboard Groups					
– 👖 Companies	1102 (Block This Account 🖕 To block this user from access			
- 📇 User Types		Lis Administrator Tick to allow this user to create project			
- All Users					
- := Contracts		Access to BuildSpace Pro			
Calendars				_	e I.
- 🎤 Work Categories				lack	



7. Then the system will send email notification to the user and the user need to confirm their registration via email. You can see their registration status.

space		=			You c	an see the statu	ıs here, if		• 4 @
John Doe		Home > Companies	> Users Development Bho	the user already verify through their email, then it at Bhd) will change to "Confirm" +					+ Add A New User
A Home			Filter	Filter	Filter	Filter	Filter	Filter	Filter
Dashboard Projects	•	Action(s)	▲ Name	≎ Email ≎	Contact Number	C Status :	Blocked	C Admin	♦ Creation Date ♦
System Modules			Kong Sze Choon	sckong@uoa.com.my	1003	Pending	No	No	3 months ago
🔅 Maintenance	•		You can edit, I	Resend or Delete this us	er 1231	Confirmed	No	No	3 months ago
– 📙 Templates – 🎤 Module Permissions	•		through their	email desmond@pck.com.my	1005	Confirmed	No	Yes	3 months ago
– 📚 Dashboard Groups		/ 🚺 르	Aida Lim	aidalim@uoa.com.my	1004	Confirmed	No	No	3 months ago
 Companies User Types 	1122	/ 🚺 🛋	Vivienne Yoong	vivienne.yoong@uoa.com.my	1002	Confirmed	No	No	3 months ago
- 📇 All Users			Peter Wong	peterwong@uoa.com.my	1001	Confirmed	No	No	3 months ago
 E Contracts Countries 			Mr. Sanctuary 1	sanctuary@buildspace.my	012-2223456	Confirmed	No	Yes	5 years ago



Vendor Registration

Note: You can ask vendors to register themselves. You can provide a URL link to vendors which will divert them into Company Registration page.

(https://etender.gamudaland.com.my/register)

1. Vendor will fill in the company & user details and click "Submit" button.

ompany Name *							
Company Name							
Address *							
User Type *	Contact F	Person *		R.O.C. Number *		Tax Re	egistration Number
Select User Type	~ Contact	Person		R.O.C. Number		Таχ	Registration Number
Email		Telephone *			Fax		
Email		Telephone			Fax		
Country *				State t			
				State			
Malaysia			~	Putrajaya			
Malaysia User Details			v	Putrajaya			
Malaysia User Details Name *			~	Putrajaya			
Malaysia User Details Name *			~	Putrajaya			
Malaysia User Details Name * Name Contact Number *			~	Putrajaya			
Malaysia User Details Name * Name Contact Number * Contact Number			~	Putrajaya			
Malaysia User Details Name * Name Contact Number * Contact Number			v	Putrajaya			
Malaysia User Details Name * Name Contact Number * Contact Number Email *			v	Putrajaya			
Malaysia USOF Dotails Name * Name Contact Number * Contact Number Email * Email			•	Putrajaya			
Malaysia User Details Name * Name Contact Number * Contact Number Email *			•	Putrajaya			
Malaysia User Details Name * Name Contact Number * Contact Number Email Email Terms of Use To y	view term o	f use	v	Putrajaya			



2. Login to etender system and click at "Verify Company" menu to verify the newly registered vendors.





3. Click at company name to see more details.

≡					Ø	Ç6	2
Home > Co	mpany Verification						
🖁 Comp	pany Verification						
Companie	s						
٩						10	~
	Filter			Filter	Filter		
No.	Company Name			R.O.C. Number	≎ Use	er Type	\$
1	ABC Construction Sdn Bhd Mr. James	Click on the company name to see the details	Click to verify	abccons	Co	ntractor	
2	KEENSIGN ENGINEERING SDN BHD KA TIM SUAY keensign@gmail.com		12 Feb 2020	818927-H	SI	upplier	
3	Star Rolling Shutter Sdn Bhd Yap Chee Siong quotation02@starrolling	com.my	05 Feb 2020	197901005328(49611W)	Co	ntractor	
4	COL SHUTTERS SDN BHD Ms Wani colmarketing@col.com.my		04 Feb 2020	415253-P	Co	ntractor	

4. After reviewing the details, click **Verify/Delet**e.

E			e 🧔
ome > Companies > ABC Construc	tion 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*:	Contact Person*:	R.O.C. Number*:	Tax Registration Number:
Contractor	♣ Mr. James	abccons	
Email:	Telephone*:	Fax:	
	03-41623698		
Country :	State :		
Malaysia	Putrajaya		
			✓ Verify T Delete Back



How to Assign User to Verify Consultants/Contractors Registration

 Login to eTender system, click at "Verify Company" menu and then click at "Delegate Verification".

space		≡				€ 4	2
John Doe		Home > Cor	mpany Verification				
•		🖪 Comp	any Verification			P Delegate Verificati	tion
삼 Home		Companie	S			Assign others to take up mundane task!	o this
🗠 Dashboard		Q				10	•
Projects			Filter		Filter	Filter	
System Modules	•	No. 🔺	Company Name		R.O.C. Number	🗘 User Type	\$
Company S Finance Module		1	ABC Construction Sdn Bhd	27 May 2020	abccons	Contractor	
- Cost Data	8	2	KEENSIGN ENGINEERING SDN BHD KA TIM SUNY teensign@gmail.com	12 Feb 2020	818927-H	Supplier	
		3	Star Rolling Shutter Sdn Bhd Yap Chee Song quintation22@starrolling.com.my	05 Feb 2020	197901005328(49611W)	Contractor	
		4	COL SHUTTERS SDN BHD Ms Wari colmarkering@rol.com.evy	04 Feb 2020	415253-P	Contractor	

2. Click at "Select Users".

≡					e 4 2
Home > De	legate Verification				
🔑 Deleg	gate Verification				Select Users
Appointed	l Users				
٩					10 🗸
	Filter		Filter	Filter	
No. 🔺	Name		Email 🗘	Company	\$
1	Sky Buildspace	×	skybuildspace@gmail.com	Business Unit HQ	
2	Mr. Sanctuary 2	×	sanctuary1@buildspace.my	Buildspace Adkon	
3	Mr. Majestic 1	×	majestic1@buildspace.my	Eco Majestic Sdn Bhd	
4	Mr. Sanctuary 1	×	sanctuary@buildspace.my	UOA Development Bhd	
5	Chris Volcano	×	sky@buildspace.my	Business Unit HQ	
6	Heng Chin Guan	×	majestic@buildspace.my	Eco Majestic Sdn Bhd	
Showing	to 6 of 6 entries (filtered from 256 total entries)				Previous 1 Next



3. "Tick" to select users and click "Save" to close.

Selec	it Users 🚢		(Save ose
٩				10 🗸
	Filter	Filter	Filter	
No.	Name 🗘	Email	Company 🗘	Select 🗘
1	BuildSpace Contractor 123	aqilah.dwajar@gmail.com	Client A	
2	ALEIA	haliqalurun9@gmail.com	AXK CONSTRUCTION GROUP SDN BHD	
3	Daniel Cheong	niez87@gmail.com	SK WAWASAN SDN BHD	
4	JASON TAI	vitalpsb@yahoo.com	VITAL PROJECTS SDN BHD	
5	GOH CHEE SENG	multiample@gmail.com	MULTIAMPLE CONSTRUCTION SDN BHD	
6	DANIEL CHEONG	yfcheong2000@gmail.com	SK WAWASAN SDN BHD	
7	Alice Lee	alice.lee@uoa.com.my	UOA Development 8hd	
8	Shannen Yong	shannen.yong@uoa.com.my	UOA Development Bhd	
9	Desmond Loi	desmond@pck.com.my	UOA Development 8hd	
10	Aida Lim	aidalim@uoa.com.my	UOA Development 8hd	
Showing 1	to 10 of 238 entries (filtered from 256 total entries)		Previous 1 2 3 4 5	24 Next
				Save Close

Module Permission

1. Go to Maintenance > Module Permission.

space			
9 John Doe	Home >	Permission	s > Delegate
A Home	Mainter	nance Mod	ules
🗠 Dashboard 🖪	м	odules	Tender Document Template
E Projects	No.	Name filter nan	ne
🖵 System Modules 😐	1	HH Yong	
🕰 Maintenance 🖃	2	Wong Xi	Yi
– 📕 Templates 🔹	3	Mr. Chris	stine Ng
– 🎤 Module Permissions	4	Vietnam	Developer 2
– 😻 Dashboard Groups	5	Vietnam	Developer 1
- 🛄 Companies 🛛 💷	6	Sky Build	Ispace
– 🐸 User Types	7	Chien Ze	n
All Users	8	Mr. Maje	estic 1
_ III Contracts	9	Staff 1	
- Countries	10	Chris Vol	Icano
Calendars	11	Heng Ch	in Guan
work categories			

- 2. Click at the search bar to view all module, select which module to access & tick to assign user permission.
 - a. **Tender Document Template** Select user to create/edit the tender document template.
 - b. Form of Tender Template Select user to create/edit the form of tender template.



- c. **Technical Evaluation** Template Select user to create/prepare template for technical evaluation (scoring system for contractor)
- d. Contractor Listing Select user to view/create contractor listing.
- e. **Defects** Select user for defect management (when project is in post contract status)
- f. Weathers Select user to record weather (for site management)

ne 🔰	Permissions	> Delegate						
Mai	intenance	Modules					Select	t Use
ainter	nance Module	es						
м	odules	Tender Document Template			Click to select	module		• •
No.	Name filter name	1						Q
1	HH Yong	Tender Document Template						ľ
2	Wong Xi Y	Form of Tender Template						
3	Mr. Christi	Technical Evaluation Template		Solact which module				
4	Vietnam D	Contractor Listing		Select which module				1
5	Vietnam D	Weathers						
6	Sky Builds	Finance						
7	Chien Zen		•	chienzen@pck.com.my	Business Unit HQ	Z		Ē
8	Mr. Majest	ic 1		majestic1@buildspace.my	Eco Majestic Sdn Bhd		0	i
9	Staff 1			sky1@buildspace.my	Business Unit HQ		0	i
10	Chris Volca	no		sky@buildspace.my	Business Unit HQ			i
	User Chie	Curr		maiastic@buildanasa.mu	Eco Maiostic Edo Phd			ŝ

=						6	۵ (A
Home >	Permissions	> Delegate					
P Ma	intenance	e Modules					Select Users
Mainte	nance Modul	Tender Document Template					~
No.	Name filter name		Email filter email		Company filter company	Editor	Actions
1	HH Yong		hhyong@gamuda.com.my		GE Training Team		
2	Wong Xi Y	ĩ	wong.xiyi@gamuda.com.my		GE Training Team		
3	Mr. Christi	ne Ng	financebuildspace@gmail.com		Finance Department		
4	Vietnam D	leveloper 2	vietnamdeveloper2@gmail.com	Assign u	ser permission 📥		
5	Vietnam D	Veveloper 1	ifcavn.developer@gmail.com	as editor			
6	Sky Builds	pace	skybuildspace@gmail.com		Business Unit HQ		
7	Chien Zen		chienzen@pck.com.my		Business Unit HQ		
8	Mr. Majes	tic 1	majestic1@buildspace.my		Eco Majestic Sdn Bhd		
9	Staff 1		sky1@buildspace.my		Business Unit HQ		
10	Chris Volc	ano	sky@buildspace.my		Business Unit HQ		
11	Heng Chir	Guan	majestic@buildspace.my		Eco Majestic Sdn Bhd		



3. Click **Select Users** to assign users to access into selected module.

e >	Permissions > Delegate				
Mai	intenance Modules				Select U
ainter M	nance Modules				
ło.	Name filter name	Email filter email	Company filter company	Editor	Actions
1	HH Yong	hhyong@gamuda.com.my	GE Training Team		
2	Wong Xi Yi	wong.xiyi@gamuda.com.my	Click this 'Pip' icon to		
3	Mr. Christine Ng	financebuildspace@gmail.com			
	Vietnam Developer 2	vietnamdeveloper2@gmail.com	delete the existing user.		
	Vietnam Developer 1	ifcavn.developer@gmail.com	(Deleted user can no	-	
5	Sky Buildspace	skybuildspace@gmail.com	longer access this		
	Chien Zen	chienzen@pck.com.my	module)		
3	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd		
	Staff 1	sky1@buildspace.my	Business Unit HQ		
D	Chris Volcano	sky@buildspace.my	Business Unit HQ		
1	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd		

4. Tick to assign user. After that, click Assign.

Assign Users

No.	Name filter name	Email filter email	Company filter company	Assign
1	ALEIA	⊤ haliqalurun9@gmail.com	AXK CONSTRUCTION GROUP SDN BHD	
2	Daniel Cheong	niez87@gmail.com	SK WAWASAN SDN BHD	
3	JASON TAI	vitalpsb@yahoo.com	VITAL PROJECTS SDN BHD	
4	GOH CHEE SENG	multiample@gmail.com	MULTIAMPLE CONSTRUCTION SDN BHD	
5	Alice Lee	alice.lee@uoa.com.my	UOA Development Bhd	
6	Shannen Yong	shannen.yong@uoa.com.my	UOA Development Bhd	
7	Desmond Loi	desmond@pck.com.my	UOA Development Bhd	
8	Aida Lim	aidalim@uoa.com.my	UOA Development Bhd	
9	Vivienne Yoong	vivienne.yoong@uoa.com.my	UOA Development Bhd	
10	Peter Wong	peterwong@uoa.com.my	UOA Development Bhd	
11	nurul aqilah mohd isa	aqilah@pck.com.my	Eco Sanctuary Sdn Bhd	



How to add work category/trade

Note: Adding work category inside the system allow user to select the type of work when creating a new project.

1. Click on "Maintenance" and select "Work Categories". Then click at "+ Add Work Category".

space	≡	€ 4 (2)
John Doe	Home > Work Categories	2 + Add Work Category
🕋 Home	Work Categories	
🗠 Dashboard	D Name	▲ Identifier ♦
🖽 Projects	Building	BLD
System Modules	Building Works	BW
California Maintenance	Hardscape Works	TESS
– 🔲 Templates	Infrastructure Works	CVL
- 🔎 Module Permissions	Jalan dan Jembatan	μ
– 📚 Dashboard Groups	Landscape Works	LDP
– 🔣 Companies 🗰	D LRT	DNA
– 🚢 User Types	M&E Works	ME
- 📇 All Users	Marine Works	MAR
- := Contracts	MRT	MRT
Calendars	OTHER	ОТН
🎤 Work Categories	PILING	PIL
– 🔤 My C.Profile	Softscape Works	TES
- 🔗 Procurement Methods		
- 🗱 Settings		

2. Fill up the name of work category and also identifier (short name). Then click "Save" button.

Add Work Category		×
Name: Road Work	-	7
ldentifier: RW	key in this short name which will auto appear at contract number's prefix	0
RW	key in this short name which will auto appear at contract number's prefix	
	Save	D



3. Then you can see the work category had been added. Click at work category name to edit if needed.

≡			₽ 4 Q
Home > Work Categorie	5		
🖋 Work Categorie	es		+ Add Work Category
Work Categories			
		Name	▲ Identifier ♦
Building	Click to edit the work		BLD
Building Works	category name		BW
Hardscape Works			TESS
Infrastructure Works			CVL
Jalan dan Jembatan			ll.
Landscape Works			LDP
LRT			DNA
N40.7 34/			LIT.



How to delete existing project

Note: When your staff accidently created a wrong project, Super Admin able to delete the project inside the sys em.

1. Login eTender system, go to project listing and select the project and click at the "crossed" icon to delete the project.

🗄 Projec	ts			
Projects				
✓ Project	ts Sub Projects	Filter by Subsidiary None		~
No.	Contract Number	Name	Status	Action(s)
1	BE/BLD/C010/20	Cadangan Membina Kondominium 3 Blok Untuk Tetuan BuildSpace EcoTown 14-Jul-2020 Malaysia , Selangor Standard	Calling Tender	🔹 💼 🚺
2	PCSB/BLD/C001/20	CONSTRUCTION AND COMPLETION OF SINGLE STOREY SHOP OFFICE (30 UNITS)	Post Contract	+3 ∰¢ 🖬
3	PL/BLD/C005/20	Cadangan Membina Sebuah Kuaters Apartment Untuk tetuan Prasarana 13-Jul-2020 Malaysia, Kuala Lumpur Standard	Calling Tender	→) ⇔(
4	BE/BLD/C009/20	Proposed Construction and Completion of Project 123A	Closed Tender	→ ₩0
4		12-2017-2022 mining sing i routing syna		Þ

2. The system will pop out a field for confirmation. Click **OK** to delete the selected project.

