

# Super Admin User Guide

Last update: 14 July 2020

Version: 3.0

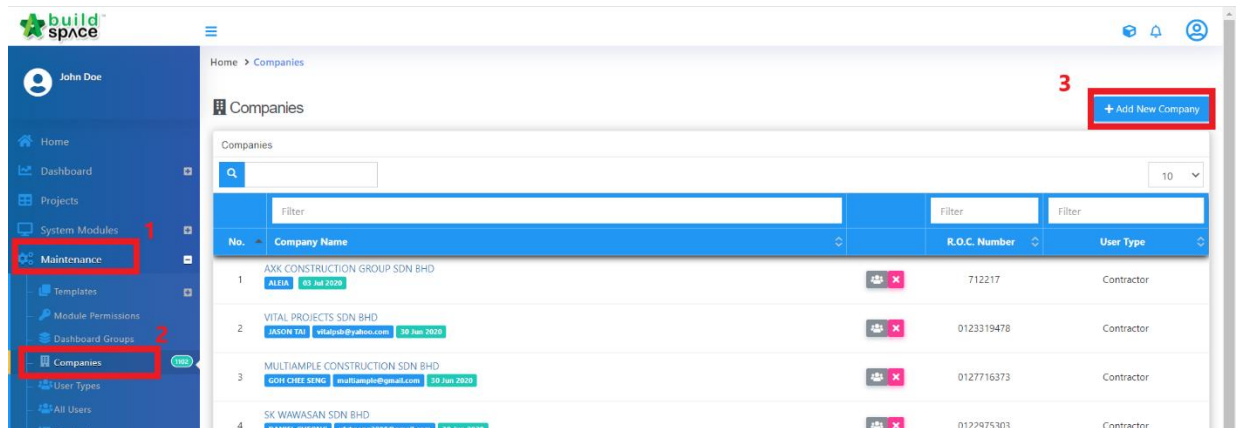
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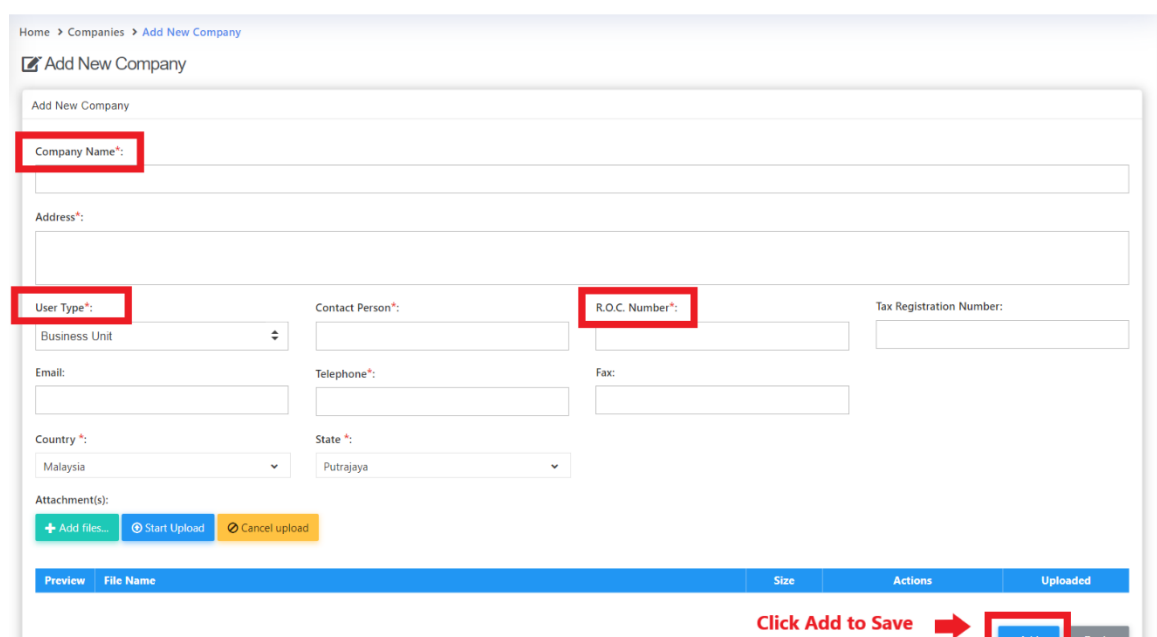
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## How to add new Business Unit User Account

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



2. Fill up the necessary fields and most important to select a correct company’s “**User Type**”. Once you are done, Click “**Add**” button.



Home > Companies > Add New Company

**Add New Company**

Add New Company

**Company Name\***

Address\*

**User Type\***: Business Unit

Contact Person\*:

**R.O.C. Number\***:

Tax Registration Number:

Email:

Telephone\*:

Fax:

Country\*: Malaysia

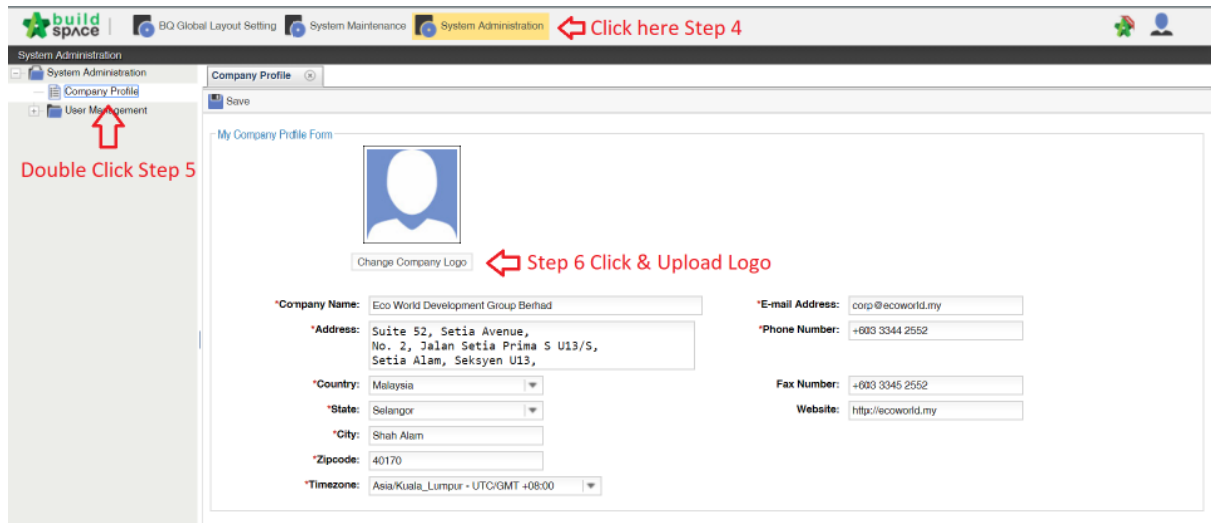
State\*: Putrajaya


Attachment(s):

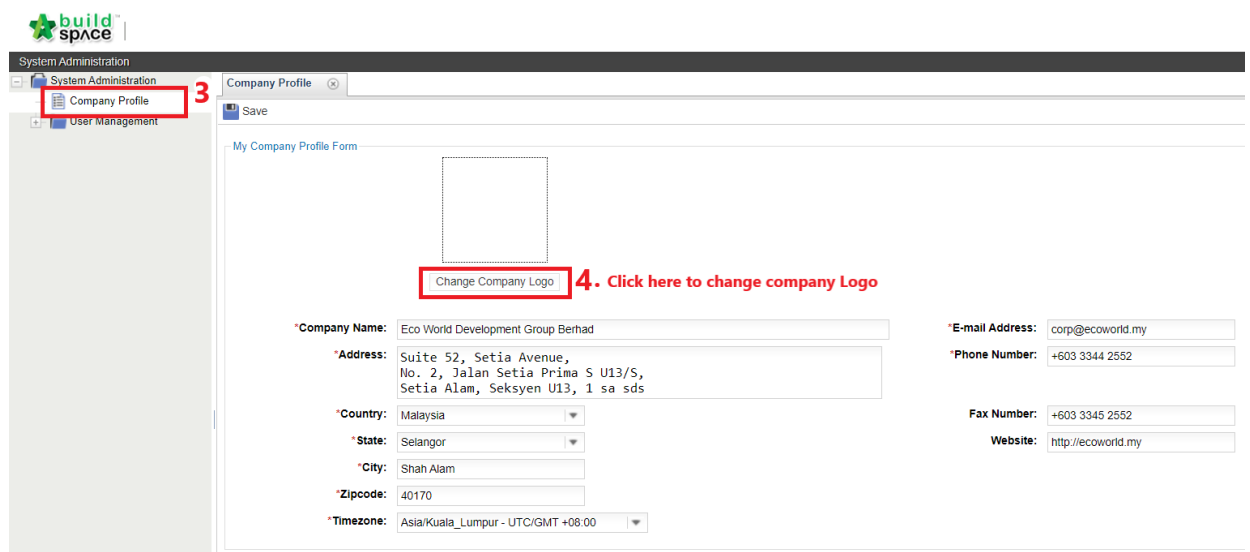
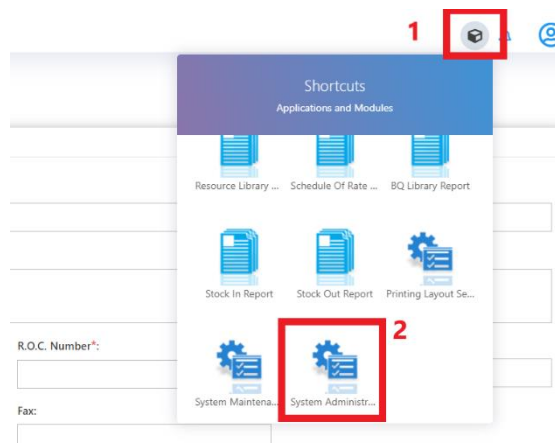
+ Add Files... Start Upload Cancel upload

Preview	File Name	Size	Actions	Uploaded
			<input type="button" value="Add"/> <input type="button" value="Back"/>	

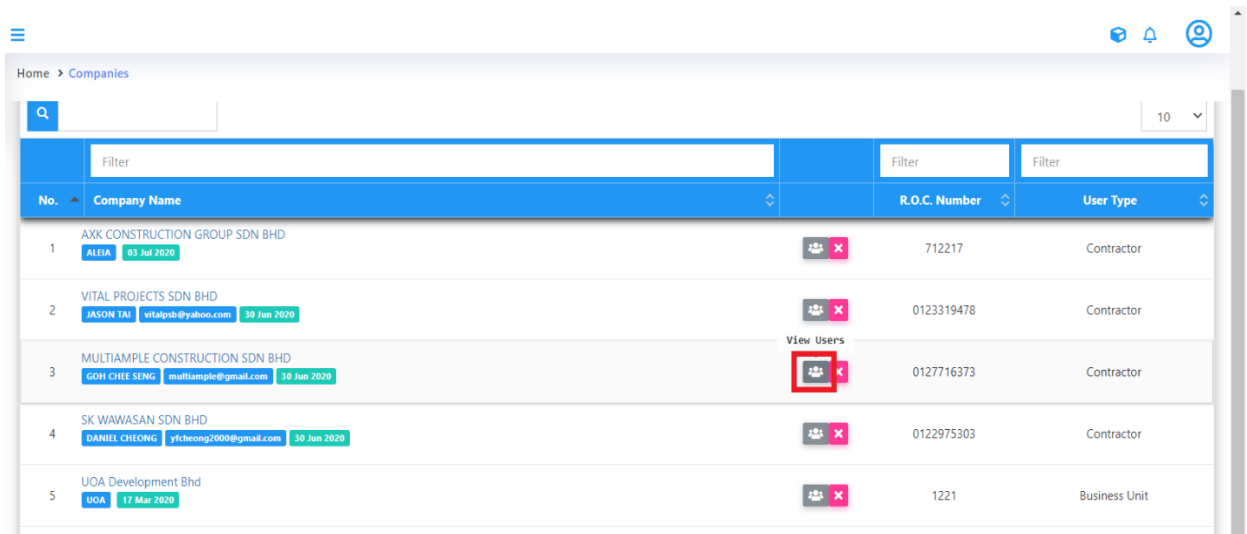
Click Add to Save →



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



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



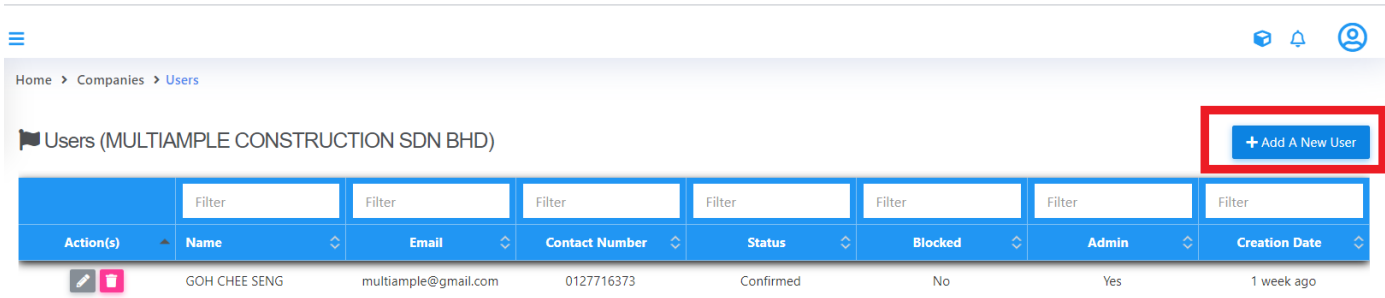
Home > Companies

Filter

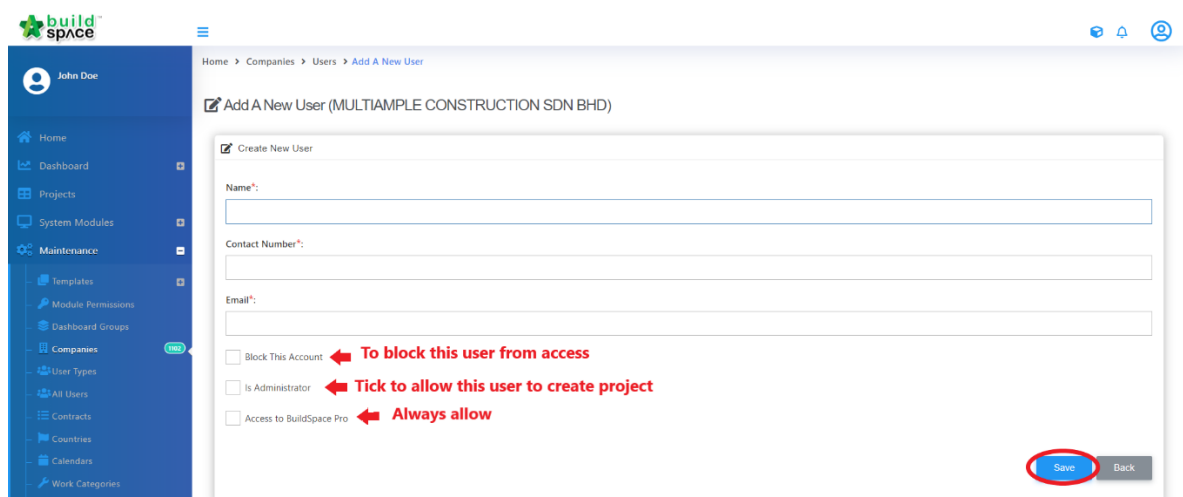
No.	Company Name	R.O.C. Number	User Type
1	AXK CONSTRUCTION GROUP SDN BHD ALEA 03 Jul 2020	712217	Contractor
2	VITAL PROJECTS SDN BHD JASON TAI vitalpsb@yahoo.com 30 Jun 2020	0123319478	Contractor
3	MULTIPLE CONSTRUCTION SDN BHD GOH CHEE SENG multisample@gmail.com 30 Jun 2020	0127716373	Contractor
4	SK WAWASAN SDN BHD DANIEL CHEONG yfcheong2000@gmail.com 30 Jun 2020	0122975303	Contractor
5	UOA Development Bhd UOA 17 Mar 2020	1221	Business Unit

View Users

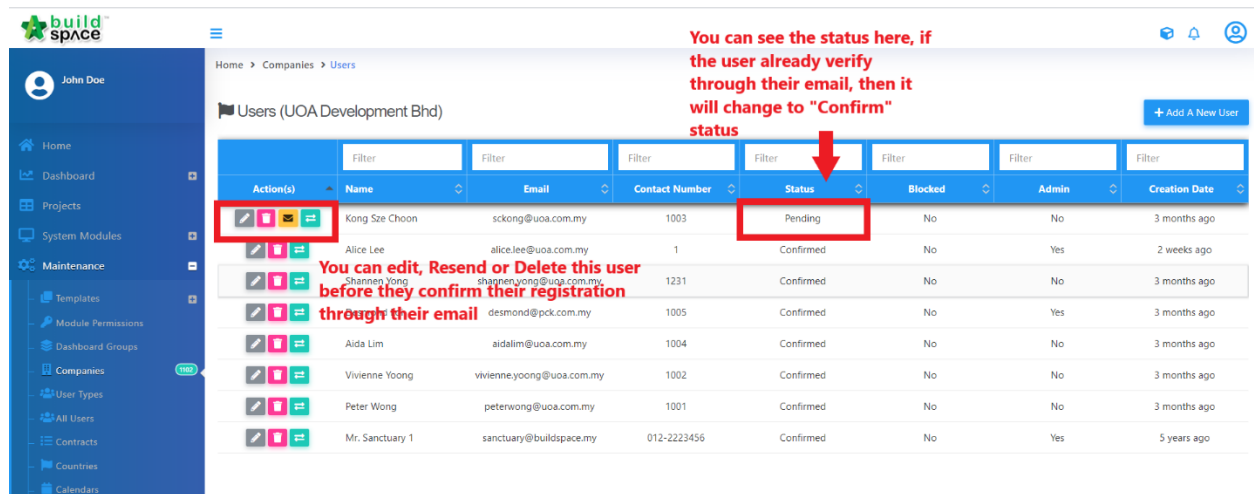
5. Click on “+ Add New User”.



































6. 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.



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.



The screenshot shows the 'Users (UOA Development Bhd)' management page. A table lists users with columns for Action(s), Name, Email, Contact Number, Status, Blocked, Admin, and Creation Date. The first user, Kong Sze Choon, has a 'Pending' status, which is highlighted with a red box. A red arrow points to the 'Status' column header, and a red text box above it reads: 'You can see the status here, if the user already verify through their email, then it will change to "Confirm" status'. Another red text box below the table reads: 'You can edit, Resend or Delete this user before they confirm their registration through their email'. The 'Action(s)' column for the first user is also highlighted with a red box, showing icons for edit, delete, resend, and confirm.

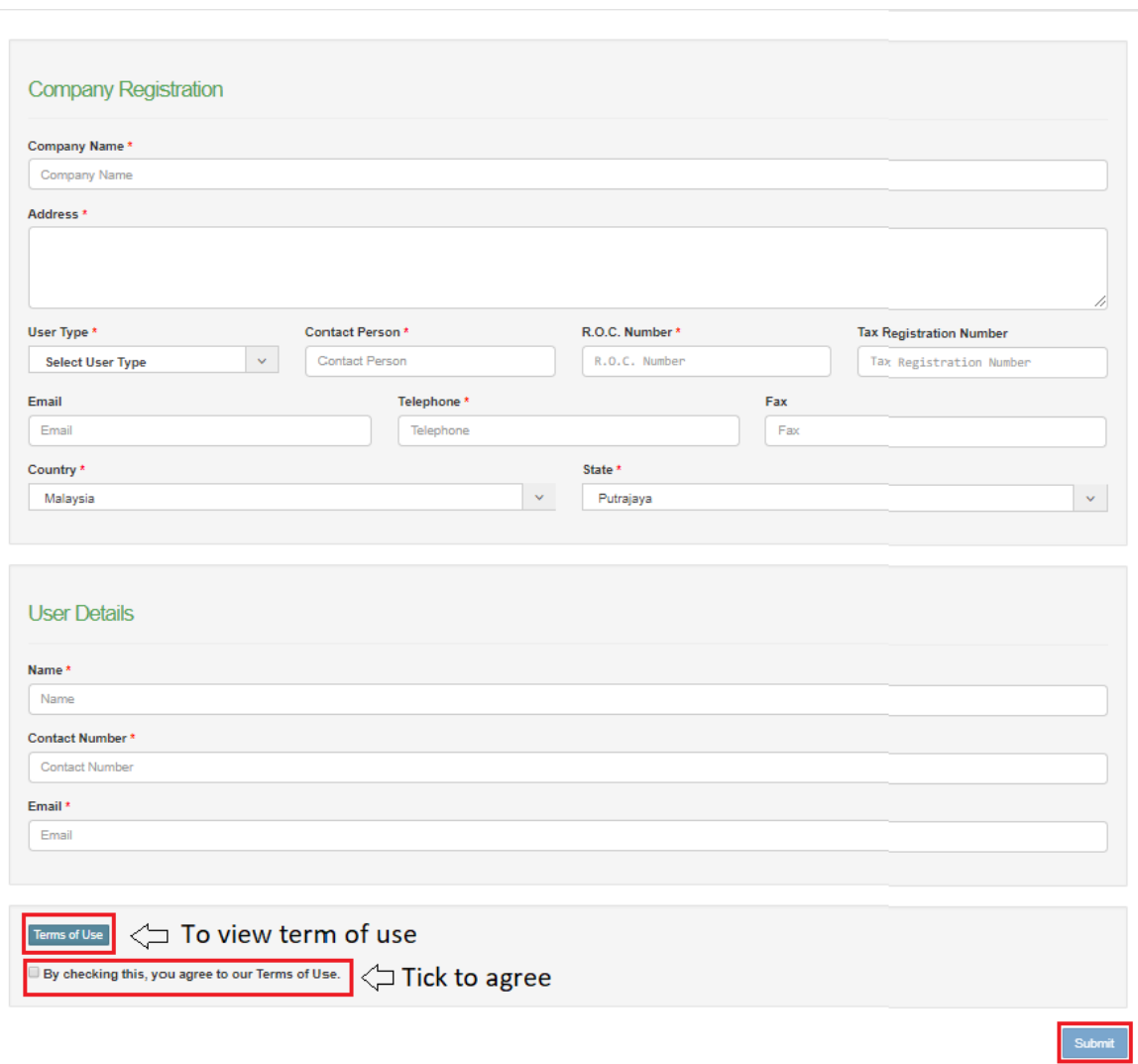
Action(s)	Name	Email	Contact Number	Status	Blocked	Admin	Creation Date
   	Kong Sze Choon	sckong@uoa.com.my	1003	Pending	No	No	3 months ago
   	Alice Lee	alice.lee@uoa.com.my	1	Confirmed	No	Yes	2 weeks ago
   	Shannen Wong	shannenwong@uoa.com.my	1231	Confirmed	No	No	3 months ago
   	desmond@pck.com.my	desmond@pck.com.my	1005	Confirmed	No	Yes	3 months ago
   	Aida Lim	aidalim@uoa.com.my	1004	Confirmed	No	No	3 months ago
   	Vivienne Yoong	vivienne.yoong@uoa.com.my	1002	Confirmed	No	No	3 months ago
   	Peter Wong	peterwong@uoa.com.my	1001	Confirmed	No	No	3 months ago
   	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>)

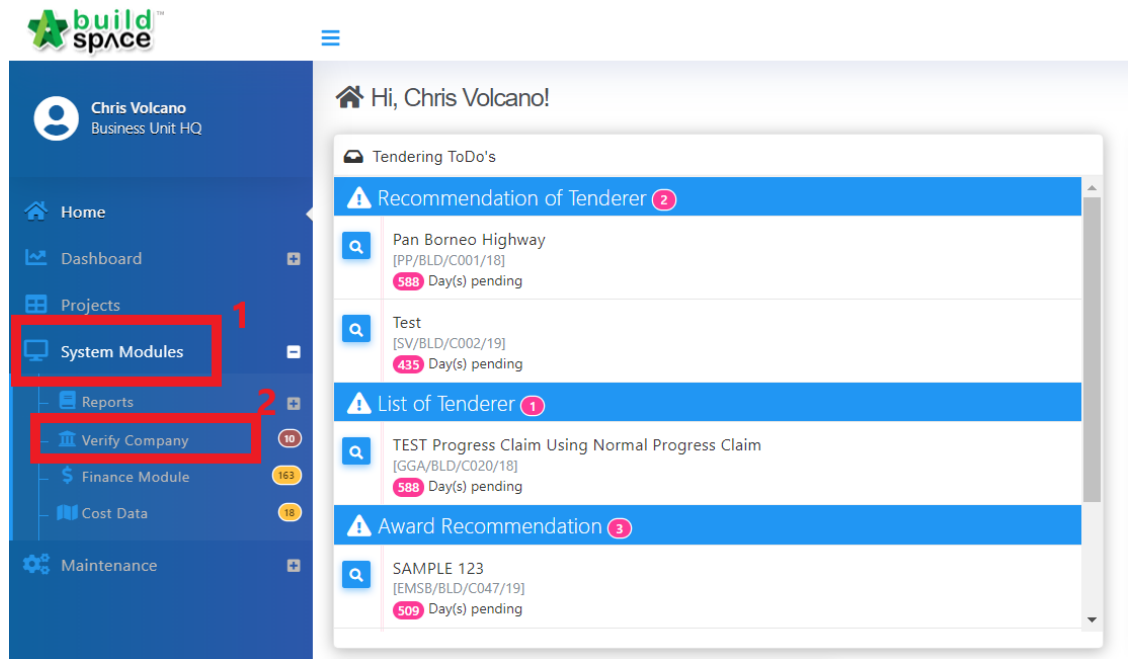
1. Vendor will fill in the company & user details and click “**Submit**” button.



The screenshot shows a two-part registration form. The top section, titled "Company Registration", includes fields for Company Name, Address, User Type (a dropdown menu), Contact Person, R.O.C. Number, Tax Registration Number, Email, Telephone, Fax, Country (a dropdown menu), and State (a dropdown menu). The bottom section, titled "User Details", includes fields for Name, Contact Number, and Email. Below the form, there are two red-bordered boxes: the first contains a "Terms of Use" link and the text "To view term of use"; the second contains a checkbox with the text "By checking this, you agree to our Terms of Use." and the text "Tick to agree". A "Submit" button is located at the bottom right of the form area.



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.

Home > Company Verification

### Company Verification

Companies

Filter Filter Filter

No.	Company Name	R.O.C. Number	User Type
1	<a href="#">ABC Construction Sdn Bhd</a> <a href="#">Mr. James</a>	abccons	Contractor
2	<a href="#">KEENSIGN ENGINEERING SDN BHD</a> <a href="#">KA TIM SUAY</a>   <a href="#">keensign@gmail.com</a>	818927-H	Supplier
3	<a href="#">Star Rolling Shutter Sdn Bhd</a> <a href="#">Yap Chee Song</a>   <a href="#">quotation02@starrolling.com.my</a>	197901005328(49611W)	Contractor
4	<a href="#">COL SHUTTERS SDN BHD</a> <a href="#">Ms Wani</a>   <a href="#">colmarketing@col.com.my</a>	415253-P	Contractor

Click on the company name to see the details

Click to verify

4. After reviewing the details, click Verify/Delete.

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

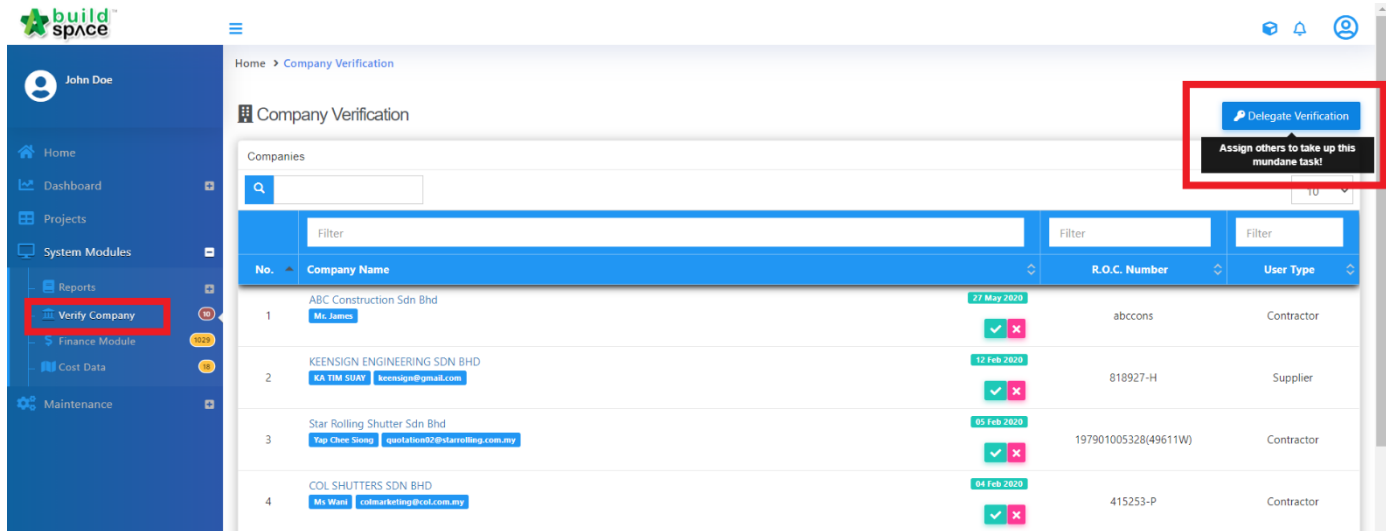
Fax:

Country: Malaysia

State: Putrajaya

## How to Assign User to Verify Consultants/Contractors Registration

1. Login to eTender system, click at “Verify Company” menu and then click at “Delegate Verification”.



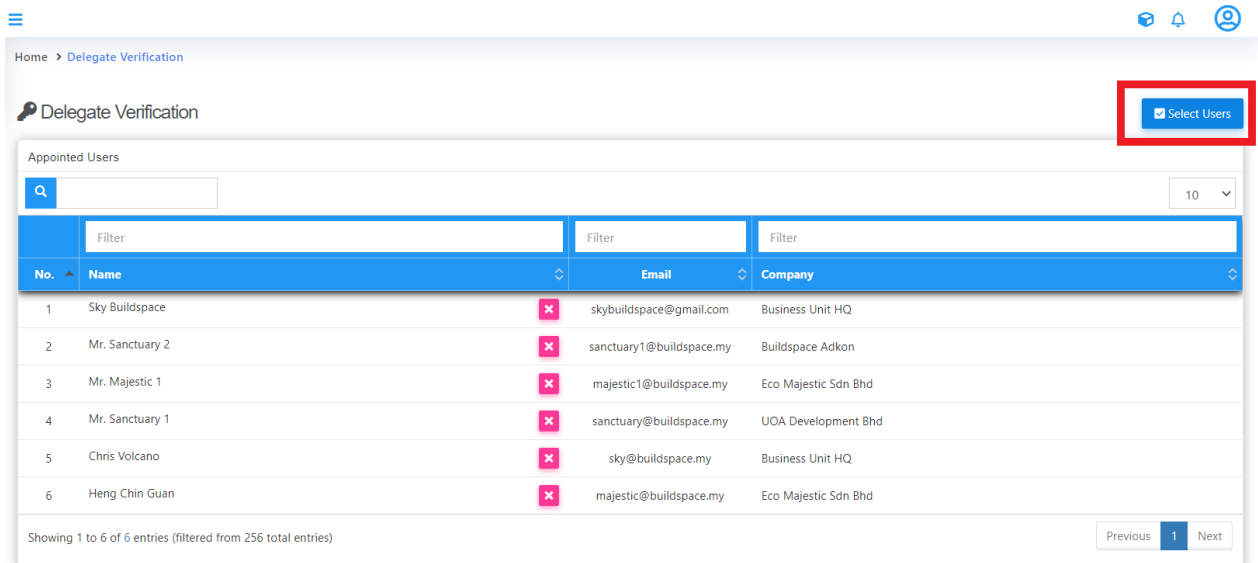
Home > Company Verification

Company Verification

Companies

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 SUAY keensign@gmail.com	818927-H	Supplier
3	Star Rolling Shutter Sdn Bhd Yap Chae Siong quotation02@starrollog.com.my	197901005328(49611W)	Contractor
4	COL SHUTTERS SDN BHD Ms Wan colmarketing@col.com.my	415253-P	Contractor

2. Click at “Select Users”.



Home > Delegate Verification

Delegate Verification

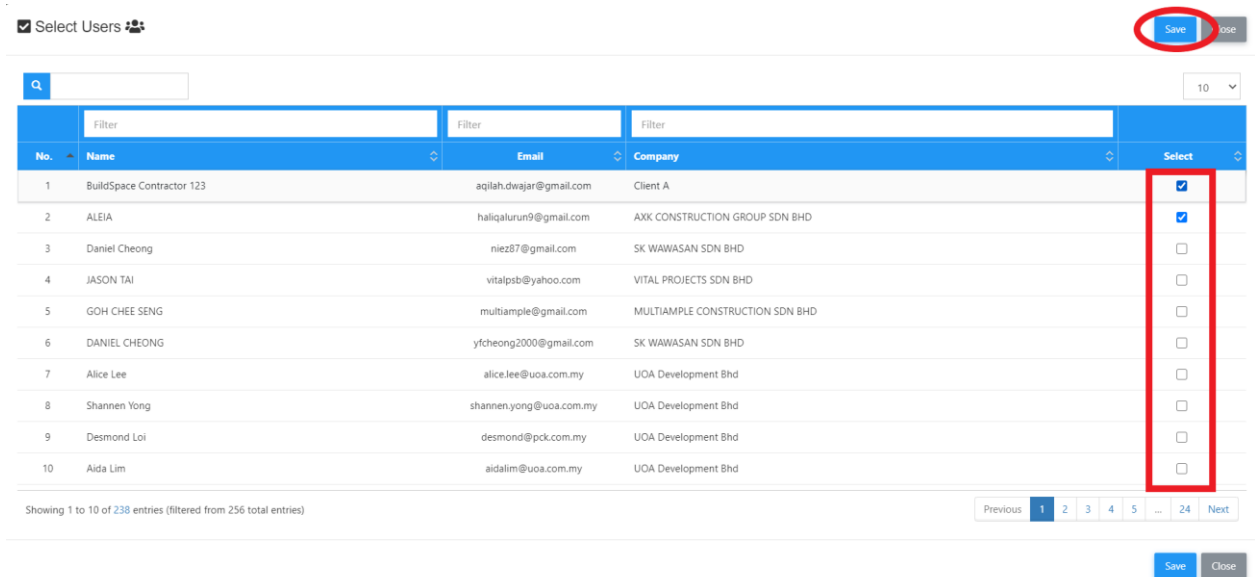
Appointed Users

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 1 to 6 of 6 entries (filtered from 256 total entries)

Previous 1 Next

3. “Tick” to select users and click “Save” to close.



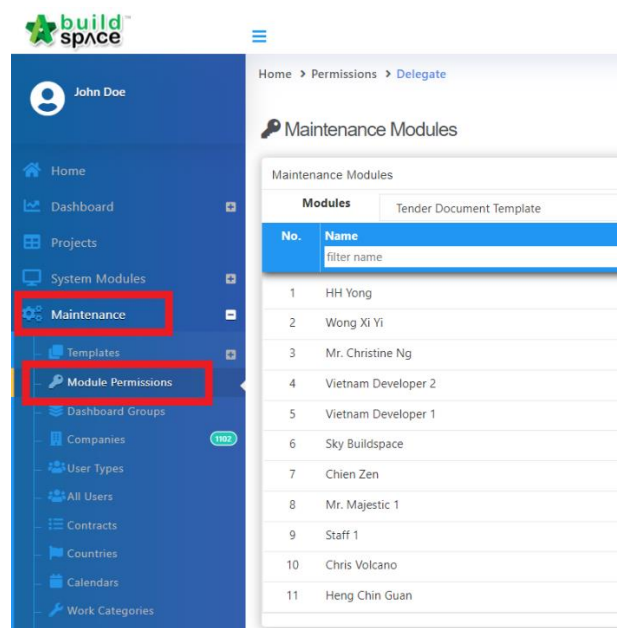
Select Users


No.	Name	Email	Company	Select
1	BuildSpace Contractor 123	aqilah.dwajar@gmail.com	Client A	<input checked="" type="checkbox"/>
2	ALEIA	halikalurun9@gmail.com	AXX CONSTRUCTION GROUP SDN BHD	<input checked="" type="checkbox"/>
3	Daniel Cheong	niez87@gmail.com	SK WAWASAN SDN BHD	<input type="checkbox"/>
4	JASON TAI	vitalpsb@yahoo.com	VITAL PROJECTS SDN BHD	<input type="checkbox"/>
5	GOH CHEE SENG	multiample@gmail.com	MULTIAMPLE CONSTRUCTION SDN BHD	<input type="checkbox"/>
6	DANIEL CHEONG	yfcheong2000@gmail.com	SK WAWASAN SDN BHD	<input type="checkbox"/>
7	Alice Lee	alice.lee@uoa.com.my	UOA Development Bhd	<input type="checkbox"/>
8	Shannen Yong	shannen.yong@uoa.com.my	UOA Development Bhd	<input type="checkbox"/>
9	Desmond Loi	desmond@pck.com.my	UOA Development Bhd	<input type="checkbox"/>
10	Aida Lim	aidalim@uoa.com.my	UOA Development Bhd	<input type="checkbox"/>

Showing 1 to 10 of 238 entries (filtered from 256 total entries) Previous **1** 2 3 4 5 ... 24 Next

## Module Permission

1. Go to **Maintenance > Module Permission**.





John Doe

- Home
- Dashboard
- Projects
- System Modules
- Maintenance**
- Templates
- Module Permissions**
- Dashboard Groups
- Companies 1102
- User Types
- All Users
- Contracts
- Countries
- Calendars
- Work Categories

Home > Permissions > Delegate

Maintenance Modules

Maintenance Modules

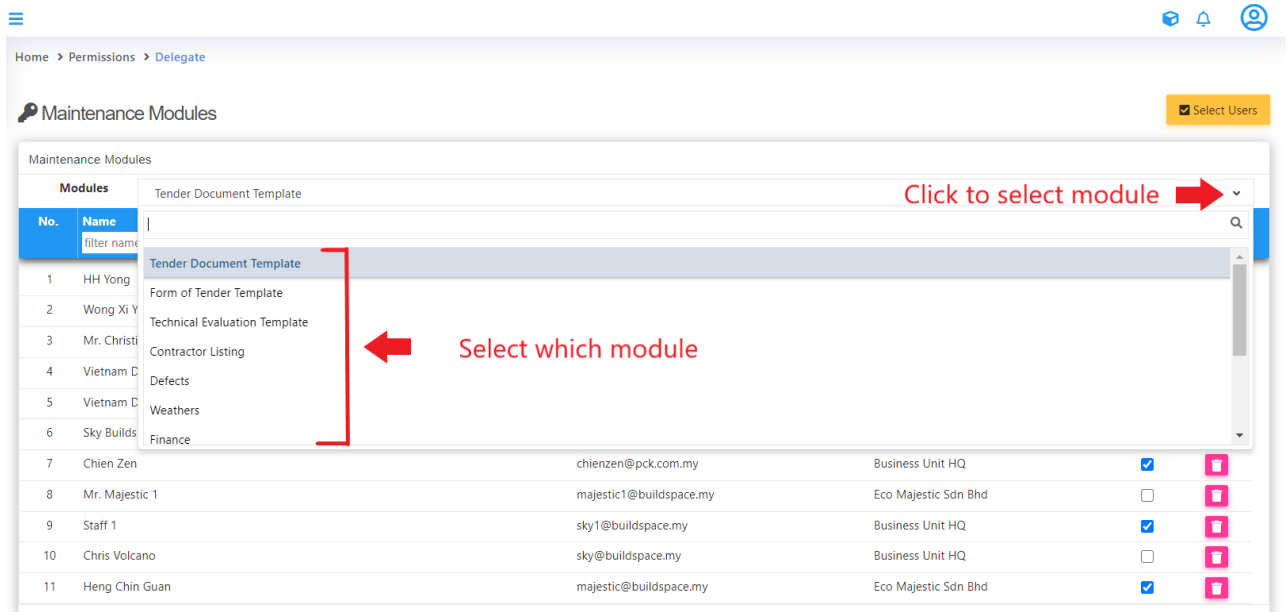
Modules Tender Document Template

No.	Name
	filter name
1	HH Yong
2	Wong Xi Yi
3	Mr. Christine Ng
4	Vietnam Developer 2
5	Vietnam Developer 1
6	Sky Buildspace
7	Chien Zen
8	Mr. Majestic 1
9	Staff 1
10	Chris Volcano
11	Heng Chin Guan

2. Click at the search bar to view all module, select which module to access & tick to assign user permission.

- Tender Document Template** – Select user to create/edit the tender document template.
- 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)



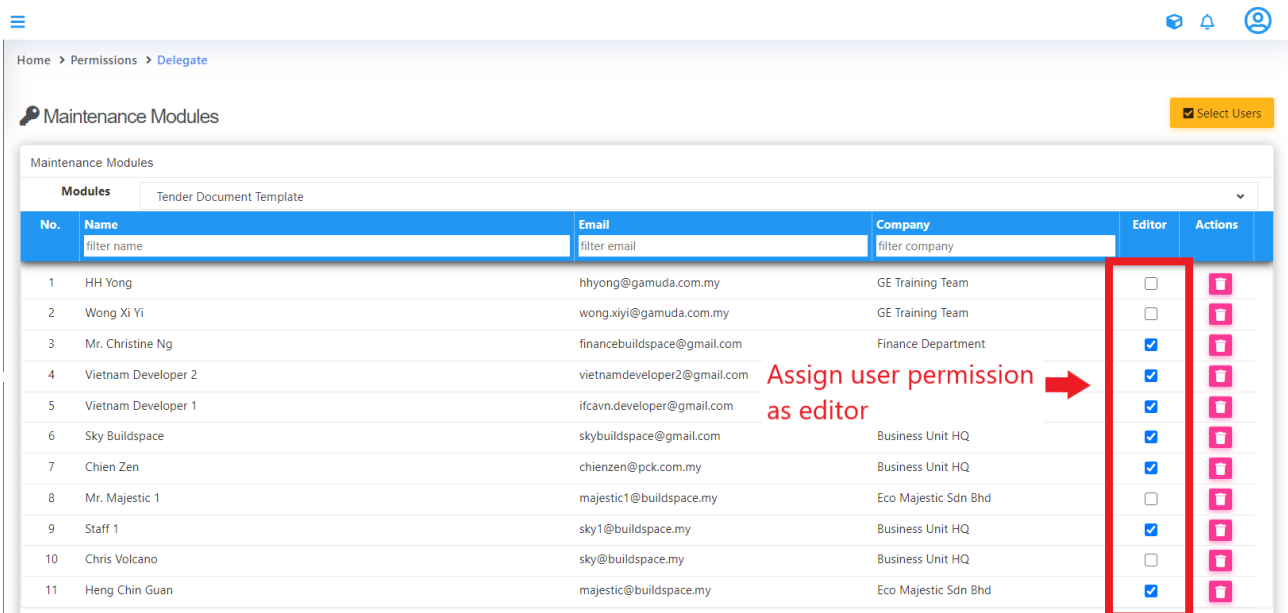
Home > Permissions > Delegate

Maintenance Modules Select Users

Maintenance Modules

Modules: Tender Document Template Click to select module

No.	Name	Email	Company	Editor	Actions
1	HH Yong	hhyong@gamuda.com.my	GE Training Team	<input type="checkbox"/>	
2	Wong Xi Yi	wong.xiyi@gamuda.com.my	GE Training Team	<input type="checkbox"/>	
3	Mr. Christine Ng	financebuildspace@gmail.com	Finance Department	<input checked="" type="checkbox"/>	
4	Vietnam Developer 2	vietnamdeveloper2@gmail.com	Business Unit HQ	<input checked="" type="checkbox"/>	
5	Vietnam Developer 1	ifcavn.developer@gmail.com	Business Unit HQ	<input checked="" type="checkbox"/>	
6	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	<input checked="" type="checkbox"/>	
7	Chien Zen	chienze@pck.com.my	Business Unit HQ	<input checked="" type="checkbox"/>	
8	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	<input type="checkbox"/>	
9	Staff 1	sky1@buildspace.my	Business Unit HQ	<input checked="" type="checkbox"/>	
10	Chris Volcano	sky@buildspace.my	Business Unit HQ	<input type="checkbox"/>	
11	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	<input checked="" type="checkbox"/>	



Home > Permissions > Delegate

Maintenance Modules Select Users

Maintenance Modules

Modules: Tender Document Template

No.	Name	Email	Company	Editor	Actions
1	HH Yong	hhyong@gamuda.com.my	GE Training Team	<input type="checkbox"/>	
2	Wong Xi Yi	wong.xiyi@gamuda.com.my	GE Training Team	<input type="checkbox"/>	
3	Mr. Christine Ng	financebuildspace@gmail.com	Finance Department	<input checked="" type="checkbox"/>	
4	Vietnam Developer 2	vietnamdeveloper2@gmail.com	Business Unit HQ	<input checked="" type="checkbox"/>	
5	Vietnam Developer 1	ifcavn.developer@gmail.com	Business Unit HQ	<input checked="" type="checkbox"/>	
6	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	<input checked="" type="checkbox"/>	
7	Chien Zen	chienze@pck.com.my	Business Unit HQ	<input checked="" type="checkbox"/>	
8	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	<input type="checkbox"/>	
9	Staff 1	sky1@buildspace.my	Business Unit HQ	<input checked="" type="checkbox"/>	
10	Chris Volcano	sky@buildspace.my	Business Unit HQ	<input type="checkbox"/>	
11	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	<input checked="" type="checkbox"/>	

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

Home > Permissions > Delegate


Maintenance Modules Select Users

Maintenance Modules

Modules: Tender Document Template

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	HH Yong	hhyong@gamuda.com.my	GE Training Team	<input type="checkbox"/>	<input type="checkbox"/>
2	Wong Xi Yi	wong.xiyi@gamuda.com.my		<input type="checkbox"/>	<input type="checkbox"/>
3	Mr. Christine Ng	financebuildspace@gmail.com		<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Vietnam Developer 2	vietnamdeveloper2@gmail.com		<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Vietnam Developer 1	ifcavn.developer@gmail.com		<input type="checkbox"/>	<input type="checkbox"/>
6	Sky Buildspace	skybuildspace@gmail.com		<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Chien Zen	chienze@pck.com.my		<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Mr. Majestic 1	majestic1@buildspace.my	Eco Majestic Sdn Bhd	<input type="checkbox"/>	<input type="checkbox"/>
9	Staff 1	sky1@buildspace.my	Business Unit HQ	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Chris Volcano	sky@buildspace.my	Business Unit HQ	<input type="checkbox"/>	<input type="checkbox"/>
11	Heng Chin Guan	majestic@buildspace.my	Eco Majestic Sdn Bhd	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click this 'Bin' icon to delete the existing user. (Deleted user can no longer access this module)



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

#### Assign Users

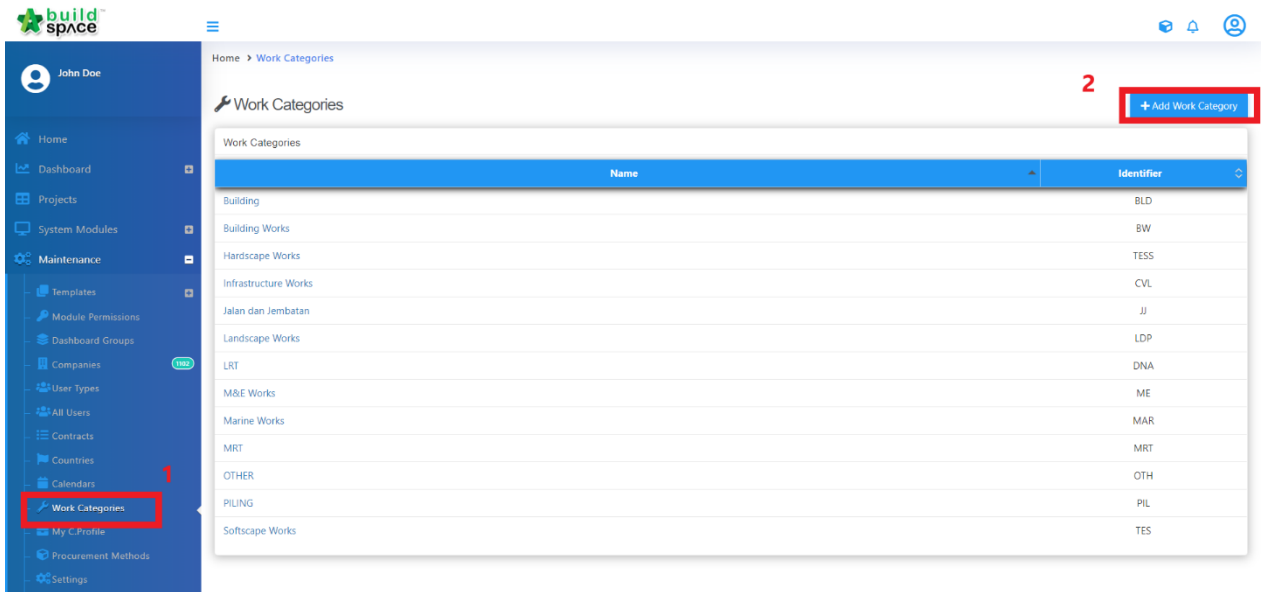
No.	Name	Email	Company	Assign
	<input type="text" value="filter name"/>	<input type="text" value="filter email"/>	<input type="text" value="filter company"/>	
1	ALEIA	haliqalurun9@gmail.com	AXK CONSTRUCTION GROUP SDN BHD	<input checked="" type="checkbox"/>
2	Daniel Cheong	niez87@gmail.com	SK WAWASAN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

Assign Close

## How to add work category/trade

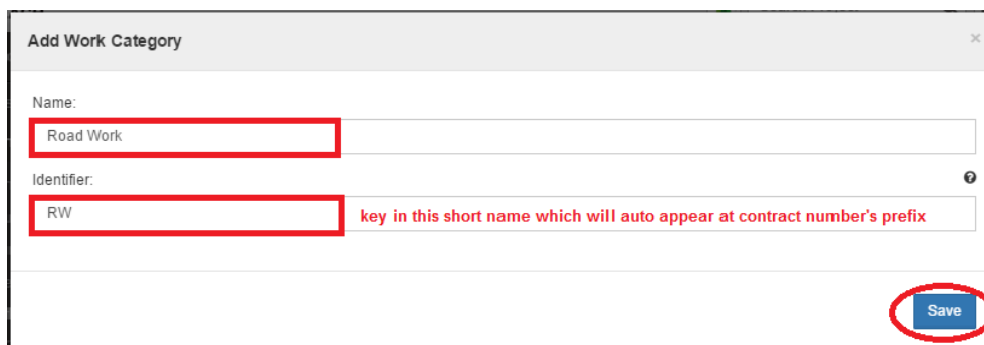
**Note:** Adding work category inside the system allow user to select the type of work when creating a new project.

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



Name	Identifier
Building	BLD
Building Works	BW
Hardscape Works	TESS
Infrastructure Works	CVL
Jalan dan Jembatan	JJ
Landscape Works	LDP
LRT	DNA
M&E Works	ME
Marine Works	MAR
MRT	MRT
OTHER	OTH
PILING	PIL
Softscape Works	TES

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

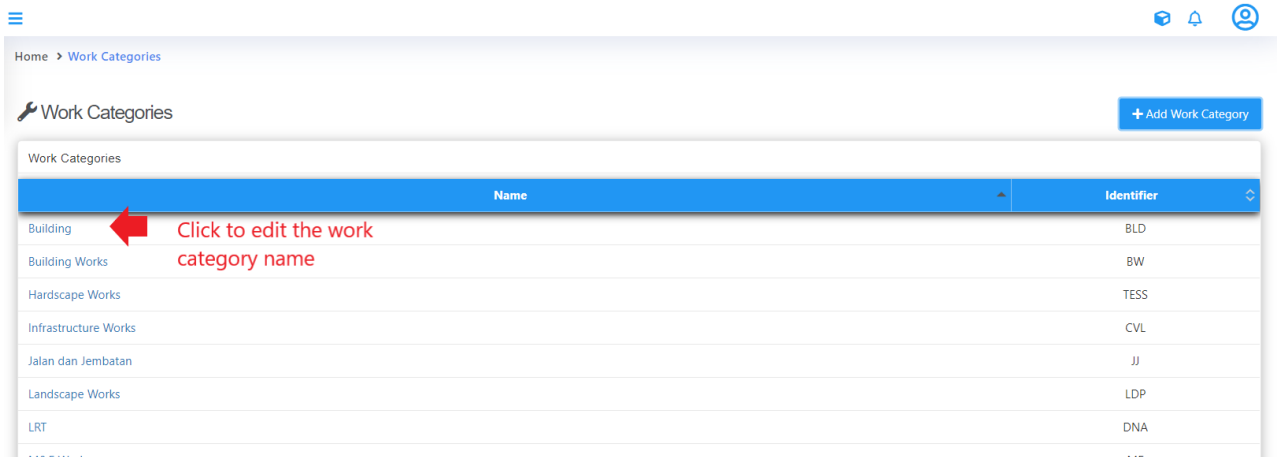


**Add Work Category**

Name:

Identifier:  
 key in this short name which will auto appear at contract number's prefix

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



Home > Work Categories

Work Categories + Add Work Category

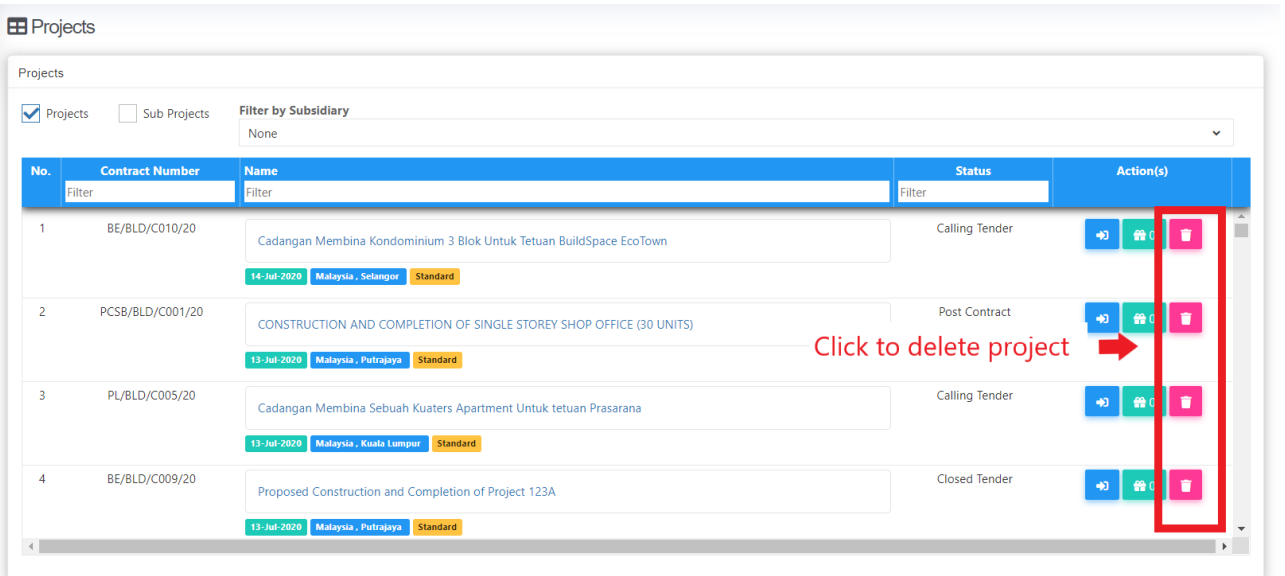
Name	Identifier
Building	BLD
Building Works	BW
Hardscape Works	TESS
Infrastructure Works	CVL
Jalan dan Jembatan	JJ
Landscape Works	LDP
LRT	DNA



## How to delete existing project

**Note:** When your staff accidentally created a wrong project, Super Admin able to delete the project inside the system.

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



The screenshot shows the 'Projects' management interface. It includes a table with columns for 'No.', 'Contract Number', 'Name', 'Status', and 'Action(s)'. A red box highlights the delete icon (a trash can) in the 'Action(s)' column for the first project. A red arrow points to this icon with the text 'Click to delete project'.

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	[Icons: Refresh, Edit, Delete]
2	PCSB/BLD/C001/20	CONSTRUCTION AND COMPLETION OF SINGLE STOREY SHOP OFFICE (30 UNITS) 13-Jul-2020 Malaysia, Putrajaya Standard	Post Contract	[Icons: Refresh, Edit, Delete]
3	PL/BLD/C005/20	Cadangan Membina Sebuah Kuarters Apartment Untuk tetuan Prasarana 13-Jul-2020 Malaysia, Kuala Lumpur Standard	Calling Tender	[Icons: Refresh, Edit, Delete]
4	BE/BLD/C009/20	Proposed Construction and Completion of Project 123A 13-Jul-2020 Malaysia, Putrajaya Standard	Closed Tender	[Icons: Refresh, Edit, Delete]

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

