Super Admin Work Flow

```
Login eProject  ──────────────►  At Maintenance
```

| Upload at My Company Profile | ◄ – – – | Company Logo | ◄── |

| Business Units/GCD registration & define Admin user | ◄ – – – | User Registration | ◄── |

| • Set BuildSpace Pro access right
• Match user types
• Set privileges | ◄ – – – | Add User Type | ◄── |

| Click "Verify Company" at "System Module", then select "Delegate Verification". | ◄ – – – | Assign Verify Company user | ◄── |

| Create additional work categories for the projects | ◄ – – – | Create Work Categories | ◄── |

| Create procurement method (optional) | ◄ – – – | Procurement Method | ◄── |

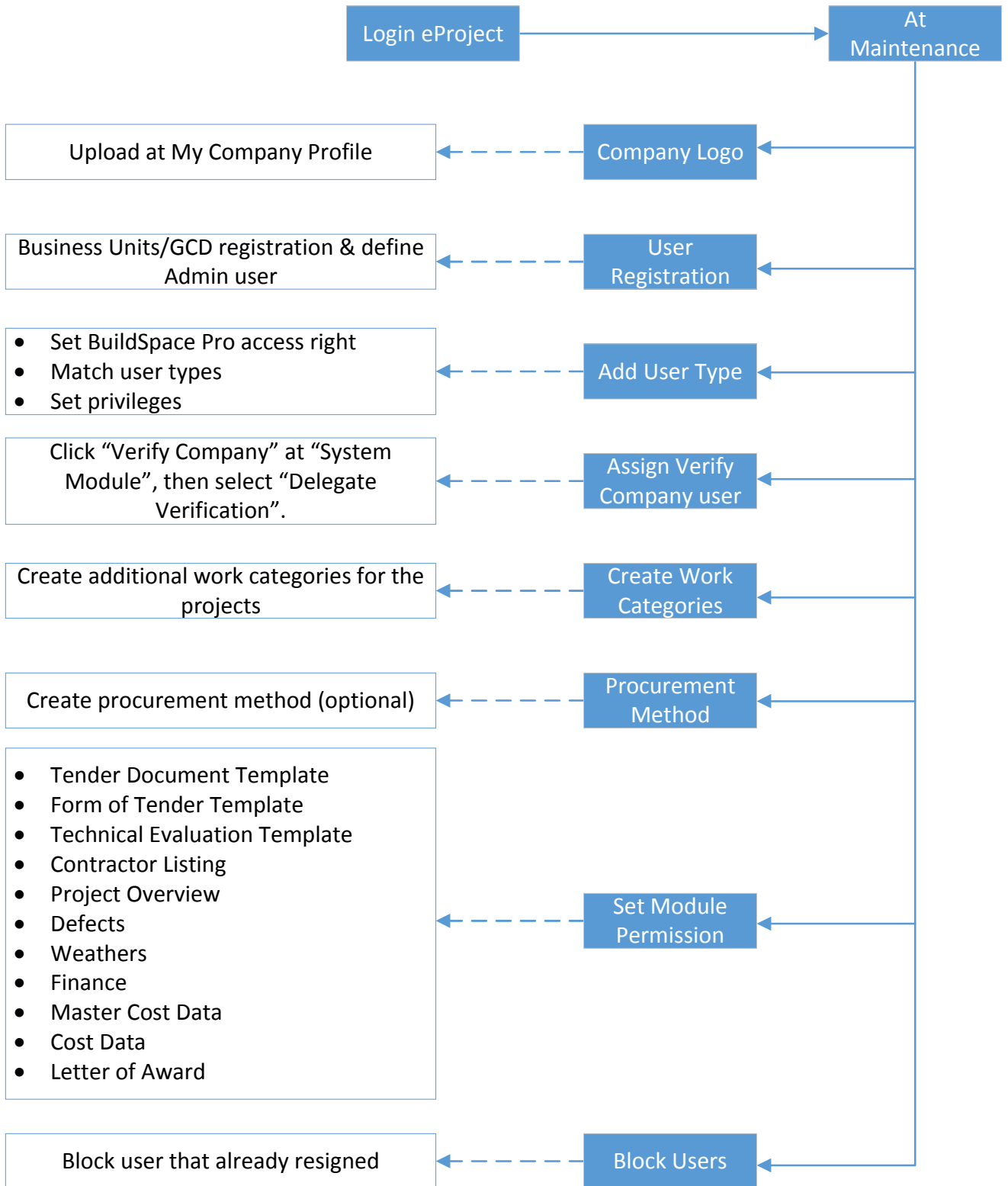| • Tender Document Template
• Form of Tender Template
• Technical Evaluation Template
• Contractor Listing
• Project Overview
• Defects
• Weathers
• Finance
• Master Cost Data
• Cost Data
• Letter of Award | ◄ – – – | Set Module Permission | ◄── |

| Block user that already resigned | ◄ – – – | Block Users | ◄── |

Note;
- The super admin account preferable hold by the system coordinator.