

BUILDSPACE GUIDELINE FOR DEVELOPER

BuildSpace System Support

If you need any assistance or guidance, please reach us at: -

1. BuildSpace Support Team (support@pck.com.my): +603- 4162 3698 (Call / WhatsApp)
2. To submit your inquiry, kindly click at [HERE](#).
3. For Remote Access Support, kindly download [TEAMVIEWER](#) on your desktop.
4. Book your private meeting/training slots at [HERE](#).

Type of User Roles in BuildSpace System

User	User Role
Business Unit Admin	BUA
Business Unit	BU
Group Contract Department Admin	GCDA
Group Contract Department	GCD
Super Admin	SA
System Coordinator	SC
Normal Consultant	NC
Group Access to Tender Document /Consultant or Party Prepare Tender	GA

First Time Login & Important User Guide

Role	Task	PDF	Video
ALL	BuildSpace User Account Activation	PDF	Video
ALL	Reset Password		Video
BUA/GCDA	Manager / Import user from another BU group	PDF	Video
BUA/GCDA	Assign user to view BQ in BuildSpace Pro	PDF	Video
BUA	Create Subsidiary or Township name		Video
ALL	Assign Project Users by Each Role's Admin User		Video
ALL	Shortcut Access to BuildSpace Pro		Video

Master Template Preparation

User Type	Master Template	Work Flow	User Guide
Super Admin	Work Category	Work Flow	PDF
Super Admin	Procurement Method		
Super Admin	Internal User Registration		
System Coordinator	Verify Company (Vendors)	Work Flow	PDF
System Coordinator	Tender Document		
System Coordinator	Form of Tender		
System Coordinator	Technical Evaluation Form		
System Coordinator	Letter of Award		
System Coordinator	Predefined All Trades		

***Please complete the master templates before proceeding to general task**

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Project Collaboration Work Processes – View [Work Flow](#)

Role	Task	Task Definition	PDF	Video
Communication & Document Management				
ALL	Compose Message	Communicate among project team members	PDF	Video
ALL	Upload & Share Documents	Upload & share documents among project team members	PDF	Video
ALL	Request for Information	Issue request for information form	PDF	Video
ALL		Respond to request for information form	PDF	

E-Tendering Work Processes – View [Work Flow](#) Download [Full User Guide \(PDF\)](#)

Role	Task	Task Definition	PDF	Video
BUA	Create Main Package	Create a main package/project in system.	PDF	Video
BUA	Assign Company	Assign GA user and other consultant parties.	PDF	Video
BUA	Project User Assignment	Assign BU user as view/verifier of the project	PDF	Video
BUA	Create Sub Package (for NSC Package)	Create sub-package (without BQ) in system.	PDF	Video
BUA		Create sub-package (extracting BQ from main package to be formed as sub-contractor BQ).	PDF	Video
GA	BQ Preparation	Create Bill and import from Excel	PDF	Video
		Import multiple columns BQ from Excel		Video
		Prepare BQ in BuildSpace		Video
		Explanation of Bill & Item types in BuildSpace	PDF	Video
		Measurement in BuildSpace		Video
		Insert note, GFA		Video
		Activate Qty 2 for alternative design measurement		Video
		Pre-Tender Estimate		Video
		Project Analyzer		Video
	Tender Option	PDF	Video	
GA	Upload Tender Document	Upload tender document as attachments	PDF	Video
GA	Edit Form of Tender	Edit Form of Tender	PDF	Video
BU	Recommendation of Tenderer Form	Prepare Recommendation of Tenderer Form	PDF	Video
GCD/BU	List of Tenderer Form	Finalize on tender information and tenderer list.	PDF	Video
GA	Calling Tender Form	Prepare Calling Tender Form	PDF	Video
GA		Send out tender invitation	PDF	
GA		Prepare Acknowledgement of Letter	PDF	
GA		Setup Tender Interview / Clarification Meeting	PDF	
GA		Call Tender (to Notify Tenderer)	PDF	
GA	Tender Addendum	Upload addendum drawings	PDF	Video
GA		Issue BQ addendum	PDF	Video

Skip to Post Contract Stage

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Role	Task	Task Definition	PDF	Video
GA	Tender Extension	Extend tender closing date	PDF	Video
ALL	Forum	Start a new topic in Forum module	PDF	Video
ALL		Reply message in Forum module	PDF	Video
ALL		Set a forum topic from private to public	PDF	Video
GCD/BU	Send Email to Tenderer	Set tender announcement to tenderer through email.	PDF	Video
GA	Check Log for Tender Document	Check whether tenderers downloaded tender documents from system (<i>During Calling Tender Stage</i>)	PDF	Video
Tender Evaluation (Technical)				
GCD/BU	Technical Evaluation	Assign verifier for tender opening	PDF	Video
Assigned Party		Respond to tender opening approval request	PDF	Video
Assigned Party		View technical report with scoring matrix	PDF	Video
Assigned Party		Rationalize tenderer's technical scoring based on submitted technical attachment.	PDF	Video
BU		Submit Technical Assessment Form for approval	PDF	Video
Assigned Party		Respond to approval request for Technical Assessment Form	PDF	Video
Tender Evaluation (Commercial)				
GCD/BU	Commercial Evaluation	Assign verifier for tender opening	PDF	Video
Assigned Party		Respond to tender opening approval request	PDF	Video
GA/ GCD/BU		Insert Tender Validity Period	PDF	Video
GA/ GCD/BU		Insert Record to check on whether tenderers submitted their earnest money.	PDF	Video
GA/ GCD/BU		Print Tender Opening Form	PDF	Video
GA/ GCD/BU		View Tender Comparison Rates with multiple submission & Compare to Historical Rates		Video
GA/ GCD/BU		Print Tender Price Comparison Report	PDF	Video
Tender Re-Submission				
GCD/BU	Tender Resubmission	Activate Tender Resubmission	PDF	Video
GCD/BU	List of Tenderer	Finalize shortlisted contractors	PDF	Video
GA/ GCD/BU		Activate BQ Addendum (<i>With or Without amendment</i>)	PDF	Video
GA	Calling for Tender	Call Tender Resubmission (Notify Tenderers)	PDF	Video
<i>Back to Tender Evaluation (Commercial)</i>				
Tender Award				
GCD/BU	Award recommendation report	Prepare award recommendation report	PDF	Video

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Role	Task	Task Definition	PDF	Video
GCD/BU		Respond to approval request for Award Recommendation Report	PDF	Video
BUA	Letter of Award (View Work Flow)	User assignment for Letter of Award module	PDF	Video
Assigned Party		Prepare/edit Letter of Award	PDF	Video
		Comment on drafted Letter of Award	PDF	Video
		Amend Letter of Award based on comments	PDF	Video
		Submit Letter of Award for approval	PDF	Video
		Respond to approval request for Letter of Award	PDF	Video
GA/GCD/BU	Rate of Rationalization	Prepare Rates of Rationalization for awarded contractor	PDF	Video

Post Contract Work Processes – [View Work Flow](#) [Download Full User Guide \(PDF\)](#)

Role	Task	Task Definition	PDF	Video
Publish to Post Contract				
BUA	Contract Management	Assign verifier for approval	PDF	Video
GA/GCD/BU	Publish to Post Contract	Select awarded contractor	PDF	Video
GA/GCD/BU		Publish BQ to post contract for approval	PDF	Video
Assigned Party		Respond to approval request for Publish to Post Contract.	PDF	Video
Account Code Setting (Optional)				
SA	Account Code Setting	View Projects at Account Code Setting		Video
GCD/BU		Create Account Code		Video
GCD/BU		Prepare Account Code Setting & Submit for Approval	PDF	Video
GCD/BU		Respond to approval request for Account Code Setting	PDF	Video
Interim Claim Recommendation				
GA	Progress Claim	Activate claim certificate	PDF	Video
GA	eClaim Submission	View Claim Submission from Contractor		Video
GA	BQ Progress Claim	Update Preliminary Progress Claim	PDF	
GA		Update BQ progress claim	PDF	Video
BUA	Request for Variation (View Work Flow)	Assign user role for Request for Variation module	PDF	Video
Assigned Party		How to add contingency sum	PDF	Video
		Issue new RFV form	PDF	Video
		How to insert cost estimation for the RFV	PDF	Video
		Verify on RFV cost estimation	PDF	Video
		Submit RFV for approval	PDF	Video
		Respond to approval request for RFV	PDF	Video
		Insert AI number when RFV approved	PDF	Video
		Prepare RFV progress claim	PDF	Video
GA	Variation Order Preparation	Prepare Variation Order	PDF	Video

Skip to Post Contract

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Role	Task	Task Definition	PDF	Video
GA	Update VO Claim	Update Variation Order progress claim	PDF	Video
GA/GCD/BU	Update Miscellaneous item	Update Miscellaneous Item (<i>Advance Payment, Material on Site, Purchase on Behalf, etc</i>)	PDF	Video
GA/GCD/BU	Claim Certificate (<i>Submit for approval</i>)	Apportion claim amount based on work categories (Only apply to the project that submitted <i>for Account Code Setting only</i>)	PDF	Video
GA/GCD/BU		Submit Claim Certificate for approval	PDF	Video
Assigned Party		Respond to approval request for claim certificate	PDF	Video

Import Existing Ongoing Projects (Skipping E-Tendering Work Process) – View [Work Flow](#)

Role	Task	Task Definition	PDF	Video
BUA	Publish project to post contract stage (without E-Tendering work process)		PDF	Video

Project Cost Data module – View [Full User Guide \(PDF\)](#)

Role	Task	Task Definition	PDF	Video
SA	Master Cost Data	User Assignment to Create Master Cost Data		Video
Assigned Party		Create a Master Template		Video
		Create Project Particulars & Project Info		Video
		Create Project Costing Items		Video
		Assign Project Particular at Costing Item Level		Video
SA	Setup Project Cost Data	User Assignment to Cost Data module		Video
Assigned Party		Create project cost data	PDF	Video
		User assignment for project cost data	PDF	Video
		Input general cost data information.	PDF	Video
		Input date for Budget, Awarded Sum & Adjusted Sum	PDF	
		Upload attachment in project cost data module	PDF	Video
		Update Provisional Sum	PDF	Video
		Update Prime Cost Sum	PDF	Video
		Update Prime Cost Rate	PDF	Video
		Update Cost Data Breakdown Item (<i>Standard Cost Data Item</i>)	PDF	Video
		Tag Variation Order Item	PDF	Video
		Input Remark	PDF	Video

Other Tutorials

Item	Task	Task Definition	PDF	Video
1	Set Up Cost Library	View Work Flow	PDF	Video
		Resources Library		Video
		Schedule of Rates		Video
2	Site Location Management	View Work Flow	PDF	Video

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Item	Task	Task Definition	PDF	Video
		Overview the features		
3	Project Scheduling	View Work Flow	PDF	Video
		Key in activities		Video
		Tag to BQ Item		Video
		Define dependency		Video
		Print out cash flow projection		Video
		Estimate Completion Date Based on Progress		Video
4	Defects Management	View Work Flow	PDF	
		Setup User Permission by Project Manager	PDF	
5	Finance Module	View Work Flow	PDF	Video
		Account Code Setting & Export Claim for Accounting		
6	Filter Sub Package	Create sub package by using resource's rate only	PDF	Video
7	Cost Analysis Report	Report based on Schedule of Rates		Video
8	Report Module	Print out Reports	PDF	

QA & QC Module – [Work Flow](#)

Item	Task	Task Definition	PDF	Video
1	Define Location	Define the site location		Video
2	User Assignment	Access to set up master template & project template		Video
3	Set Up Master Template	Set up master template for all project types		Video
4	Set Up Project Inspection List	Setup inspection list for particular project		Video
5	Project User Assignment	Create group & assigned inspection list into group		Video
		Create role and assign users		Video
6	Request for Inspection	Raise up an inspection request		Video
7	Submit inspection form	Inspectors to submit inspection form		Video
8	Submit inspected form	Submit inspected form for approval		Video
9	Verifier	To verify or approve inspected form		Video
10	View Previous Inspection	To view previous rejected inspection revisions		Video