



User Assignment for Letter of Award

For Admin User

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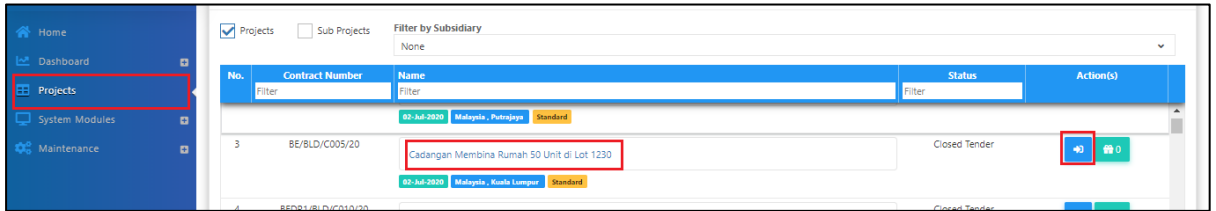
(BuildSpace Version 2.3)

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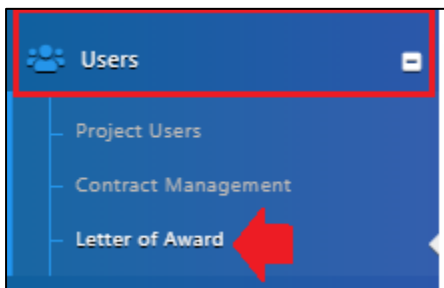
Assign user to access Letter of Award module (Project)

Note: Admin user can assign user to access into this module.

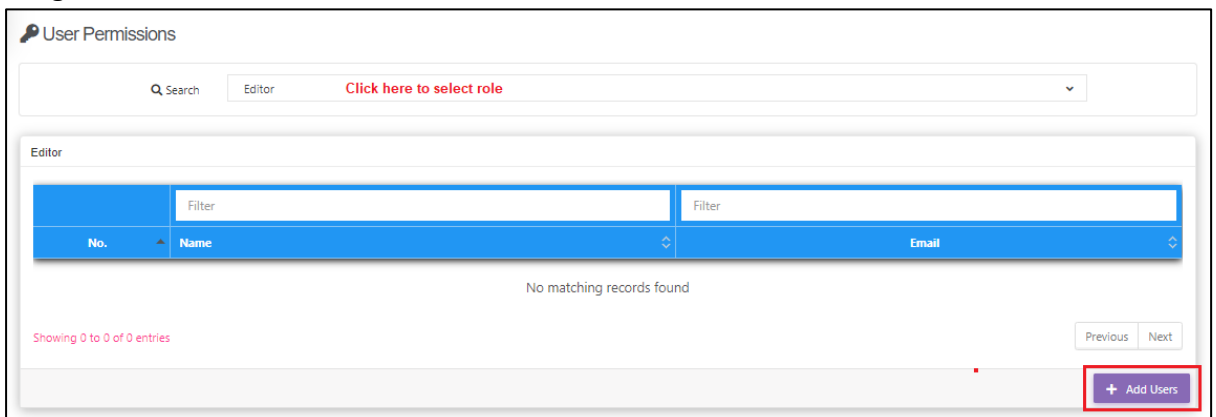
1. Login **BuildSpace eProject** system and click **“Projects”** and then click **“Project Title”** or click **“Open Project”**



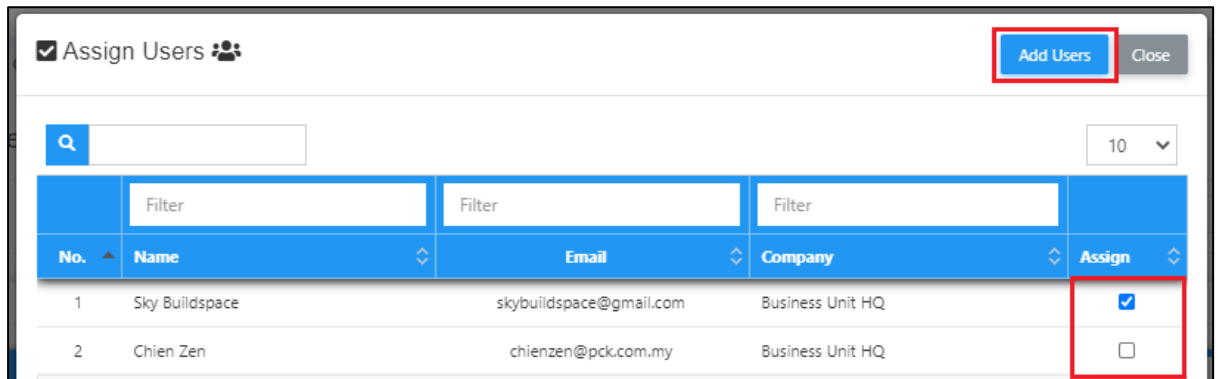
2. Click **“Users”** then click **“Letter of Award”**



3. There are 2 roles under Letter of Award module, user need to click **“+Add Users”** to assign user under both roles.



4. Tick to select the user, then click “Add Users”.



5. The assigned user will display under the list, user still can click “X” symbol to remove the user from the list.

Note: Under “Reviewer” role, admin user needs to tick to define whether the assigned user is **Editor or not. (Reviewer with Editor can submit letter of award for management approval process)**

