

User Assignment for Letter of Award

For Admin User

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ОРСК

GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

3-2 Jalan SU 1E, Persiaran Sering Ukay 1 Sering Ukay, 68000 Ampang, Selangor, Malaysia Tel :+603-41623698 Fax :+603-41622698 Email: info@pck.com.my Website: www.BuildSpace.my

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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"**

Home	Projects Sub Projects		Filter by Subsidiary None		
Projects	No. Fi	Contract Number	Name Filter	Status Filter	Action(s)
System Modules	3	BE/BLD/C005/20	22-JA 2220 Matyuta Awageya Seekeel Cadangan Membina Rumah 50 Unit di Lot 1230 35-JA 2220 Metaytia Kanta Langera Seekeel	Closed Tender	→) ∰0

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.

User Permis	ssions					
	Q Search	Editor	Click here to select role			~
Editor						
	Filter			Filter		
No.	Name			\$	Email	\$
			No match	ing records found		
Showing 0 to 0 of 0) entries					Previous Next
					•	+ Add Users

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

1	✓ Assig	n Users 咎		Add Us	ers Close
	٩				10 🗸
		Filter	Filter	Filter	
	No. 🔺	Name 🗘	Email 🗘	Company 🗘	Assign 🗘
	1	Sky Buildspace	skybuildspace@gmail.com	Business Unit HQ	
	2	Chien Zen	chienzen@pck.com.my	Business Unit HQ	

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*)

	Q 5	arch Editor	×
or			
		Filter	Filter
No.		Name	⇔ Email
1		Sky Buildspace	To remove the skybuildspace@gmail.com user from this role
ving 1 to 1 of 1 e	entries		Previous 1
			+ Add