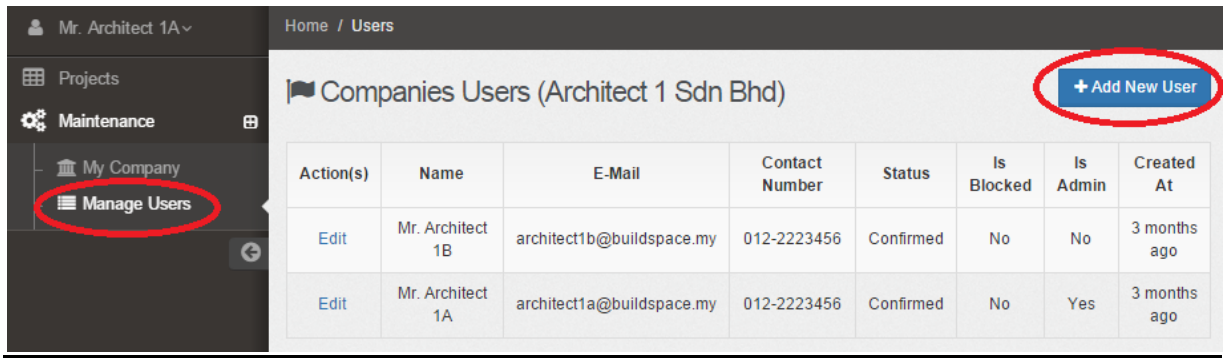
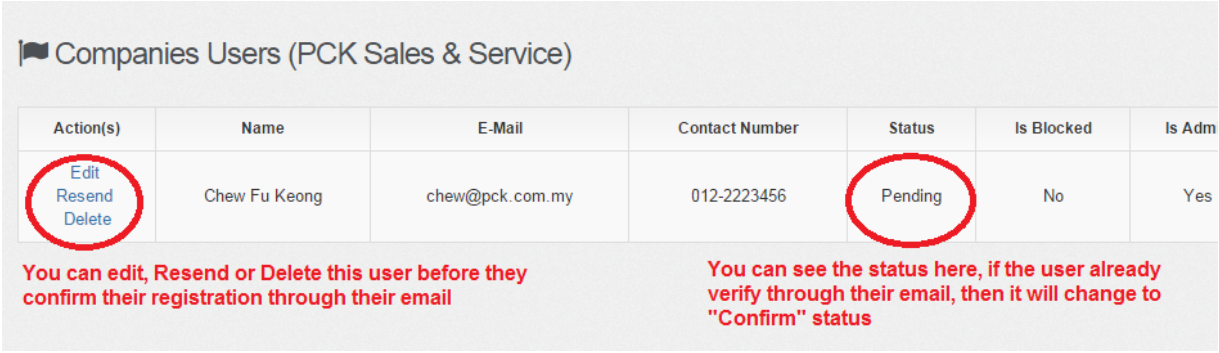
How to add more users

1. Login to eTender system, click at "**Maintenance**" menu and select "**Manage Users**". Then click "**Add New User**".



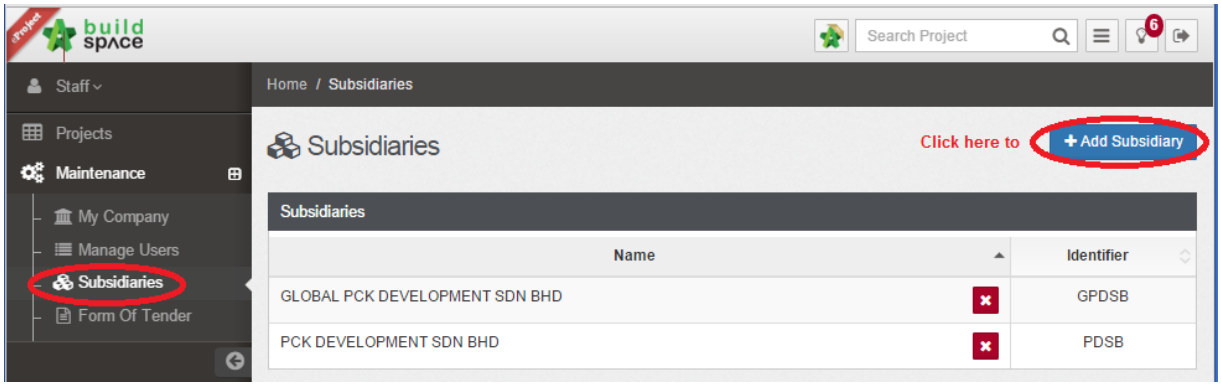
2. Fill up the name, contact number & email address. Then click "**Save**".

3. 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.

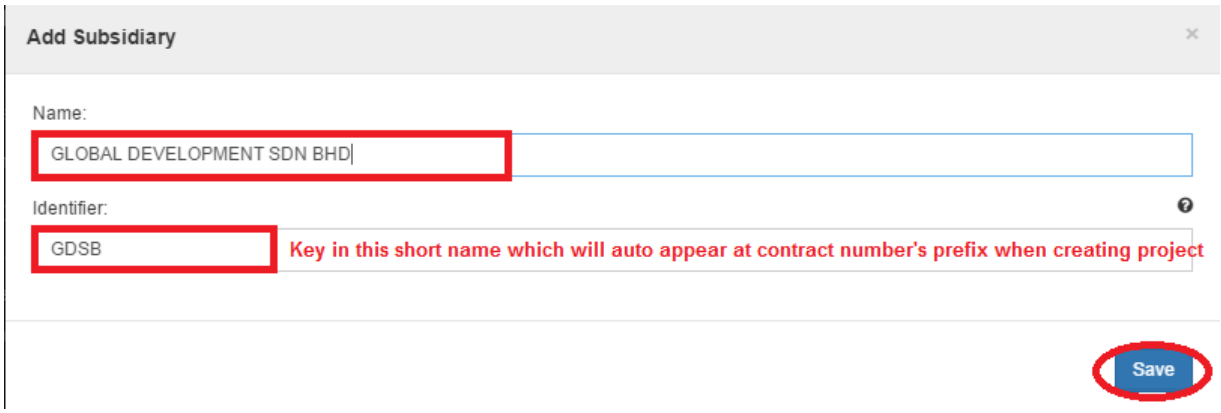


How to add Company Subsidiary or Business Unit

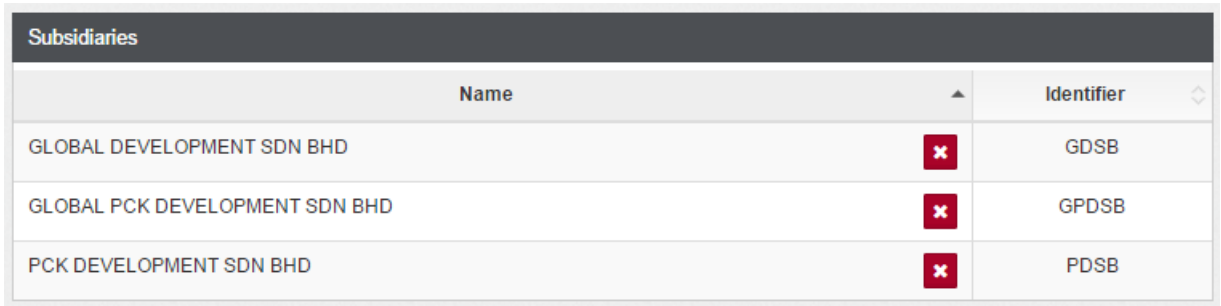
1. Login to eTender system, click on "**Maintenance**" and select "**Subsidiaries**". Then click at **"+ Add Subsidiary**".



2. Fill up the name of subsidiary and also identifier (short name). Then click "**Save**" button.

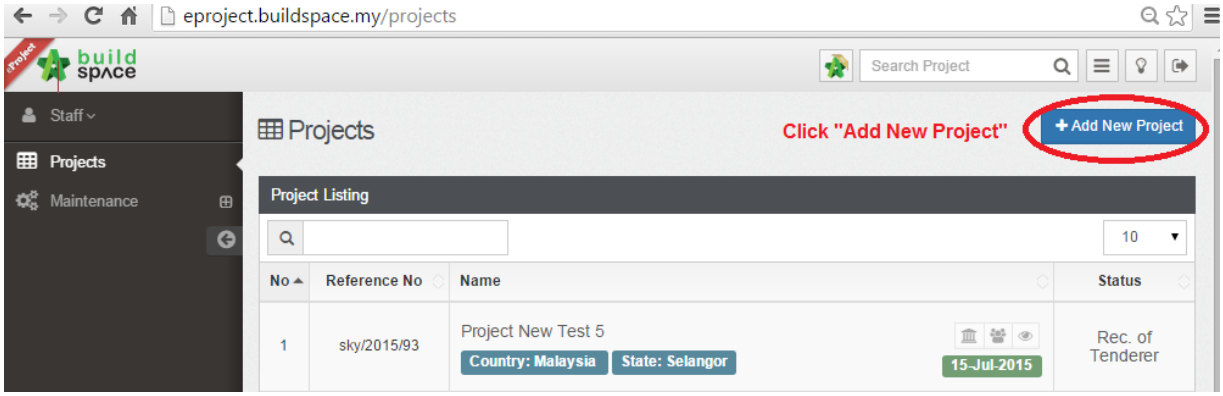


3. Then you can see the subsidiary had been added. Click at subsidiary name to edit if needed.

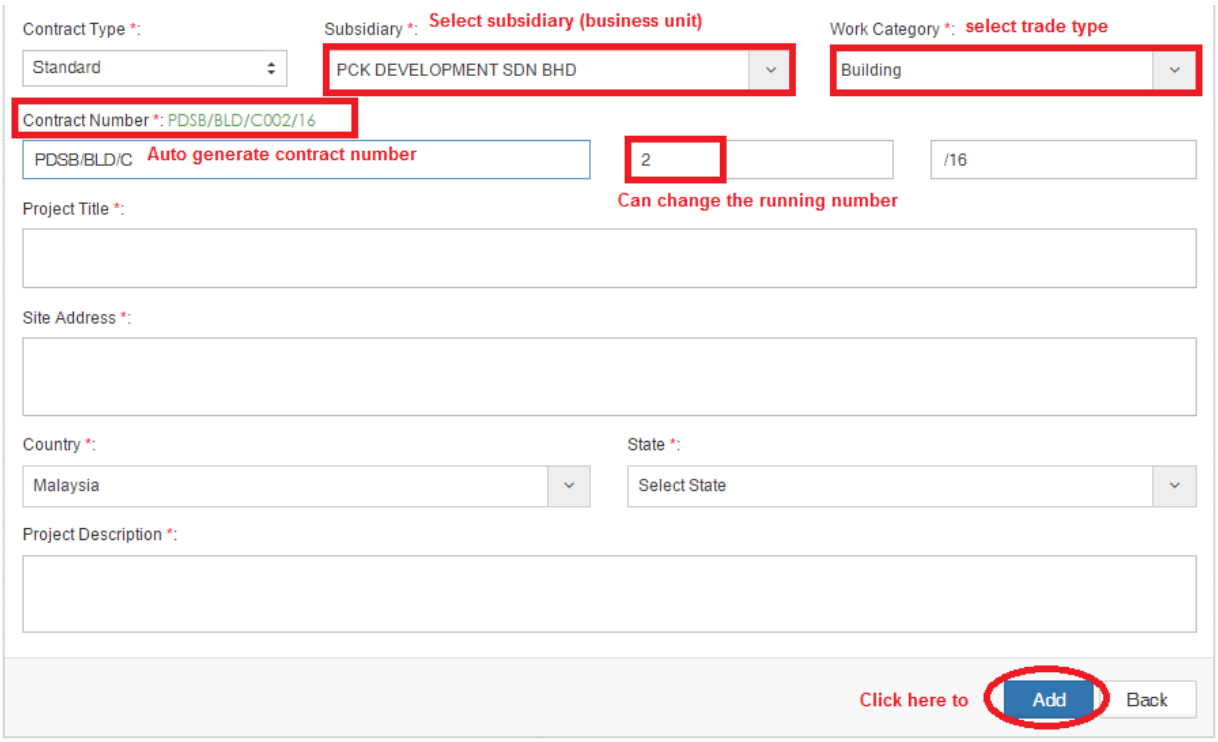


How to add new project & assign users

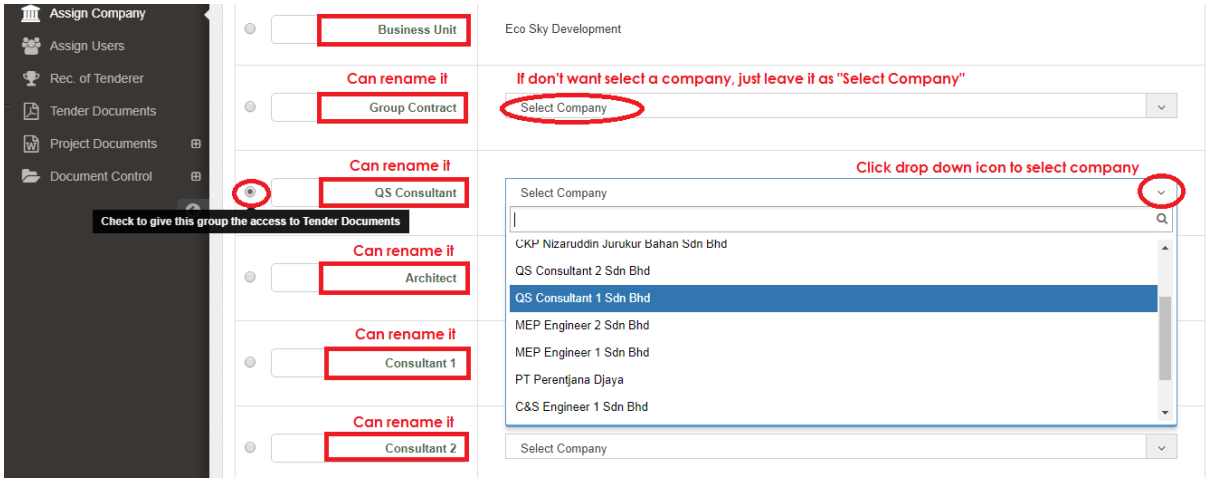
4. Login to eTender system, click on "**Add New Project**".



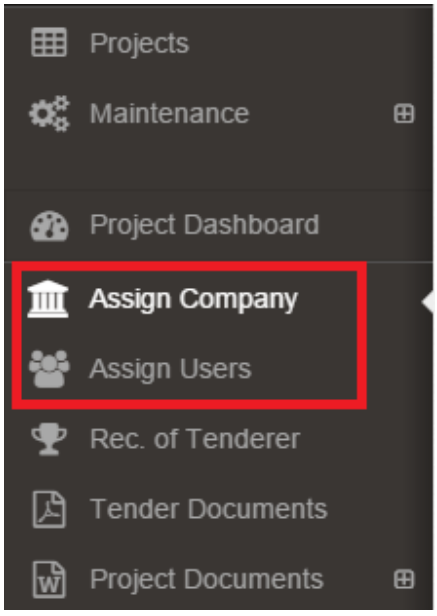
5. Fill up necessary field and click "**Add**".

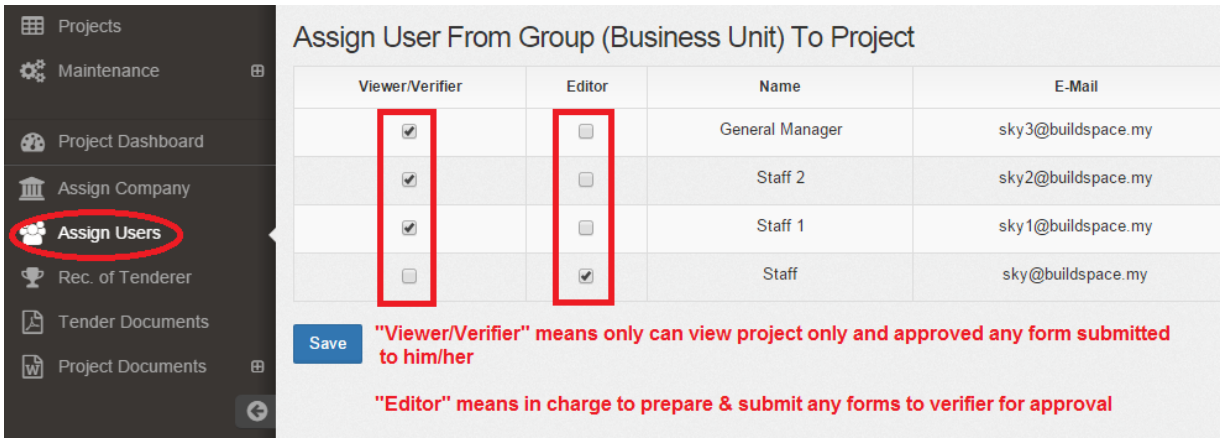


6. **Rename** “Group” if want. Select “**Group Access to Tender Documents**” (who prepare tender document) and **assign parties** involved in the project. If the project is without the need of GCD approval, just leave it blank. Then click “**Save**” (system will send email notification to all admin users of the companies assigned).



7. Only admin user have additional two menus called “**Assign Company**” and “**Assign Users**”



8. Click on "**Assign User**" to assign who is the person in charge for this project. This can be assigned more than one user. Then click "**Save**".

   *Note: "**Editor**" will receive email notification.*