

## How to add more users

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

| ▲ Mr. Architect 1A ~          | Home / Use | Home / Users                      |                           |                   |           |               |             |                 |
|-------------------------------|------------|-----------------------------------|---------------------------|-------------------|-----------|---------------|-------------|-----------------|
| Projects     Aintenance     ■ | Com        | anies Users (Architect 1 Sdn Bhd) |                           |                   |           |               | I New User  |                 |
| - 🏦 My Company                | Action(s)  | Name                              | E-Mail                    | Contact<br>Number | Status    | ls<br>Blocked | ls<br>Admin | Created<br>At   |
|                               | Edit       | Mr. Architect<br>1B               | architect1b@buildspace.my | 012-2223456       | Confirmed | No            | No          | 3 months<br>ago |
|                               | Edit       | Mr. Architect<br>1A               | architect1a@buildspace.my | 012-2223456       | Confirmed | No            | Yes         | 3 months<br>ago |

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

| Projects      | Ø | 8 Add New User   |
|---------------|---|------------------|
| 🚓 Maintenance | æ |                  |
|               | G | Create New User  |
|               |   | Name*:           |
|               |   | Contact Number*: |
|               |   | Email*:          |
|               |   |                  |
|               |   | Save Back        |

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.

| Action(s)                | Name          | E-Mail          | Contact Number | Status  | Is Blocked | ls Adm |
|--------------------------|---------------|-----------------|----------------|---------|------------|--------|
| Edit<br>Resend<br>Delete | Chew Fu Keong | chew@pck.com.my | 012-2223456    | Pending | No         | Yes    |

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## How to add Company Subsidiary or Business Unit

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

| space                   |                                | Search Project Q =             | •  |
|-------------------------|--------------------------------|--------------------------------|----|
| 🚨 Staff 🗸               | Home / Subsidiaries            |                                |    |
| Projects                | A Subsidiaries                 | Click here to + Add Subsidiary |    |
| 🗱 Maintenance 🕀         |                                |                                |    |
| – 🏛 My Company          | Subsidiaries                   |                                |    |
| –     IIII Manage Users | Name                           | ▲ Identifier                   | \$ |
| - 🗞 Subsidiaries        | GLOBAL PCK DEVELOPMENT SDN BHD | × GPDSB                        |    |
|                         | PCK DEVELOPMENT SDN BHD        | × PDSB                         |    |

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

| Add Subsidiary          |                        | ×  |
|-------------------------|------------------------|--|
| Name:<br>GLOBAL DEVELOP | MENT SDN BHD           |  |
| ldentifier:             |                        | 0  |
| GDSB                    | Key in this short name | which will auto appear at contract number's prefix when creating project |
|                         |                        |  |
|                         |                        | Save   |

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

| Subsidiaries                   |              |
|--------------------------------|--------------|
| Name                           | Identifier 🔷 |
| GLOBAL DEVELOPMENT SDN BHD     | GDSB         |
| GLOBAL PCK DEVELOPMENT SDN BHD | GPDSB        |
| PCK DEVELOPMENT SDN BHD        | PDSB         |

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## How to add new project & assign company & assign users

- ← → C ♠ 🗋 eproject.buildspace.my/projects ର 🏠 🔳 build space Search Project Q = 8 🗭 👗 Staff ~ + Add New Project I Projects Click "Add New Project" I Projects Project Listing 🗱 Maintenance Q 10 G ٠ No 🔺 Reference No Name Status Project New Test 5 Rec. of Tenderer 1 🗑 👁 1 sky/2015/93 Country: Malaysia State: Selangor 15-Jul-2015
- 4. Login to eTender system, click on "Add New Project".

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

| Contract Type *:                    | Subsidiary *: Select subsid | iary (busi | ness unit)    | _         | Work Categor | y ∗∶select trade typ | e    |
|-------------------------------------|-----------------------------|------------|---------------|-----------|--------------|----------------------|------|
| Standard \$                         | PCK DEVELOPMENT SDN         | BHD        |               | ~         | Building     |                      | ~    |
| Contract Number *: PDSB/BLD/C002/16 | 5                           |            |               |           |              |                      |      |
| PDSB/BLD/C Auto generate cont       | ract number                 |            | 2             |           |              | /16                  |      |
| Project Title *:                    |                             |            | Can change th | e running | j number     |                      |      |
|                                     |                             |            |               |           |              |                      |      |
| Site Address *:                     |                             |            |               |           |              |                      |      |
|                                     |                             |            |               |           |              |                      |      |
| Country *:                          |                             |            | State *:      |           |              |                      |      |
| Malaysia                            |                             | ~          | Select State  |           |              |                      | ~    |
| Project Description *:              |                             |            |               |           |              |                      |      |
|                                     |                             |            |               |           |              |                      |      |
|                                     |                             |            |               |           |              |                      |      |
|                                     |                             |            |               |           | Click he     | re to Add            | Back |



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).

| Assign Company Assign Users                                    |                       | Business Unit                     | Eco Sky Development   |         |
|--|-----------------------|-----------------------------------|---|---------|
| <ul> <li>Rec. of Tenderer</li> <li>Tender Documents</li> </ul> | •                     | Can rename if<br>Group Contract   | If don't want select a company, just leave it as "Select Company"<br>Select Company | ~       |
| <ul><li>Project Documents</li><li>Document Control</li></ul>   | •                     | Can rename it                     | Click drop down icon to select  | company |
| Check to give this   | s group the access to | QS Consultant<br>Tender Documents | Select Company  CKP Nizarudin, lunkur Kahao Sdn Khd                                 | Q       |
|  | •                     | Can rename if<br>Architect        | QS Consultant 1 Sdn Bhd   |         |
|  | •                     | Can rename if<br>Consultant 1     | MEP Engineer 2 Sdn Bhd<br>MEP Engineer 1 Sdn Bhd<br>PT Perentjana Djaya             |         |
|  | •                     | Can rename if<br>Consultant 2     | C&S Engineer 1 Sdn Bhd<br>Select Company  | •<br>•  |

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.

| ⊞  | Projects   | Assign User From Group (Business Unit) To Project                             |        |                 |                    |  |  |  |  |
|----|--|---|--------|-----------------|--------------------|--|--|--|--|
| ¢° | Maintenance 🕀  | Viewer/Verifier   | Editor | Name            | E-Mail             |  |  |  |  |
| æ  | Project Dashboard  |   |        | General Manager | sky3@buildspace.my |  |  |  |  |
| 盦  | Assign Company   | ۲   |        | Staff 2         | sky2@buildspace.my |  |  |  |  |
| 6  | Assign Users   |   |        | Staff 1         | sky1@buildspace.my |  |  |  |  |
| Ŧ  | Rec. of Tenderer   |   |        | Staff           | sky@buildspace.my  |  |  |  |  |
| ß  | Tender Documents   | "Viewer/Verifier" means only can view project only and approved any form subm |        |                 |                    |  |  |  |  |
| Ŵ  | Project Documents  | e Save to him/her   |        |                 |                    |  |  |  |  |
|    | CO "Editor" means in charge to prepare & submit any forms to verifier for approval |   |        |                 |                    |  |  |  |  |

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