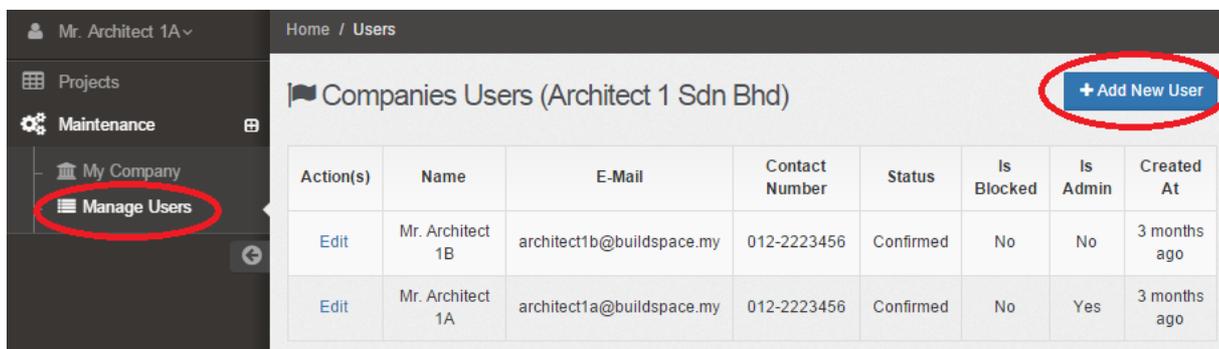


How to add more users

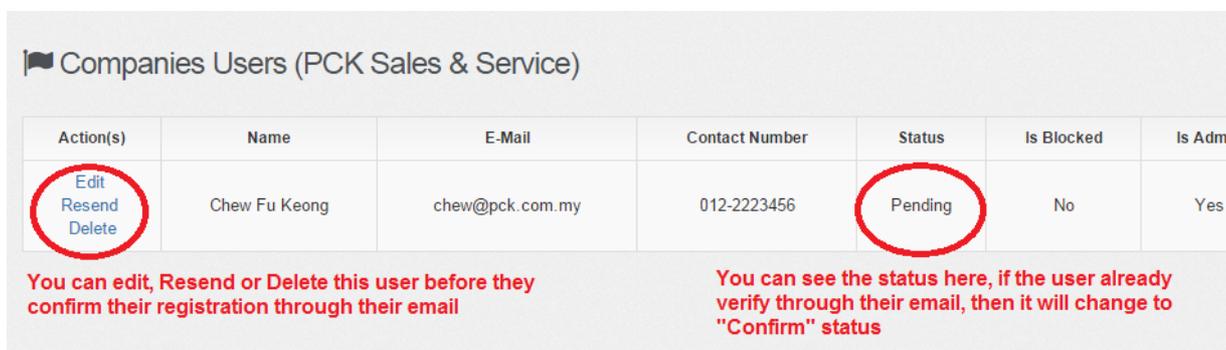
1. Login to eTender system, click at “Maintenance” menu and select “Manage Users”. Then click “Add New User”.



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

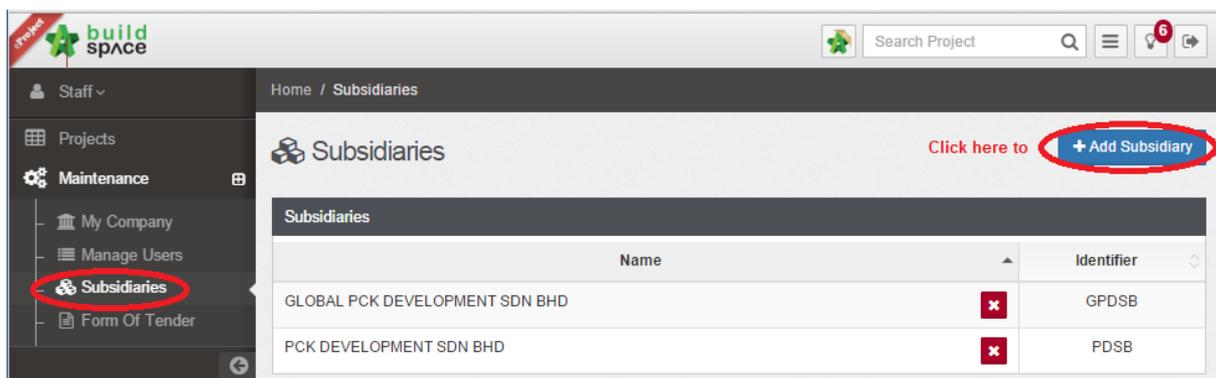


3. Then the system will send email notification to the user and the user need to confirm their registration via email. You can see their registration status.



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.

Add Subsidiary ×

Name:

Identifier:

Key in this short name which will auto appear at contract number's prefix when creating project

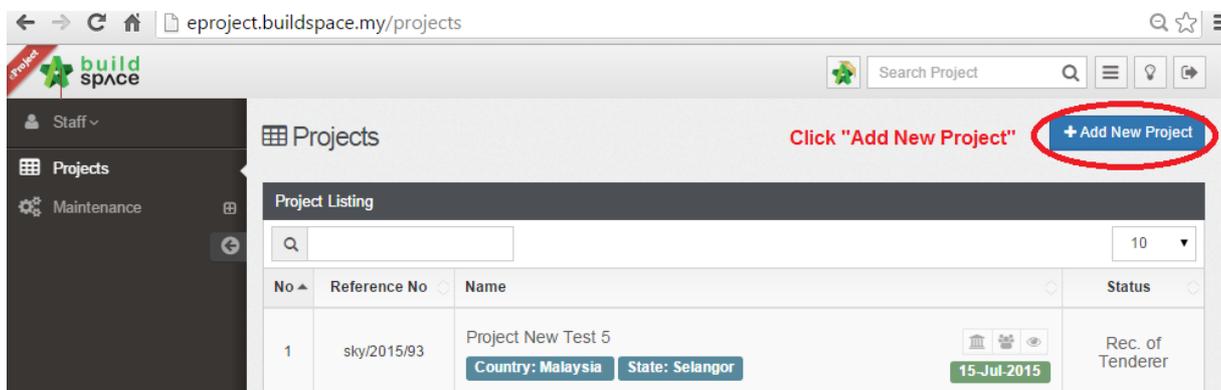
Save

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

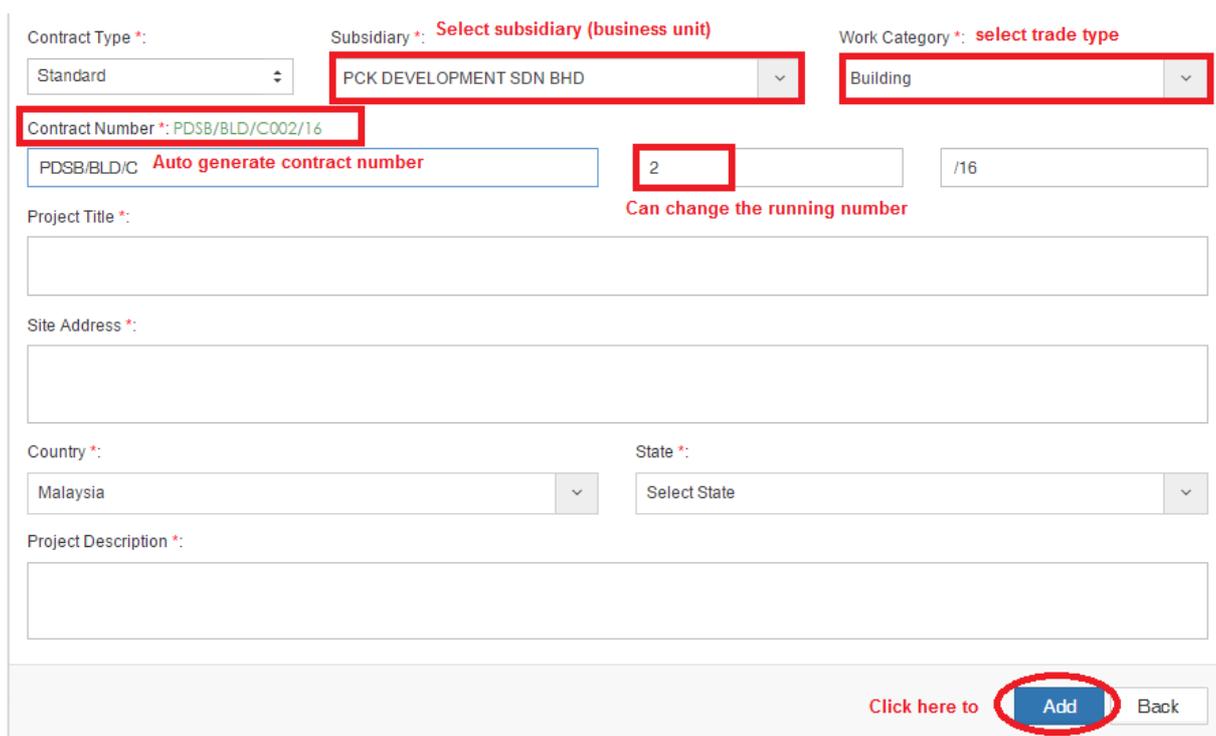
Subsidiaries	
Name	Identifier
GLOBAL DEVELOPMENT SDN BHD	GDSB
GLOBAL PCK DEVELOPMENT SDN BHD	GPDSB
PCK DEVELOPMENT SDN BHD	PDSB

How to add new project & assign company & assign users

4. Login to eTender system, click on “Add New Project”.



5. Fill up necessary field and click “Add”.

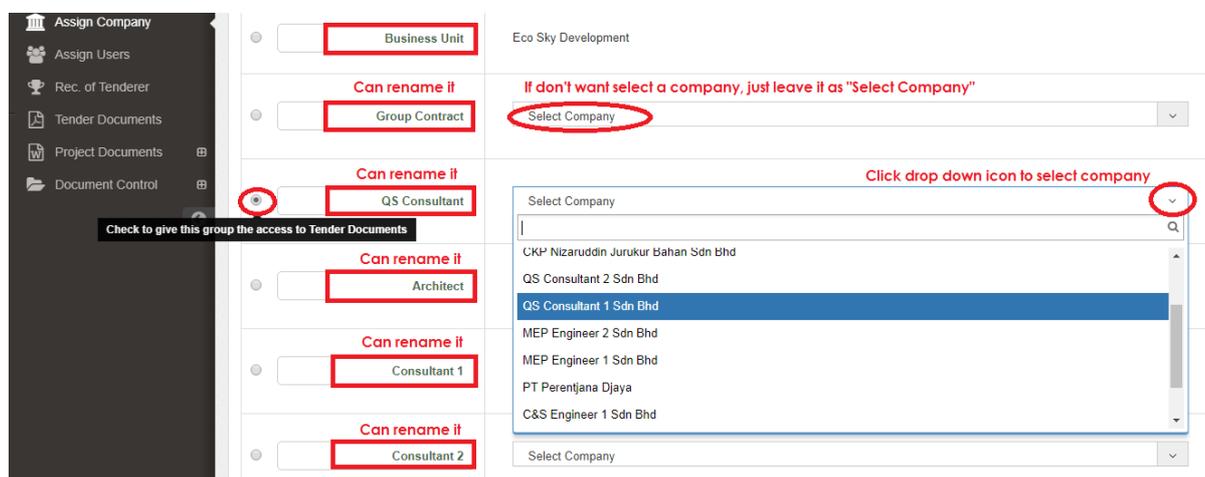


The screenshot shows the 'Add New Project' form with several fields highlighted in red:

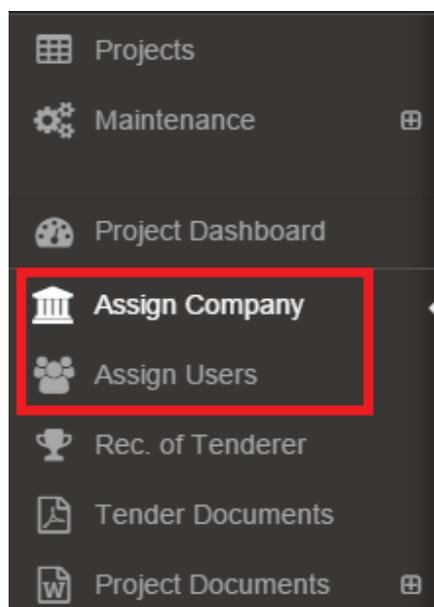
- Contract Type ***: Standard
- Subsidiary ***: Select subsidiary (business unit) - PCK DEVELOPMENT SDN BHD
- Work Category ***: select trade type - Building
- Contract Number ***: PDSB/BLD/C002/16
- Auto generate contract number**: PDSB/BLD/C [2] /16 (Note: Can change the running number)
- Project Title ***: [Empty field]
- Site Address ***: [Empty field]
- Country ***: Malaysia
- State ***: Select State
- Project Description ***: [Empty field]

At the bottom right, the 'Add' button is circled in red, with a 'Back' button next to it. A red circle also highlights the text 'Click here to' next to the 'Add' button.

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).

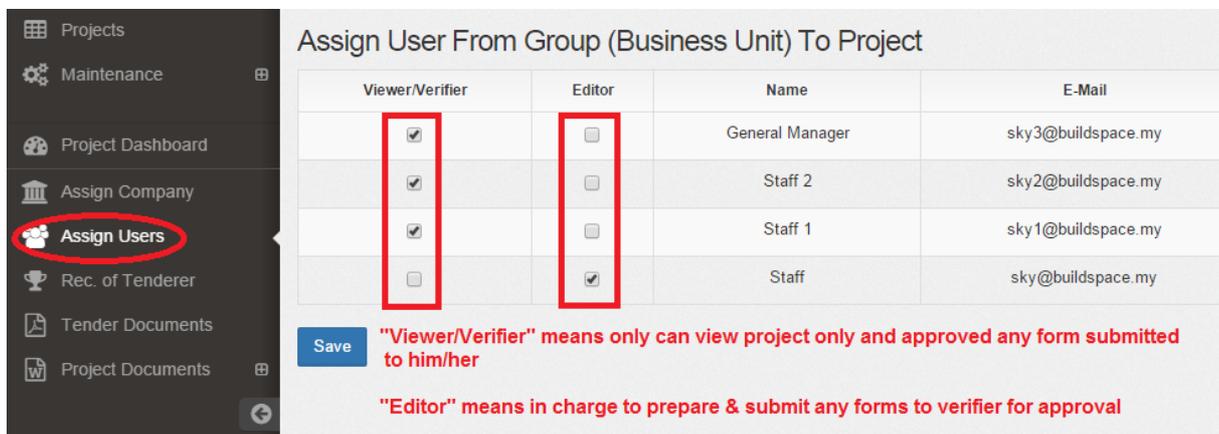


7. Only admin user have additional two menus called **“Assign Company”** and **“Assign Users”**



- 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.



Viewer/Verifier	Editor	Name	E-Mail
<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Manager	sky3@buildspace.my
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff 2	sky2@buildspace.my
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff 1	sky1@buildspace.my
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Staff	sky@buildspace.my

Save "Viewer/Verifier" means only can view project only and approved any form submitted to him/her

"Editor" means in charge to prepare & submit any forms to verifier for approval