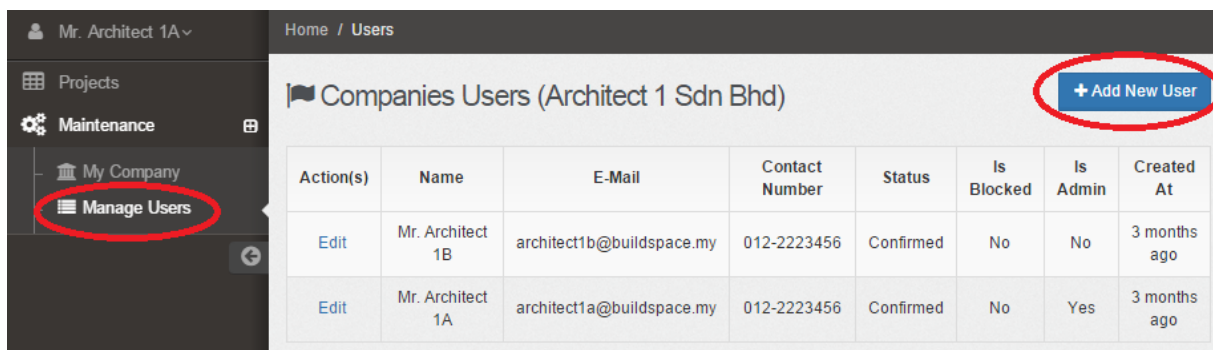


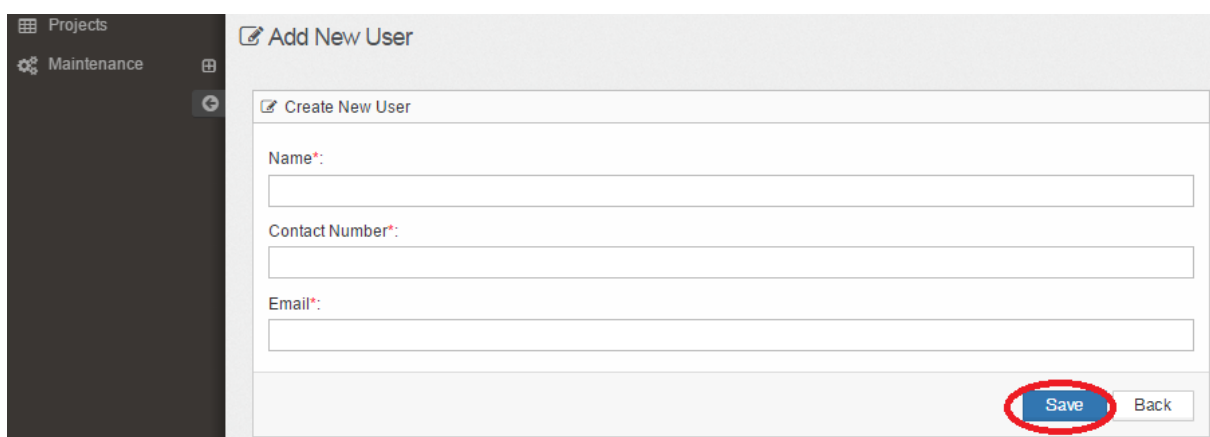
## How to add more users

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



Action(s)	Name	E-Mail	Contact Number	Status	Is Blocked	Is Admin	Created At
<a href="#">Edit</a>	Mr. Architect 1B	architect1b@buildspace.my	012-2223456	Confirmed	No	No	3 months ago
<a href="#">Edit</a>	Mr. Architect 1A	architect1a@buildspace.my	012-2223456	Confirmed	No	Yes	3 months ago

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



**Add New User**

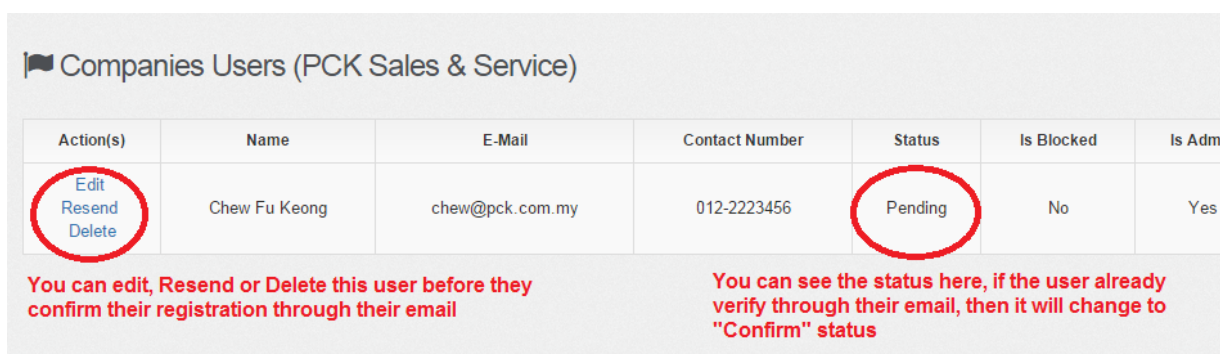
Create New User

Name\*:

Contact Number\*:

Email\*:

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.



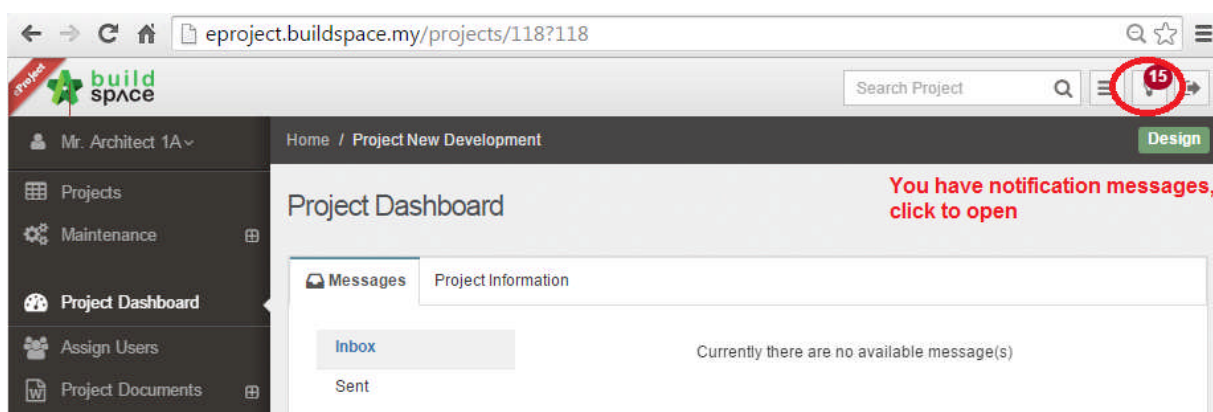
Action(s)	Name	E-Mail	Contact Number	Status	Is Blocked	Is Adm
<a href="#">Edit</a> <a href="#">Resend</a> <a href="#">Delete</a>	Chew Fu Keong	chew@pck.com.my	012-2223456	Pending	No	Yes

You can edit, Resend or Delete this user before they confirm their registration through their email

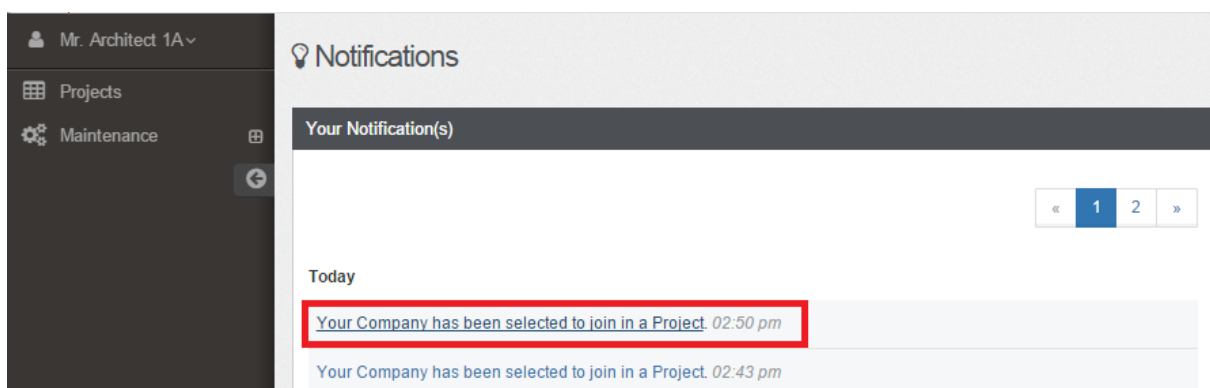
You can see the status here, if the user already verify through their email, then it will change to "Confirm" status

## How to assign users to a project

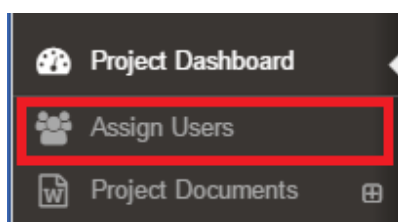
1. When BU created a project, the assigned consultants will receive email notification. Login to eTender system, click on notification icon. Otherwise, you can see a list of projects that assigning to your company when you login.



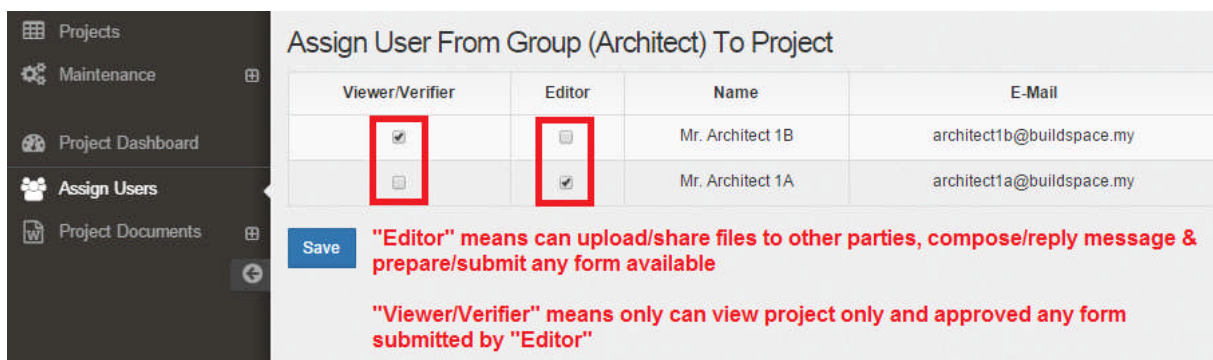
2. Click on notification message to divert to the selected project.



3. Only admin user has additional one menu called "Assign Users".



4. 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”**.



Viewer/Verifier	Editor	Name	E-Mail
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mr. Architect 1B	architect1b@buildspace.my
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mr. Architect 1A	architect1a@buildspace.my

**Save** "Editor" means can upload/share files to other parties, compose/reply message & prepare/submit any form available

"Viewer/Verifier" means only can view project only and approved any form submitted by "Editor"