



Assign Group Management/
User Management

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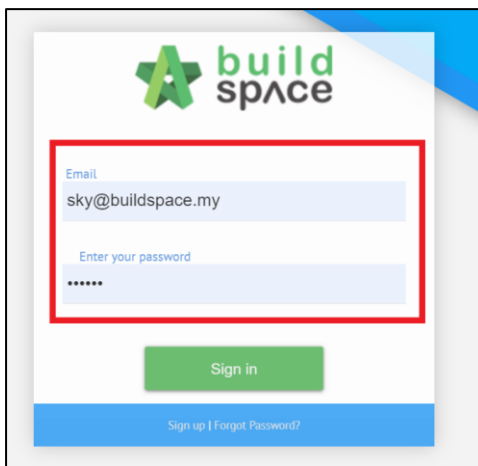
3-2 Jalan SU 1E, Persiaran Sering Ukay 1
Sering Ukay, 68000 Ampang, Selangor, Malaysia
Tel :+603-41623698 Fax :+603-41622698
Email: info@pck.com.my
Website: www.BuildSpace.my

(BuildSpace Version 3.5)

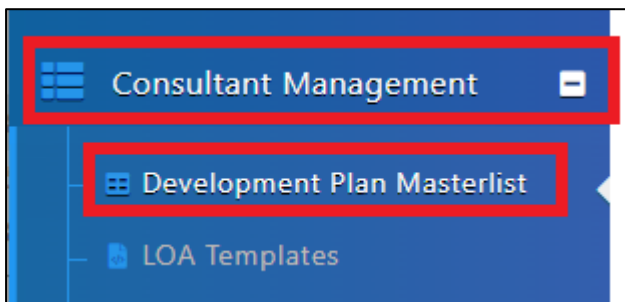
Last updated: 15/11/2021

Assign Group Management/ User Management Group Management – Assign Groups into the Project

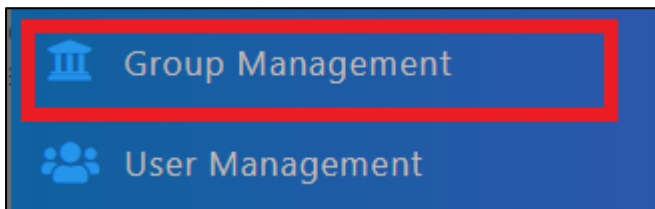
1. Login to BuildSpace



2. Click “Consultant Management” and click “Development Plan Masterlist”



3. Click at Development Title
4. Click “Group Management”



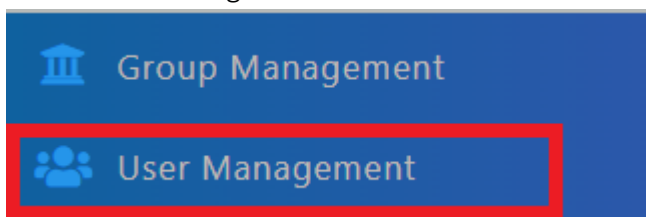
5. Select group in charge of List of Consultant
6. Select group in charge of Calling RFP (the blue tick button)
7. Click "Save"

Calling RFP	Role	Groups
<input checked="" type="radio"/>	Recommendation of Consultant	BUSINESS UNIT HQ
<input type="radio"/>	List of Consultant	Select

Save

User Management – Within own group

1. Click "User Management"



2. Click "Users" or "Imported Users" to view user list
3. Tick "Viewer/Verifier" and/or "Editor" to users involved within that development

Users		Imported Users	
Viewer / Verifier	Editor		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

4. Click "Save"