



Create Project Cost Data

For Normal Users

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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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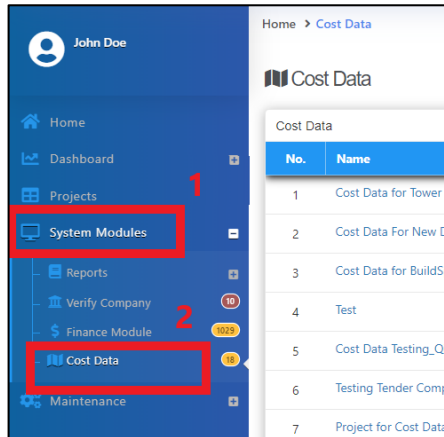
(BuildSpace Version 3.5)

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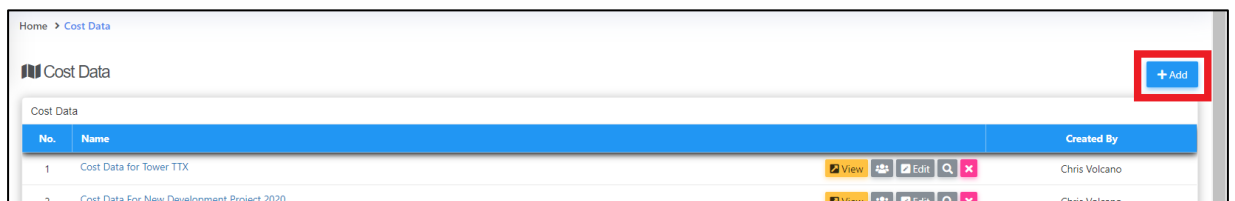
Create Project Cost Data

Note: User need to be assigned by Super Admin User in order to access this module.

1. Login **BuildSpace eProject** with **email and password**, go to “**System Modules**”, then click “**Cost Data**”



2. Click “**Add**” to create the new cost data

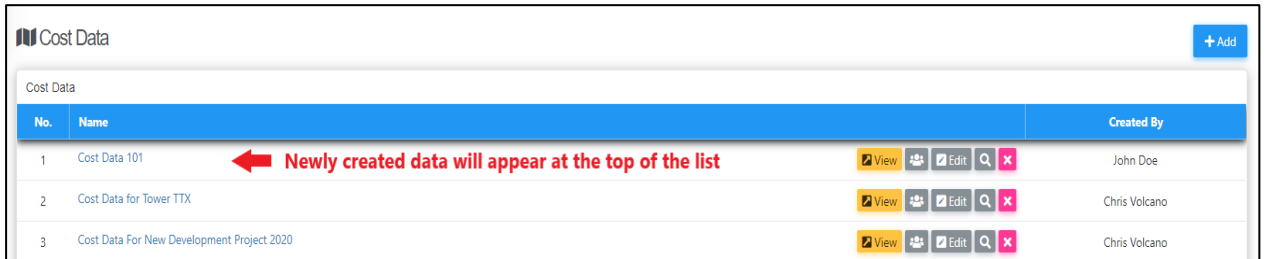


3. Key in all the information and click “**Save**”

The screenshot shows the 'Add' form for creating a new Cost Data entry. The form includes the following fields and controls:

- Name *:** A text input field containing 'Cost Data 101'. A red note says 'Type the name of the Cost Data'.
- Master Cost Data *:** A dropdown menu with 'Master Cost Data 101' selected. A red circle highlights the dropdown arrow.
- Type *:** A dropdown menu with 'Standard' selected. A red circle highlights the dropdown arrow.
- Subsidiary *:** A dropdown menu with 'Bandar Malaysia' selected. A red circle highlights the dropdown arrow.
- Projects:** A section with two project buttons: 'PROJECT TEST 101' and 'PROJECT TOWN ABC1'. A red note says 'Single click to display list of project (Display all projects by subsidiary)'.
- Notes:** A rich text editor area with a red note saying 'Type the notes in related to the cost data'.
- Buttons:** 'Back' and 'Save' buttons at the bottom right. The 'Save' button is circled in red.

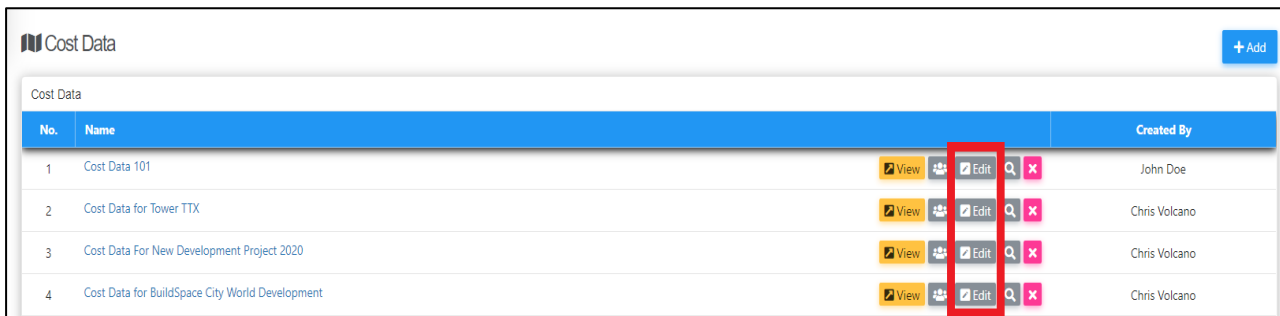
4. The newly created cost data at the **first row**



The screenshot shows a table titled "Cost Data" with columns "No.", "Name", and "Created By". The first row contains "1", "Cost Data 101", and "John Doe". A red arrow points to the first row with the text "Newly created data will appear at the top of the list". Each row has action buttons: "View", "Edit", and "X".

No.	Name	Created By
1	Cost Data 101	John Doe
2	Cost Data for Tower TTX	Chris Volcano
3	Cost Data For New Development Project 2020	Chris Volcano

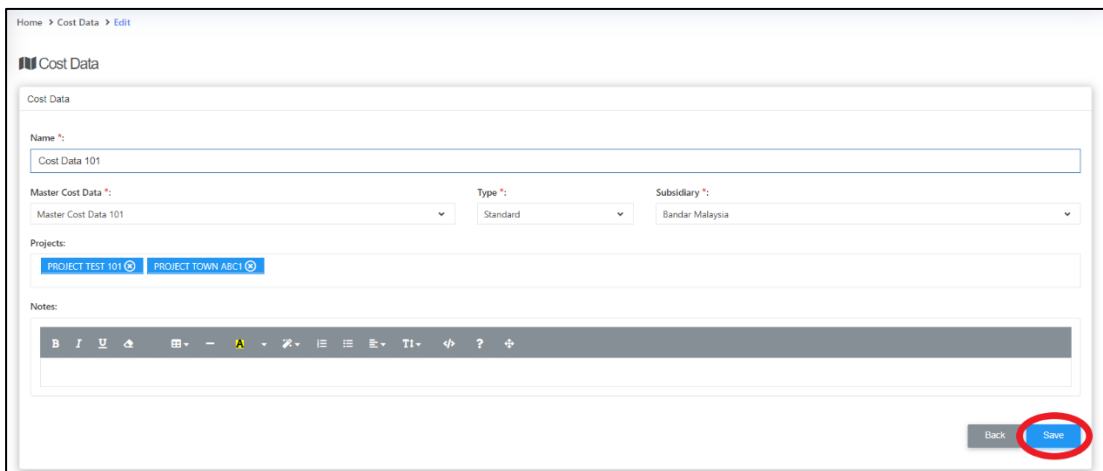
5. Click **"Edit"** to edit the information for cost data



The screenshot shows the "Cost Data" table with four rows. The "Edit" button for the first row is highlighted with a red box.

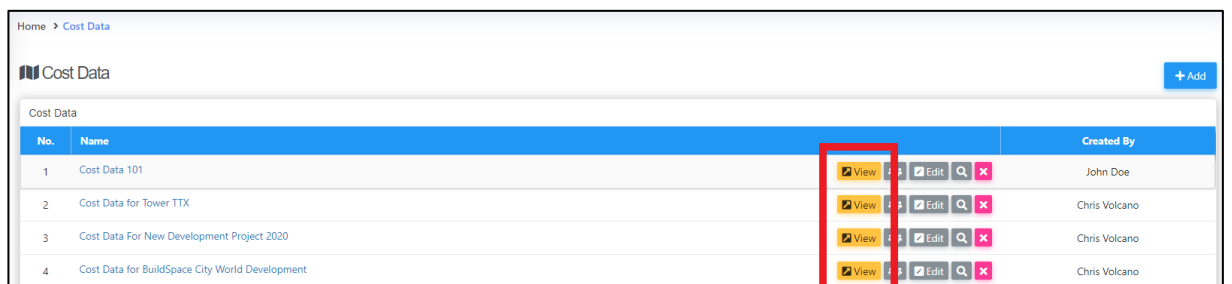
No.	Name	Created By
1	Cost Data 101	John Doe
2	Cost Data for Tower TTX	Chris Volcano
3	Cost Data For New Development Project 2020	Chris Volcano
4	Cost Data for BuildSpace City World Development	Chris Volcano

6. Edit the information and click **"Save"**



The screenshot shows the "Cost Data" edit form. The "Name" field contains "Cost Data 101". The "Master Cost Data" dropdown is set to "Master Cost Data 101", "Type" is "Standard", and "Subsidiary" is "Bandar Malaysia". There are two project tags: "PROJECT TEST 101" and "PROJECT TOWN ABC1". A rich text editor is visible below. The "Save" button is highlighted with a red circle.

7. Click **View** to view the project Cost Data



The screenshot shows the "Cost Data" table with four rows. The "View" button for the first row is highlighted with a red box.

No.	Name	Created By
1	Cost Data 101	John Doe
2	Cost Data for Tower TTX	Chris Volcano
3	Cost Data For New Development Project 2020	Chris Volcano
4	Cost Data for BuildSpace City World Development	Chris Volcano