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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)
3-2 Jalan SU 1E, Persiaran Sering Ukay 1
Sering Ukay, 68000 Ampang, Selangor, Malaysia
Tel :+603-41623698   Fax :+603-41622698
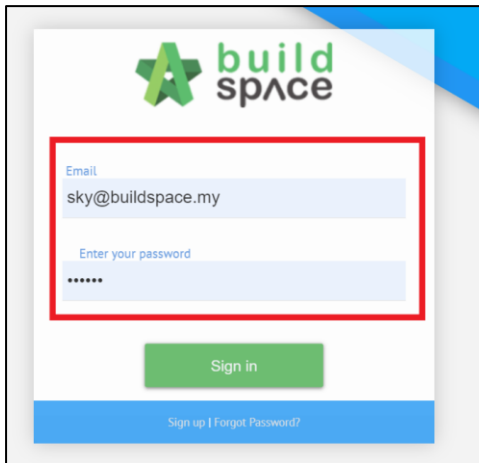Email: info@pck.com.my
Website: www.BuildSpace.my

Publish/Unpublish
Questionnaire
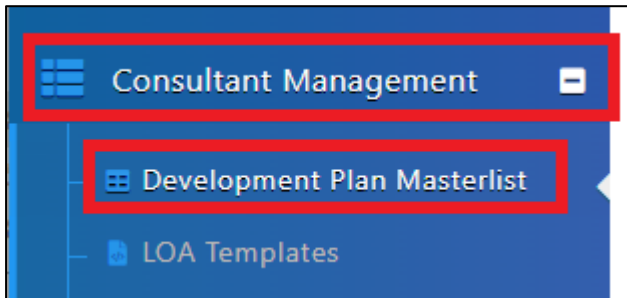
(BuildSpace Version 3.5)

Last updated: 15/11/2021
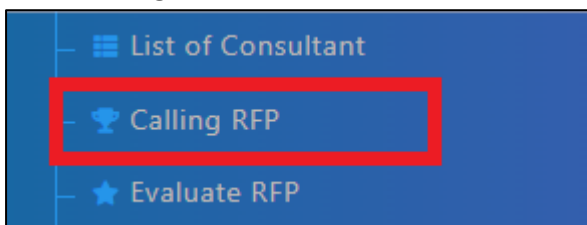
Publish/Unpublish Questionnaire
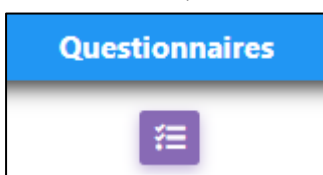1. Login to BuildSpace

2. Click "Consultant Management" and click "Development Plan Masterlist"

3. Click at the Development title
4. Click "Calling RFP"

5. Click under "Questionnaires" *(Individual users will have their own form)*

6. Click "New Questionnaire" to input specific Questionnaire for individual Consultant
   (Proceed to 6 if user would like to input Questionnaire. If NOT, Skip to Number 12"
7. Key in the question
8. Select the Type of Questionnaire
9. Select Mandatory (Yes/No)
10. Tick "With Attachment" if Consultant is required to upload attachment
11. Click "Save"

12. Click "General Questionnaire" to include/exclude general questionnaire questions
13. Click "Replies" to view replies from Consultant

When publish, tenderer will be able to view. When unpublish, tenderer will not be able to view