



Create LOA Template

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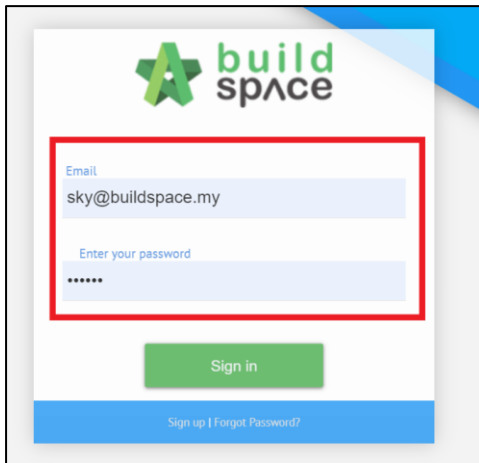
3-2 Jalan SU 1E, Persiaran Sering Ukay 1
Sering Ukay, 68000 Ampang, Selangor, Malaysia
Tel :+603-41623698 Fax :+603-41622698
Email: info@pck.com.my
Website: www.BuildSpace.my

(BuildSpace Version 3.5)

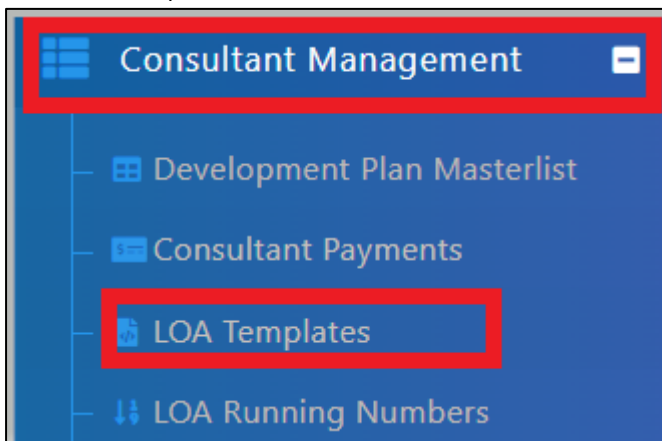
Last updated: 15/11/2021

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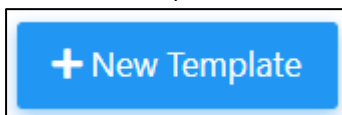
1. Login to BuildSpace



2. Click "Consultant Management"
3. Click "LOA Template"



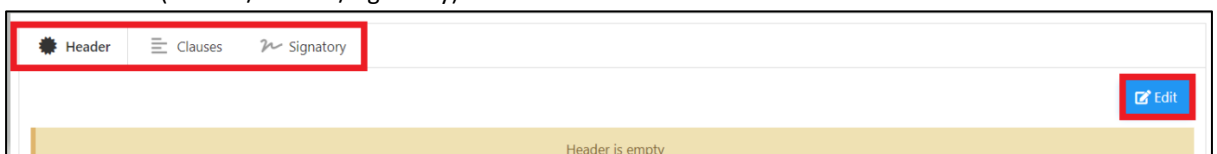
4. Click "New Template"



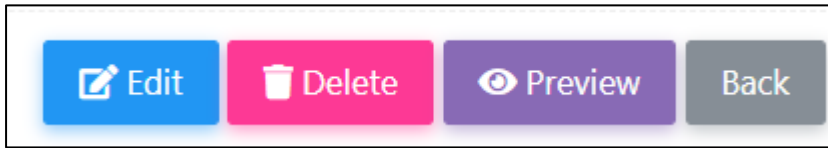
5. Input LOA Title & Click "Save"

The screenshot shows the 'Add Template' form. The title is 'Add Template :: Title'. There is a text input field labeled 'Title *' which is highlighted with a red box. Below the input field, there are two buttons: a blue 'Save' button and a grey 'Back' button. The 'Save' button is also highlighted with a red box.

6. Select Section (Header/Clauses/Signatory) and Click "Edit" to edit details



7. Click "Edit" to edit LOA Template Name
8. Click "Delete" to delete LOA Template
9. Click "Preview" to print LOA Template
10. Click "Back" to return to LOA Template listing page



1.