



Set LOA Running Number

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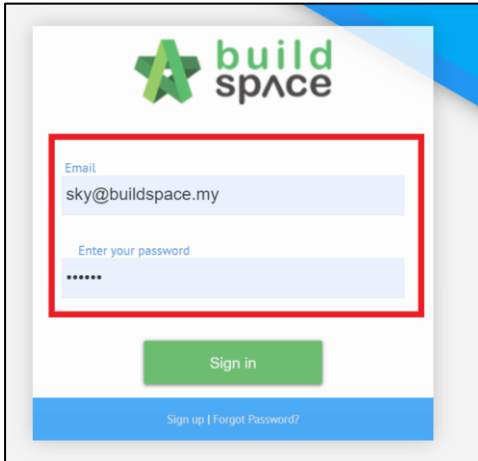
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Sering Ukay, 68000 Ampang, Selangor, Malaysia
Tel :+603-41623698 Fax :+603-41622698
Email: info@pck.com.my
Website: www.BuildSpace.my

(BuildSpace Version 3.5)

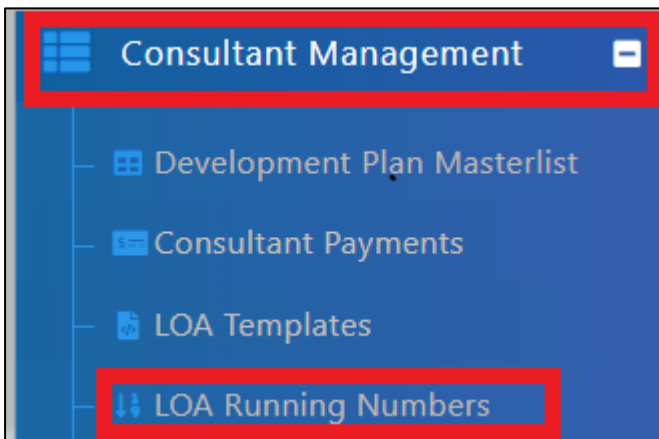
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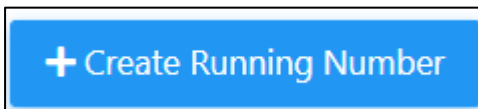
1. Login to BuildSpace

The image shows the BuildSpace login page. At the top left is the BuildSpace logo, which consists of a green stylized 'A' icon followed by the text 'build space'. Below the logo is a login form with two input fields: 'Email' containing 'sky@buildspace.my' and 'Enter your password' with six dots. A green 'Sign in' button is positioned below the password field. At the bottom of the form, there is a link that says 'Sign up | Forgot Password?'. A red rectangular box highlights the email and password input fields.

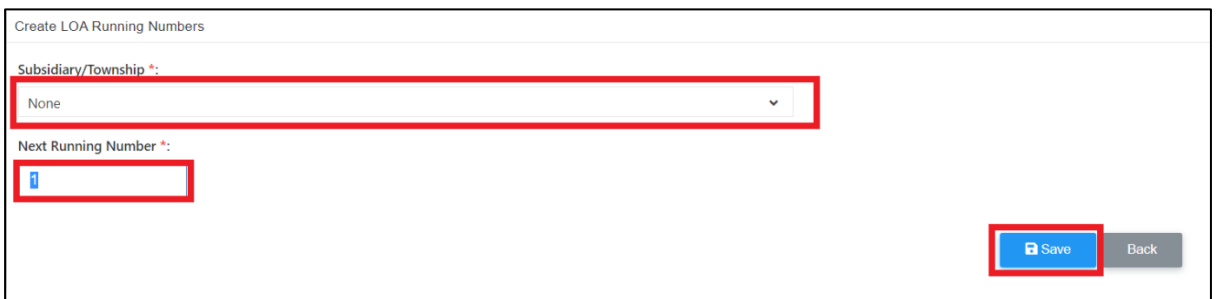
2. Click "Consultant Management"
3. Click "LOA Running Numbers"

The image shows a navigation menu for 'Consultant Management'. The menu is displayed on a dark blue background. At the top, the title 'Consultant Management' is shown with a hamburger menu icon on the left and a close icon on the right. Below the title, there are four menu items: 'Development Plan Masterlist', 'Consultant Payments', 'LOA Templates', and 'LOA Running Numbers'. The 'LOA Running Numbers' item is highlighted with a red rectangular box.

4. Click "Create Running Number"

The image shows a blue rectangular button with a white plus sign on the left and the text 'Create Running Number' in white.

5. Select Subsidiary/Township Name
6. Input the "Next Running Number" for the subsidiary selected
7. Click "Save"

The image shows a form titled 'Create LOA Running Numbers'. It has two main input fields: 'Subsidiary/Township *:' with a dropdown menu currently showing 'None', and 'Next Running Number *:' with a text input field containing the number '1'. A red rectangular box highlights the dropdown menu. At the bottom right of the form, there are two buttons: a blue 'Save' button with a white floppy disk icon and a grey 'Back' button. A red rectangular box highlights the 'Save' button.

User only need to set it one time. However, the number can be changed as and when required.