



BUILDSPACE EPROJECT

For User

Add New Users

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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(BuildSpace Version 3.4)

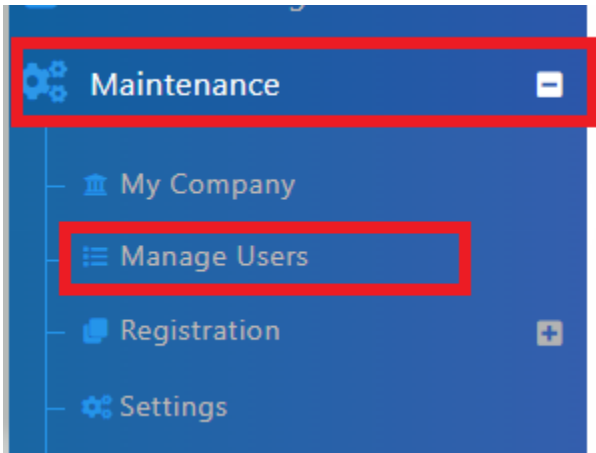
Last Updated: 05/11/2021

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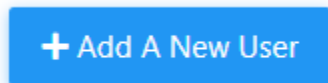
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Add New Users

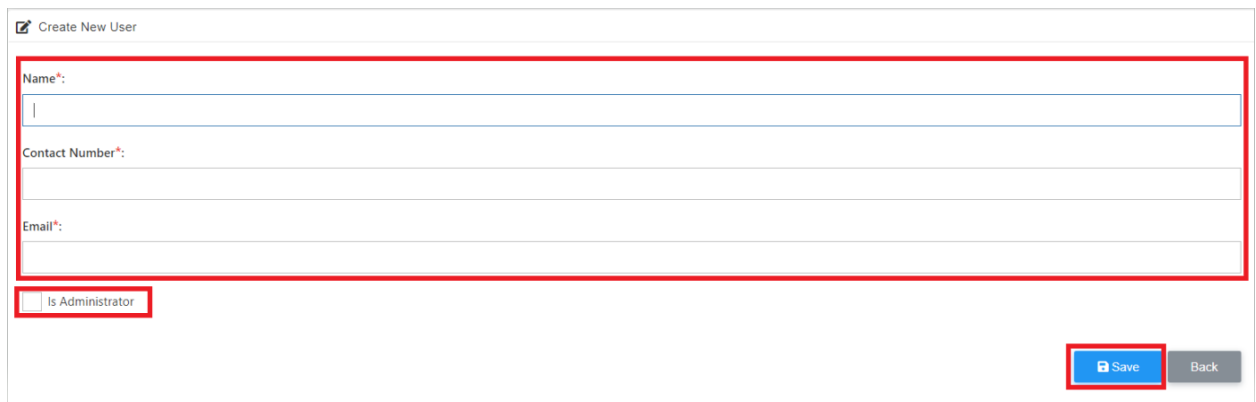
1. To add new users within your company, Click “Maintenance” and click “Manage Users”



2. Click “Add a New User”



3. Insert the User’s details, Tick “Is Administrator” and click “Save”



A screenshot of the 'Create New User' form. The form has a title bar with a checkmark icon and the text 'Create New User'. Below the title bar, there are three input fields: 'Name*', 'Contact Number*', and 'Email*'. Below these fields is a checkbox labeled 'Is Administrator'. At the bottom right of the form, there are two buttons: 'Save' and 'Back'. The 'Save' button is highlighted with a red box.

User will receive 2 emails after:

1. *Account confirmation email (click at the link within the email)*
2. *Temporary Password Email*