

# BUILDSPACE PRO GUIDELINE FOR CONSULTANT

## Entire Work Processes – View [Work Flow](#) Download Entire [Tutorials](#)

| Task   | Task Definition  | User Guide            |
|--|--|-----------------------|
| First time Login   | Change Password  | <a href="#">Link</a>  |
| Important Notes  | Basic Knowledge on Operating BuildSpace Pro                          | <a href="#">Link</a>  |
| <b>Administration Module</b>   |  |                       |
| Administration Menu  | Default Setting  | <a href="#">Link</a>  |
| <b>Project Builder Module – View <a href="#">Overall Tutorials</a></b> |  |                       |
| Create Project   | New Project Creation   | <a href="#">Link</a>  |
| Assign User To A Project   | Share Project With Other Users                                       | <a href="#">Link</a>  |
| Create Bills   | Add Bills within Project   | <a href="#">Link</a>  |
| Prepare BQ   | Normal Bill  | <a href="#">Link</a>  |
|  | Multiple Columns Bill  | <a href="#">Link</a>  |
|  | Import BQ from Excel   | <a href="#">Link</a>  |
|  | Adjust BQ Printout Setting   | <a href="#">Link</a>  |
| Pricing BQ   | Import rates from library  | <a href="#">Link</a>  |
| Project Analyser   | Overview of Project Analyser   | <a href="#">Link</a>  |
|  | Resources Analysis   | <a href="#">Link</a>  |
|  | Schedule of Rates Analysis   | <a href="#">Link</a>  |
| Mark Up  | Multiple level mark up functions                                     | <a href="#">Link</a>  |
| Create Sub Packages  | Create sub con BQ for comparison -- view <a href="#">Work Flow</a>   | <a href="#">Link</a>  |
| <b>Tendering Module – View <a href="#">Overall Tutorials</a></b>       |  |                       |
| Publish Project To Tendering   | Move project to tendering status                                     | <a href="#">Link</a>  |
| Create Project Addendum  | Add/Edit/Remove BQ items during tendering                            | <a href="#">Link</a>  |
| Tender Comparison  | Tenderers' prices comparison & select tenderer                       | <a href="#">Link</a>  |
| <b>Post Contract Module</b>  |  |                       |
| Overall Post Contract Features   | Move project to post contract & perform claims                       | <a href="#">Video</a> |
| <b>Import Existing Ongoing Project</b>                                 |  |                       |
| Contract Management  | Progress claim for existing project – view <a href="#">Work Flow</a> | <a href="#">Video</a> |

## Other Tutorials

| Task                     | Task Definition                      | User Guide           |
|--------------------------|--------------------------------------|----------------------|
| Schedule of Quantities   | Multiple persons measure one BQ item | <a href="#">Link</a> |
| Set Up Cost Library      | View <a href="#">Work Flow</a>       | <a href="#">Link</a> |
| Site Location Management | View <a href="#">Work Flow</a>       | <a href="#">PDF</a>  |
| Project Scheduling       | View <a href="#">Work Flow</a>       | <a href="#">Link</a> |
| Reports Module           | Printout reports                     | <a href="#">Link</a> |