

# BUILDSPACE PRO GUIDELINE FOR CONTRACTOR



## 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/Import 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 – Tendering for a Project (Client using BuildSpace eTender)</b>		
Tendering a Project	Overall steps – see <a href="#">Work Flow</a> How to import EBQ until award <a href="#">Work Flow</a>	<a href="#">Video</a>
<b>Tendering Module – Tendering for a Project (Client NOT using BuildSpace eTender)</b>		
Tendering a Project	Overall steps – see <a href="#">Work Flow</a>	<a href="#">Video</a>
<b>Post Contract Module (Awarded by client using BuildSpace eTender)</b>		
Overall Post Contract Features	Move project to post contract using Rationalized Rates & perform claims	<a href="#">Video</a>
<b>Import Existing Ongoing Project to Post Contract</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
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>
Schedule of Quantities	Multiple persons measure one BQ item	<a href="#">Link</a>