BUILDSPACE PRO TUTORIAL
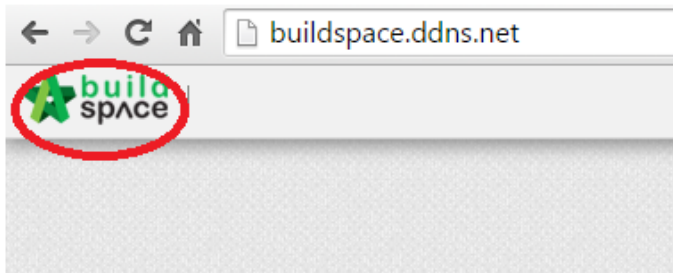
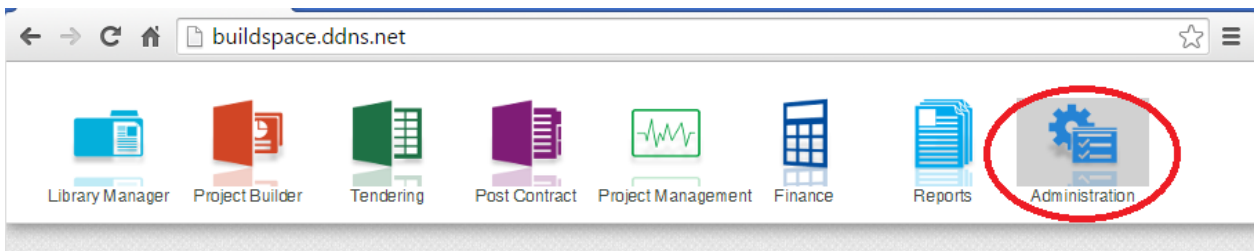# Contents

Administrator Guide

How to add new user

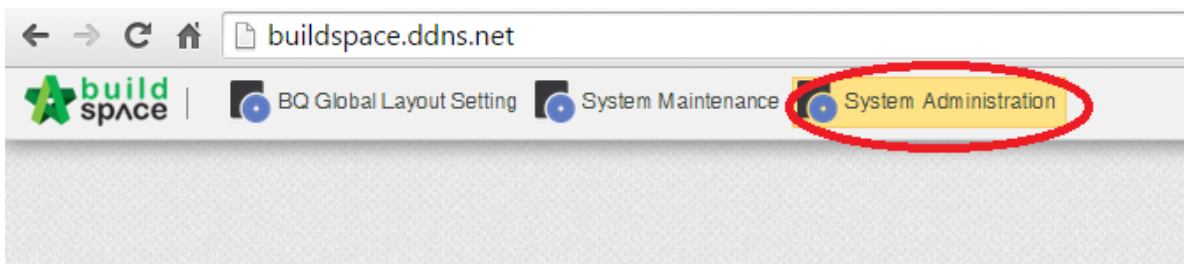1. Login to BuildSpace.
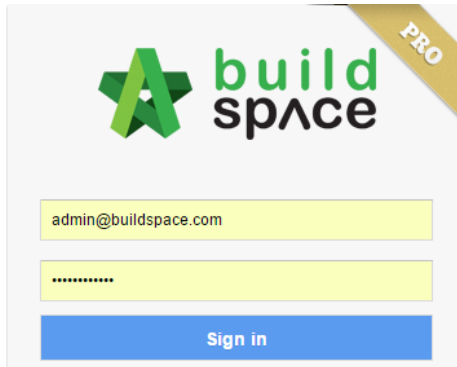
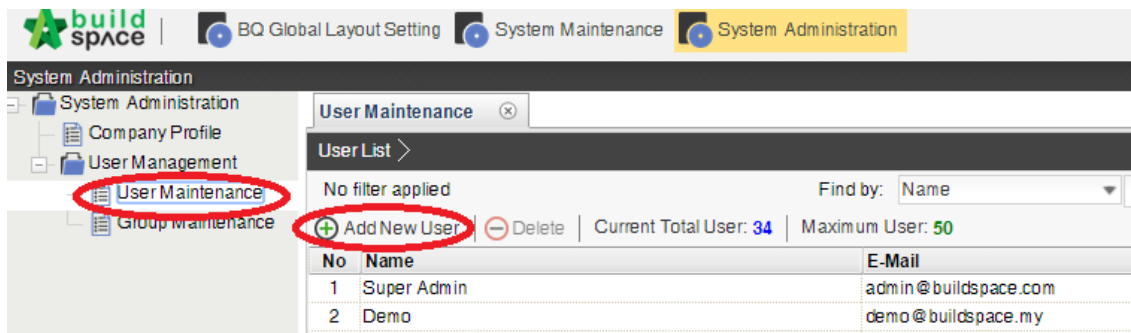2. Click at "**BuildSpace**" logo.

3. Click at "**Administration**" module.

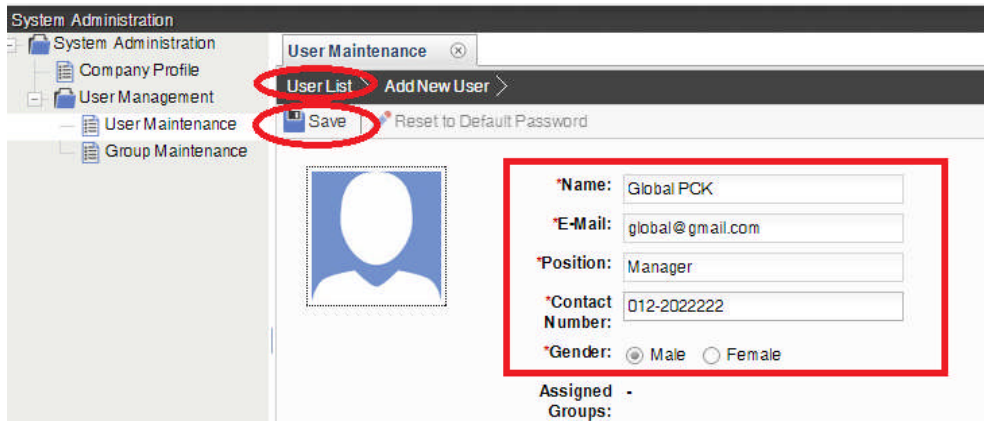4. Click at "**System Administration**" menu.

5. Click at "**User Maintenance**" and then follow by "**Add New User**" to add more users.
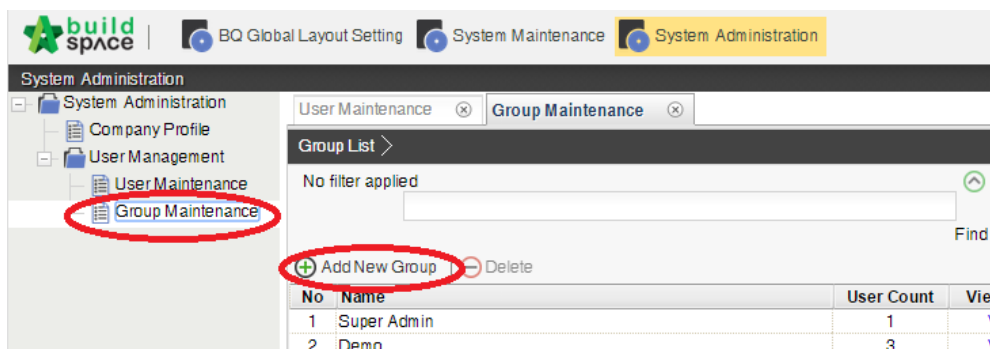
6. Fill up the compulsory fields and click "**Save**". Then click at "**User List**" to repeat to add more users.


How to restrict other users from access to the modules

Note: **The permission is set according to group basis. One group can be one user or more users.**
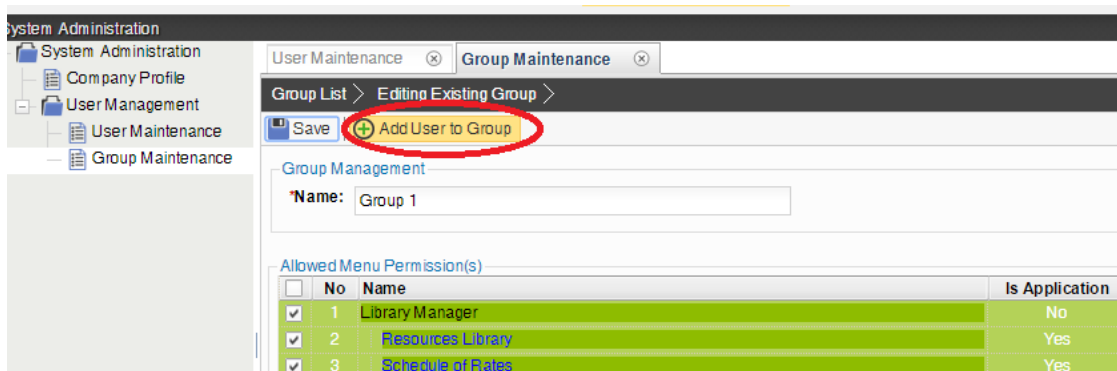
1. Double click at "**Group Maintenance**" and then click at "**Add New Group**".

2. **Type new group name** (can be any name such as department or individual name if the group is assigning to one user) and assign access permission rights on the menus/modules.
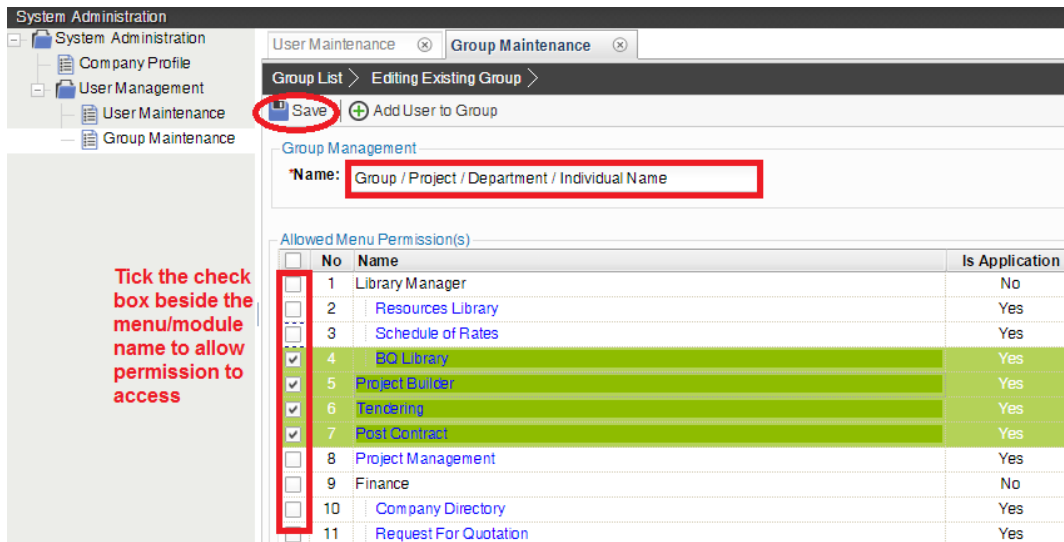
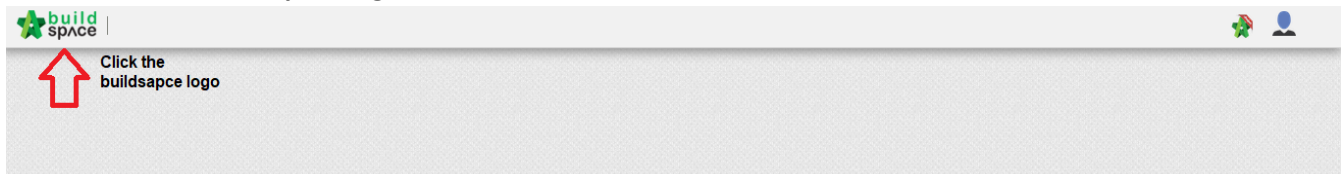3. Click on "**Add User to Group**" to assign user to this group.

4. Can assign the user by tick at check box. After that click "**Save**" and then click "**Close**".
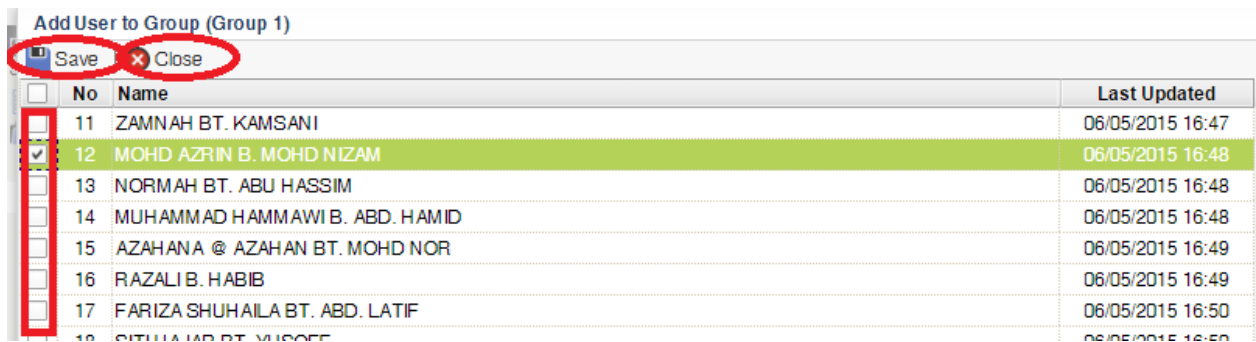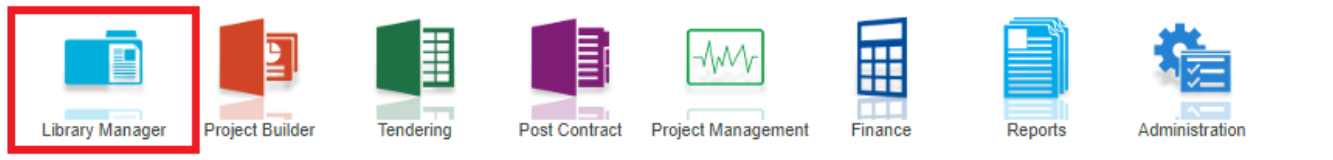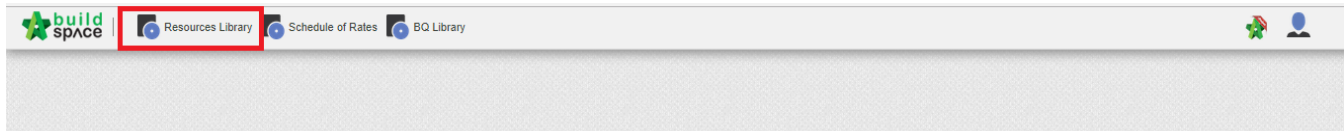
Library Manager

Resource Library

1. Click the **Buildspace logo**.

2. Select **Library Manager** to edit/record all costing for BQ preparation.
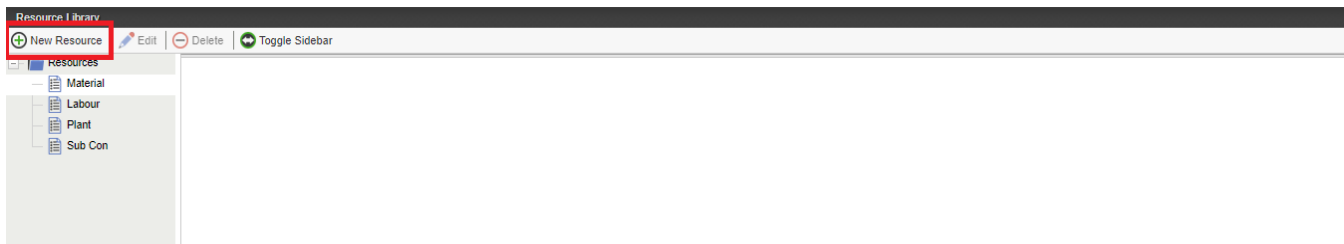

3. Click the **resources library** to key in the **rate** for **material, labour, plant and total sub**.

4. Double click the **resources (material, labour, plant & total sub)** and can view the **different type** of resources.


5. You can click the **new resources** to add the new resources

6. After added new resources, click the **edit to rename** the resources and **click delete to delete** the resources. Or **right click to edit and delete** the resources.
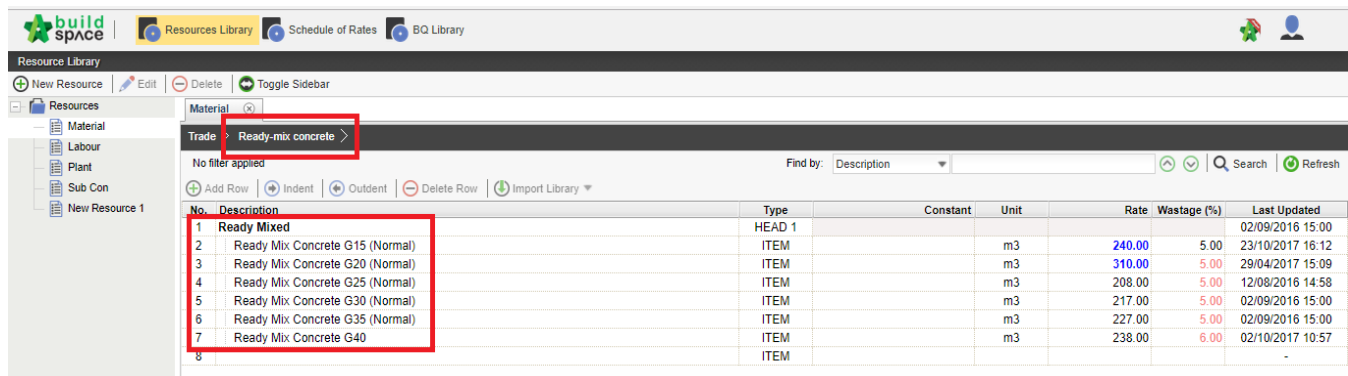
7. Double click material, labour, plant and total sub to view the different of trade. *(You can group your material type at this level. For example, Ready Mix Concrete, Sand, Rebar, etc)*
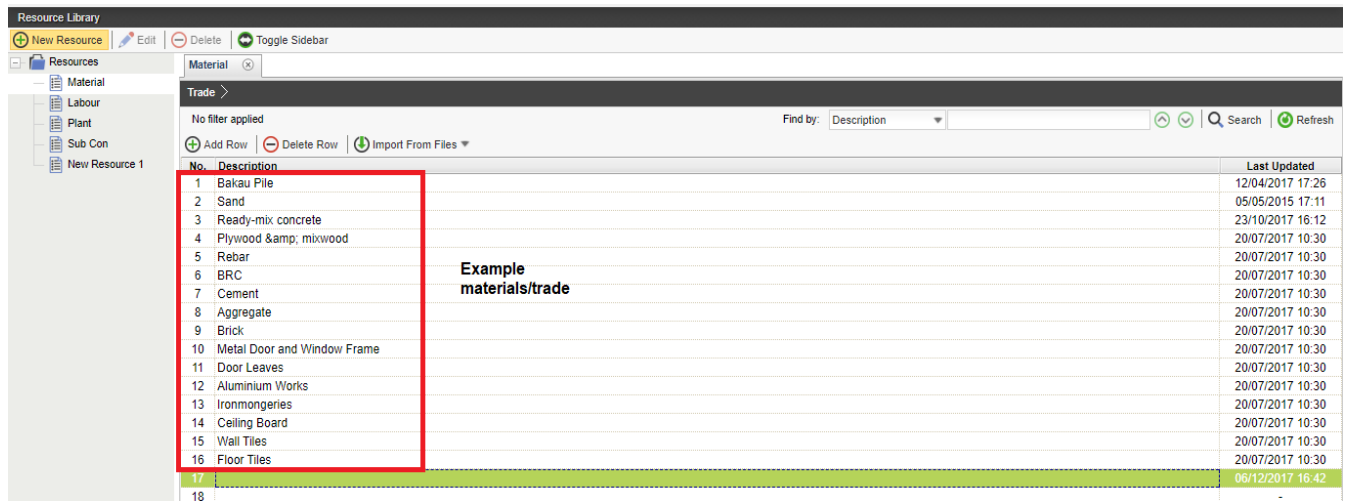
8. Click the **add row** to add the new row and **press enter** to key in the new trade and **press enter to save.**
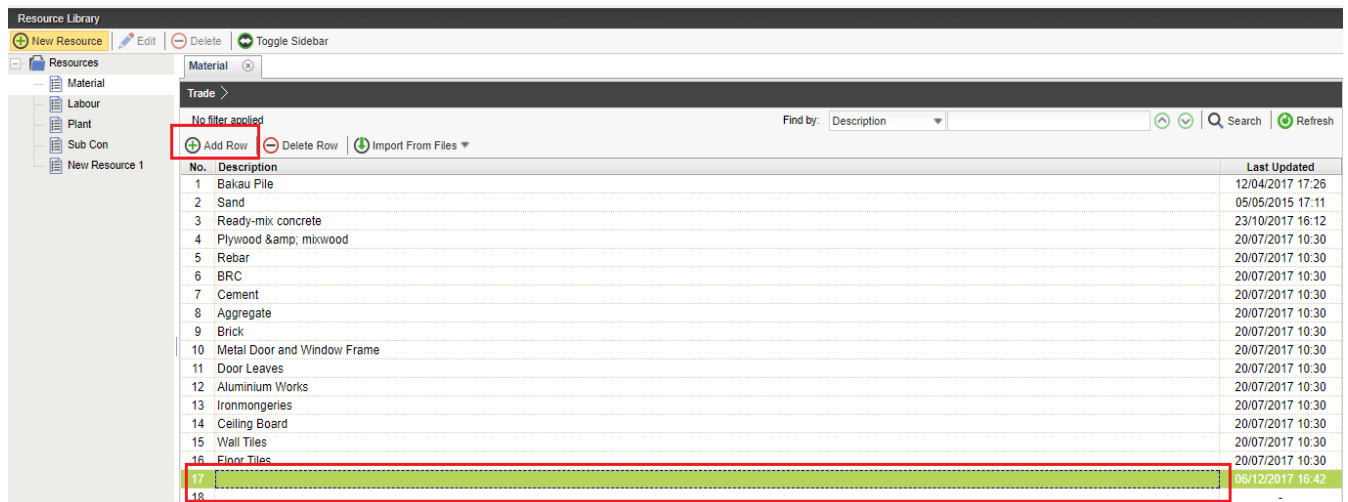
9. Examples, double click the trade and can see the different type of ready mix concrete. Click **add row** to add the new type, just **press enter to key in** and **press enter to save.**

10. Press enter to insert or edit the description, and then press enter again to save.

The step used for material is similar step for labour, plant and total sub.

Schedule of Rates (Build-up Rate)

1. Click the **schedule of rate** to prepare the **build-up rate (BUR).**
2. Click the **new schedule of rate** to **add** the **new schedule of rate.**

3. Click **edit to rename** the schedule of rate and can **click the delete** to delete the schedule of rate.
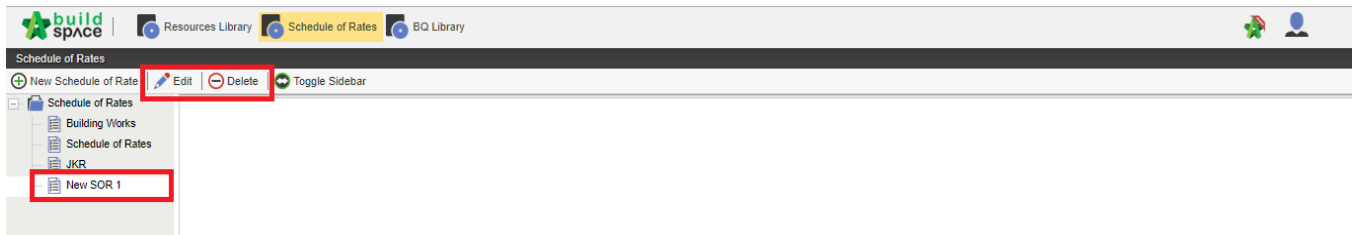
4. **Double click the schedule of rate** and can view the **different type** of trade.
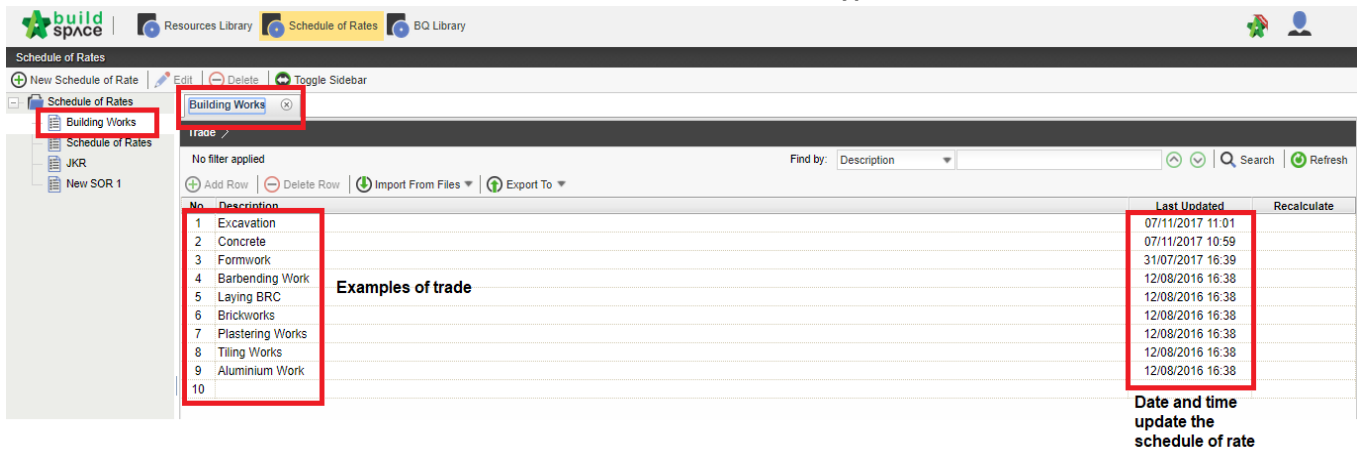
5. **Double click the trade** and can view the **different types of trades.**
6. Examples: Concrete, **double click** the **concrete** and can view the different type of concrete.
7. Click **add row** to **add the new types**
8. **Double click** the at the **unit column** to **choose the unit**
9. **Double click** at the **rate column** to **prepare the Build Up Rate.**
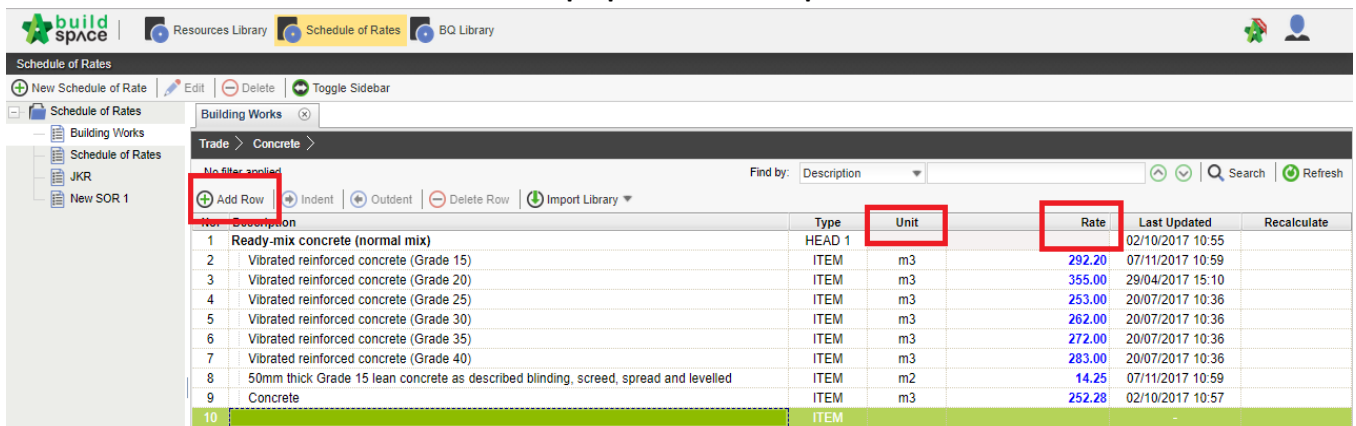
10. Click **add** to **select the resources category.**

11. The examples of resources category used in the BUR vibrated reinforced concrete (Grade 15).

12. Resources will be categorized into different panels.
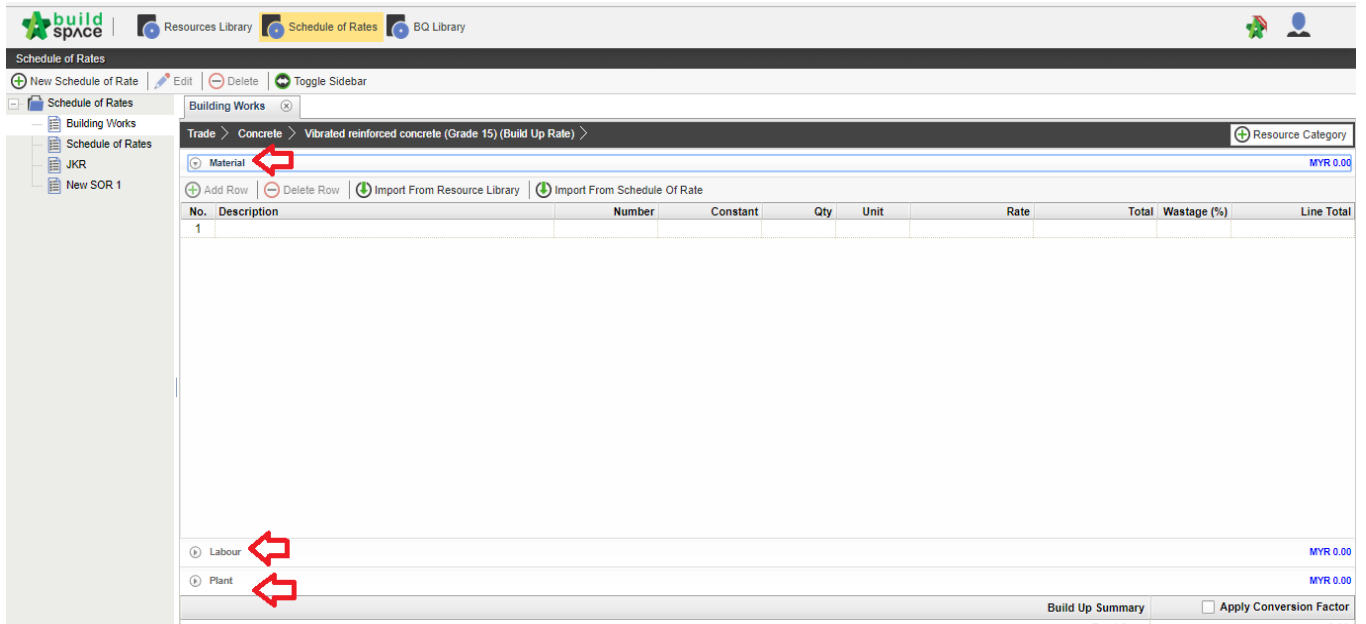
13. Click **import from resources library**
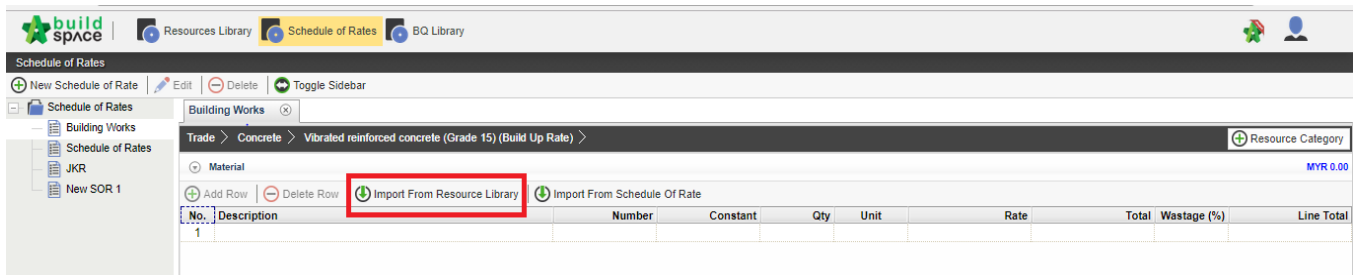
14. Choose type of trades which linked to resource library.
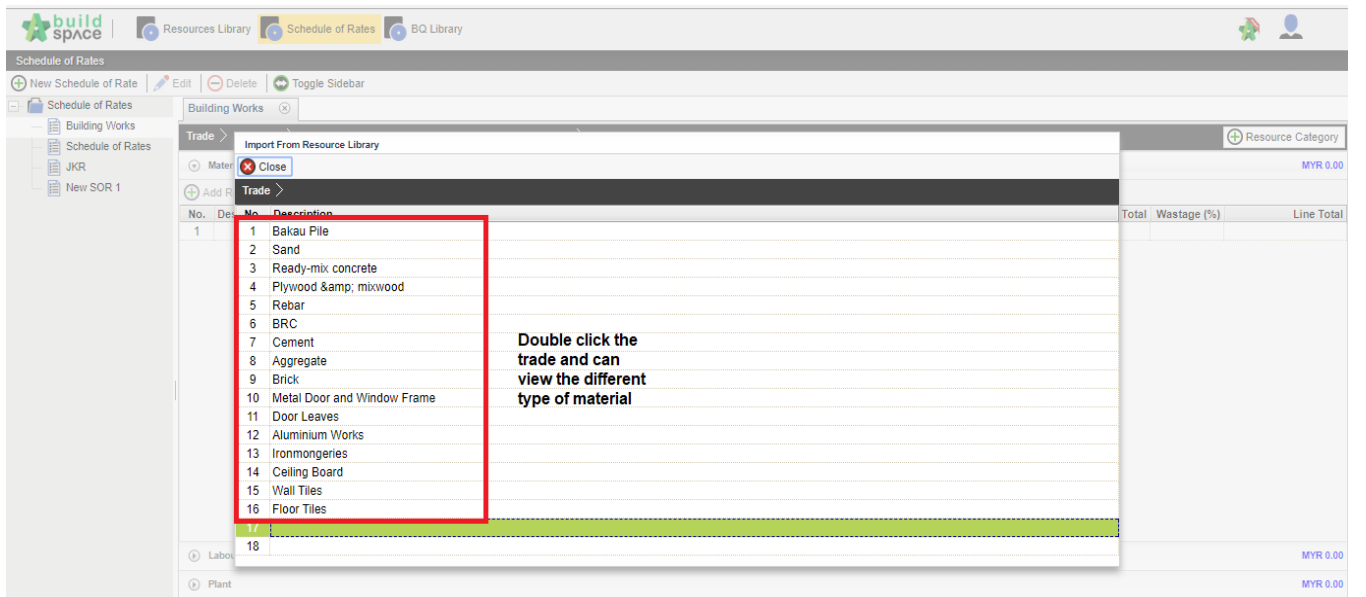
The list of the trade is categorized based on resources category, for examples if import material rate from resource library, all resources with material rate will only listed from resource library.

15. Select the material by tick at the small boxes.

16. Insert quantity based on each item. Total cost of the item will be calculated automatically once quantity and rate are inserted.

The step is similar for labour, plant and total sub.

Project Builder

Create Project and add bills

1. Click the Buildspace logo and select **project builder**.
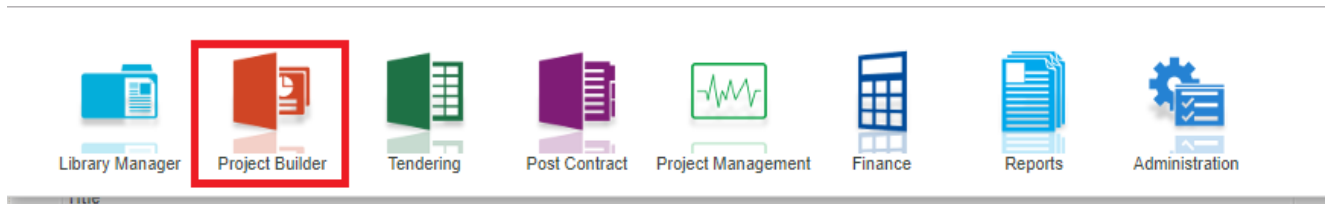
2. Click the create project and choose the **project information form** and insert project details. After that, click **Save**.
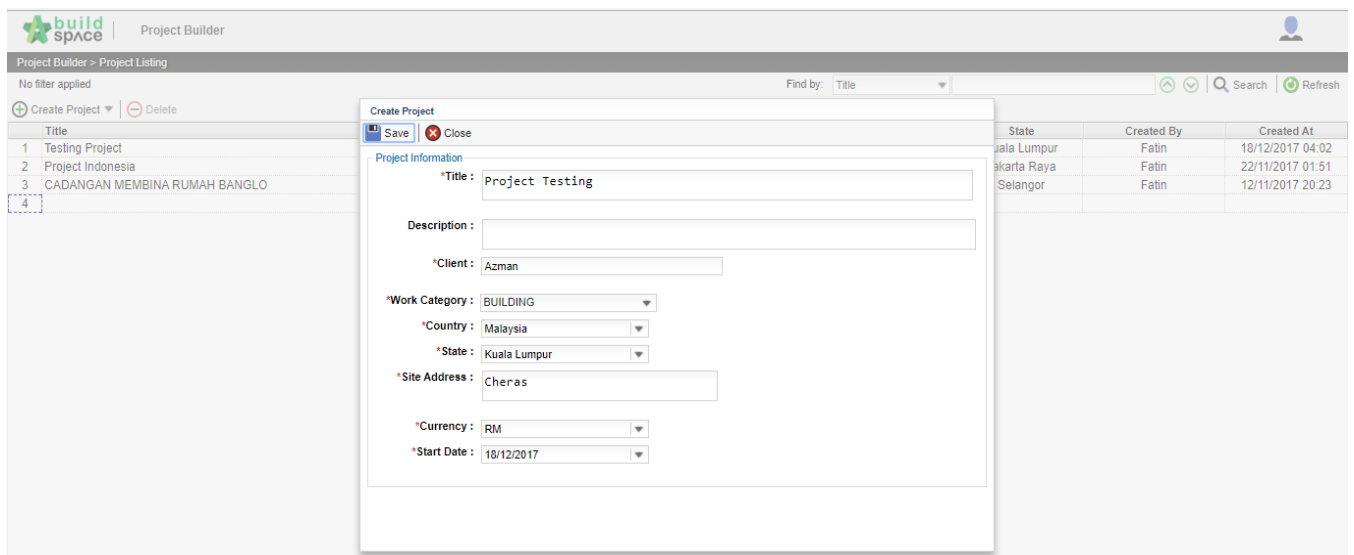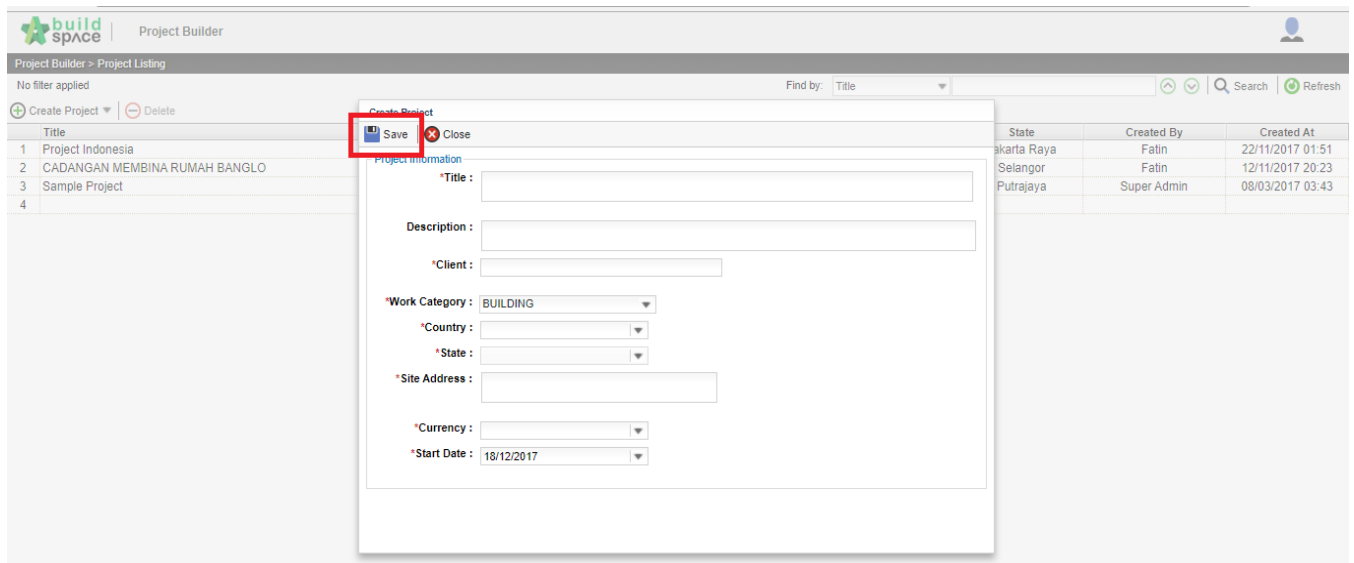
3. The new project shown at the top level automatically.

4. Double click the project and can view same with the picture.

5. **Click at project name** or **blank row** below it, and then click at "**Add Bill**".

6. There's three type of bills for you to select, select "**Normal Bill**";

7. Key in **bill name** and click "**Save**".

8. Can add level if you want (to group bills with heading). Click at which row you want to insert heading and then click "**Add Level**".
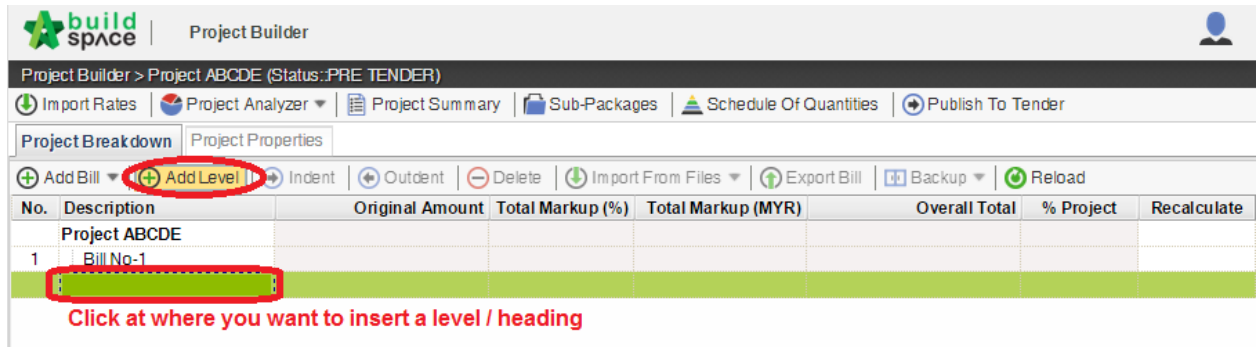
9. Can **indent/outdent** bill under the "**Level**" description.
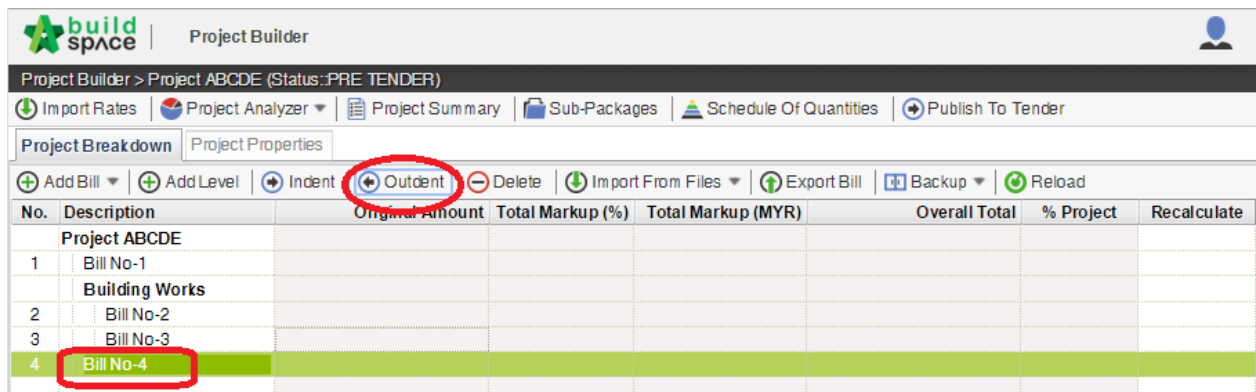
10. Can **cut & paste** bill. Right click at a bill and select "**Cut**". Then right click at the row that you want to paste and select "**Paste**" (it will paste above the selected row).
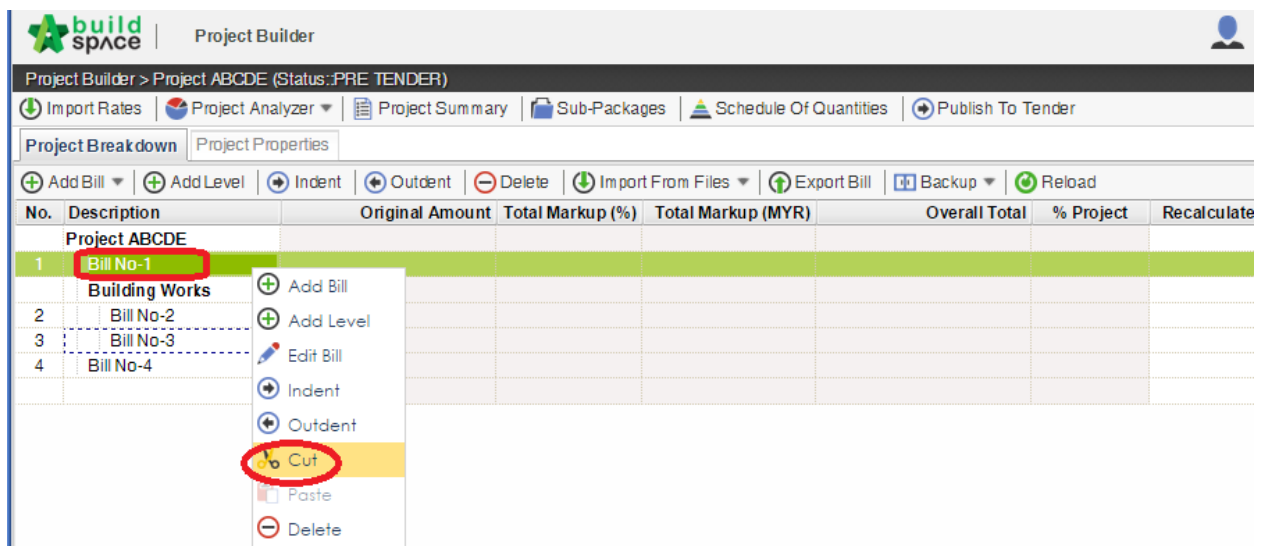
Open a bill, key in elements & items

7. **Double click** at a bill.

8. Press "**Enter**" to key in element name and press "**Enter**" to save. Click at "**Project Breakdown**" to open other bills. **Double click** at element name to go to **item level**.
   Note: You can use your keyboard's arrow key to move to other cell like Excel.

9. At item level, press "**Enter**" at all cells to edit and press "**Enter**" again to save.
   Note: You can use your keyboard's arrow key to move to other cell like Excel.

10. Click at "**Element**" to go back to element level to print BQ.
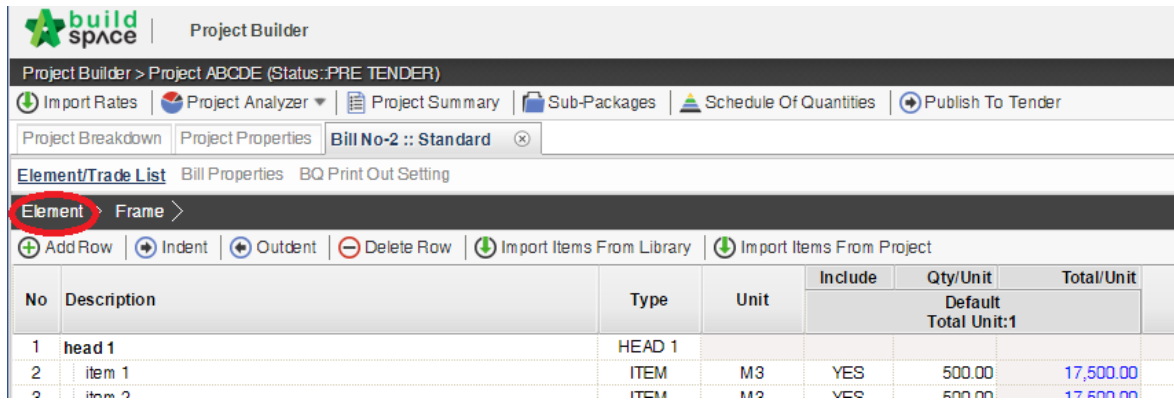
11. Click at "**Print BQ**".
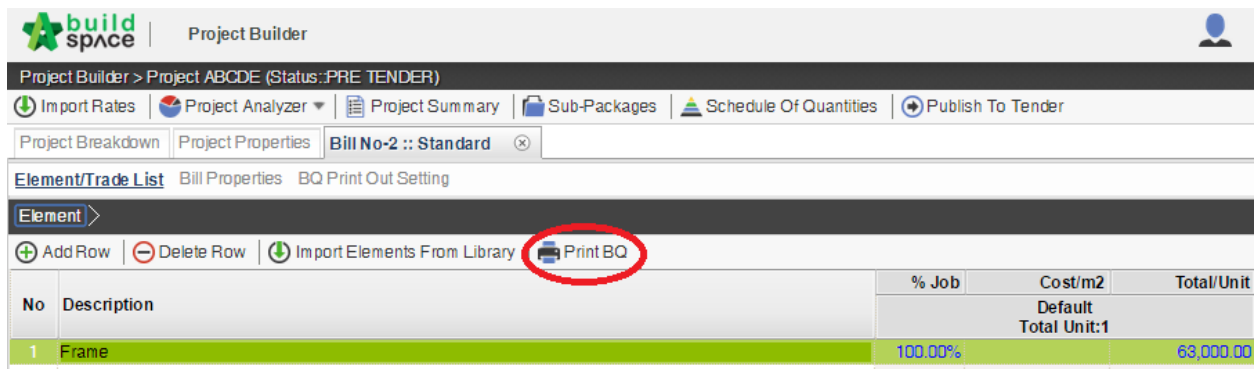
12. You have option to print by elements or print all.
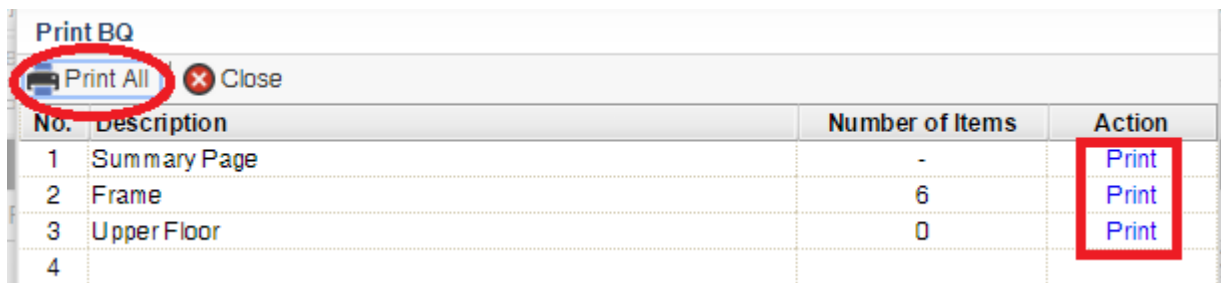
Note: **Please make sure your item descriptions in proper "hierarchy" (indent/outdent). It will affect the auto printing of continuous HEADING at next page.**

How to import BQ from Excel

Note: - **You can import all sheets at the same time**
- **Make sure you had unmerged all cells**

1. Open Microsoft Excel BQ file. Delete headings and unnecessary descriptions.

2. Then you will see like this and the description at **first row** will be imported as "**Element**" name in BuildSpace. Make sure the following;
   a) Have a **blank row** between each item description
   b) Unit, Qty & Rate are located at **same row** with item description

c)   Delete **page total** and description with "**Cont'd**" (because BuildSpace auto generate).

	A	B	C	D	E	F	G
43		L.	Excavated materials	m³	936	3.00	2,808.00
44							
45			Hardcore, consolidated and blinded to receive				
46			concrete				
47							
48		M.	150mm (consolidated thickness), under floor.	m³	532	9.50	5,054.00
49							
50							
51						To Collection	33,560.00
52			PERPUSTAKAAN				
53			08/1409 - UiTM ARAU, PERLIS				
54			3.1/1				
55							
56			Work Below Ground Floor Level (Cont'd)				
57							
58			Damp proof membrane, well lapped in the joints				
59			and sealed with approved pressure sensitive tape,				
60			turned up against wall for at least the full thickness				
61			of floor (measured nett : allow for laps and turn				
62			up)				

d)   Delete **collection page** and the rest of unnecessary descriptions.

	A	B	C	D	E	F	G
346			Page No. 3.1/2				#REF!
347							
348			Page No. 3.1/3				#REF!
349							
350			Page No. 3.1/4				#REF!
351							
352			Page No. 3.1/5				#REF!
353							
354			Page No. 3.1/6				#REF!
355							
356			Page No. 3.1/7				7,961.00
357							
358							
359						RM	#REF!
360			Bill No. 3.1 - WORK BELOW GROUND FLOOR LEVEL				
361							
362			To Summary				
363							
364							

3.   Repeat the above steps for other sheets and make sure each sheets have same position of Description, Unit, Qty & Rate such as if description at sheet 1 is located at column "C", make sure description at other sheets also at column "C".

Make sure all sheets' decription, unit, qty & rate are located at same column. For example, if description at this sheet is column "C", then make sure other sheet's description column also located at column "C".

4. After that save or save as the excel file. Open a project at **BuildSpace** and click at the bill that you want to import BQ into it. Then click at "**Import From Files**" icon and select "**Import From Excel**".
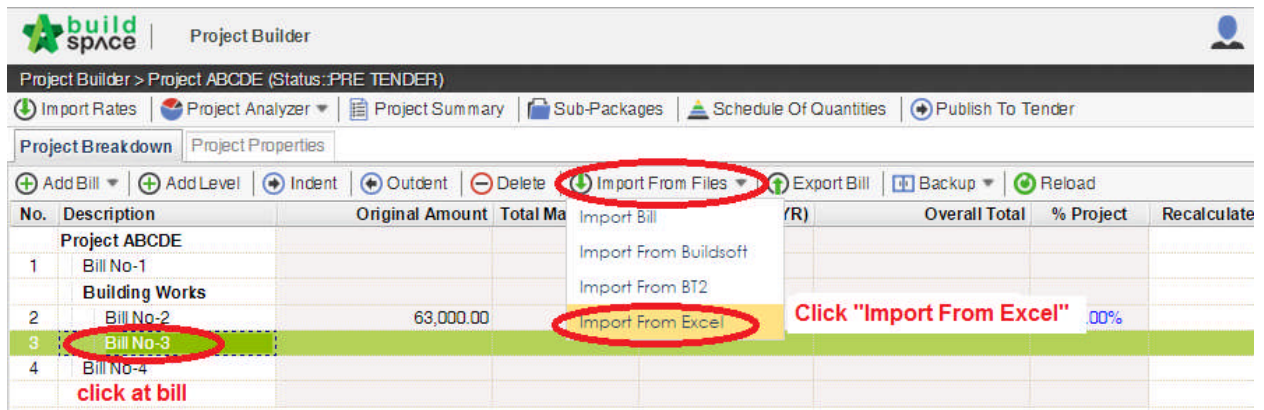
5. Click at "**Select File**".

6. **Select excel file** and click at "**Open**".
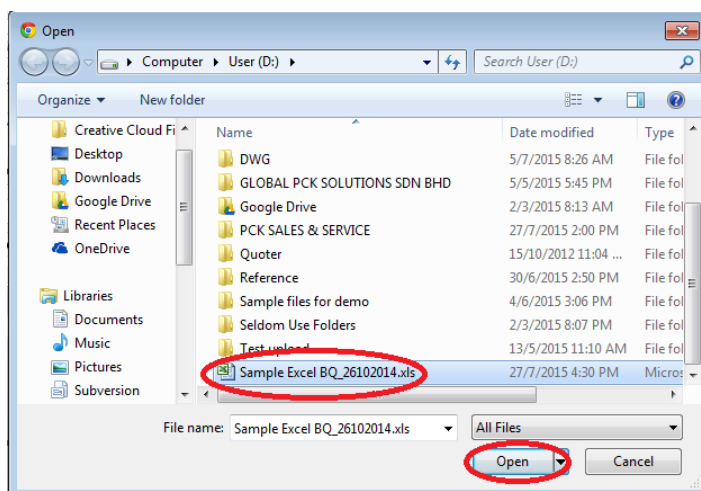
7. Then the system will process and the following table will pop up. **Match the columns** by click at drop down arrow. Then click "**Import**".

8. Then you can tick which element you want to import or tick all and select "Rate" and/or "Quantity" if you want to import with Rate or Quantity. After that click at "Import".

Note: You can continue prepare BQ in Excel format and Import into BuildSpace

Note: If you want to import from multi columns Excel BQ, please refer to http://buildsoft.com.my/How%20to%20import%20multi%20columns%20Excel%20BQ.pdf

9. If you use to prepare BQ in Excel format, you still can do that and you **no need** to prepare the following at your Excel BQ;
   a) **Bill reference number**
   b) **Page total**
   c) **Collection page**
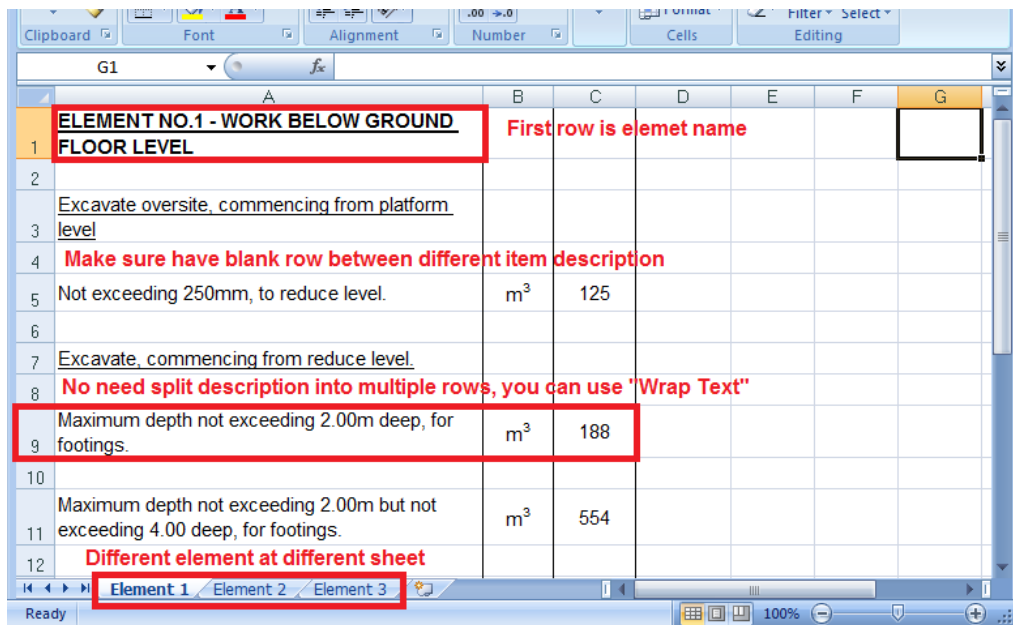
10. Follow the **step 4** to **8** to import. After imported into BuildSpace, you need to change the **ITEM type** in BuildSpace by go to **item level** and press "**Enter**" at "Type" cell, then click at **drop down arrow** to select the type and press "**Enter**" again to save. Besides, you also need to double check the "**heading**" by **Indent** or **Outdent** the headings.

Note: You can use your keyboard's arrow key to move to other cell like Excel.

11. The following shows the common item types that you need to change if you have;

    a) **Rate Only item** – change item type to "**ITEM-RO**"

    b) **Lump Sum item** – change item type to "**ITEM-LS**"

    c) **Provisional SUM or PC SUM item** – change item type to "**ITEM-LSX**"

    d) **Profit & Attendance item** – change item type to "**ITEM-LS%**", then **double click** at "**Rate**" cell to key in your amount and click "**Save**".

e) **Prime Cost Rate item** – change item type to "**ITEM-PC**", then **double click** at "**Rate**" **cell** to key in your **supply rate** and click "**Save**".

f) **Allow for any other item** to be keyed in by the contractor – change item type to "**ITEM-NL**"

g) **For other item types, please visit**
http://forum.buildspace.my/viewtopic.php?f=17&t=32

h) **Other tutorials** http://forum.buildspace.my/viewforum.php?f=17

Import Rate

Note: You need to setup own costing library at Library Manager module before using Import Rate function. Please refer page 1 on how to setup costing library at Library Manager.

1. Click the import rate to import rate from Schedule of Rates.

2. Double click to choose type of Schedule of Rates (Upper panel) and type of bills (Lower panel).

3. Tick at the small boxes *(at left hand side)* to select items for import rate, and then click the **Import**.

4. Once clicked **Import**, imported rate will be shown in green colour (linked to Schedule of Rates).

Apply Mark Up Function

1. To active Mark-Up function, click **bill properties** and click the icon at the **action column**. Then change "No" to "Yes" in **Enable** column.

Project Analyser

1. Click the project analyser to view the **resources and schedule of rates analysis.**

2. The view when select schedule of rate analysis.

3. The view when select resources analysis.

4. Double click into resources and schedule of rate analysis.
5. Item Mark Up able to insert in Schedule of Rates analysis by pressing Enter and insert manually.
   (Note: To apply mark up by trade, make sure you had activated the markup function for the specific bill, please refer to page 17 (Apply Mark Up Function) for more details.)

6. Press enter at the **total qty** to **change the quantity**, double click at the rate and can view the build-up rate and press enter at the column rate to change the rate.

Backup

Note: You can back up your BQ in ebq format (which only can be opened by Buildspace Pro)

1. For **backup** the BQ file, follow the sequence in this picture.
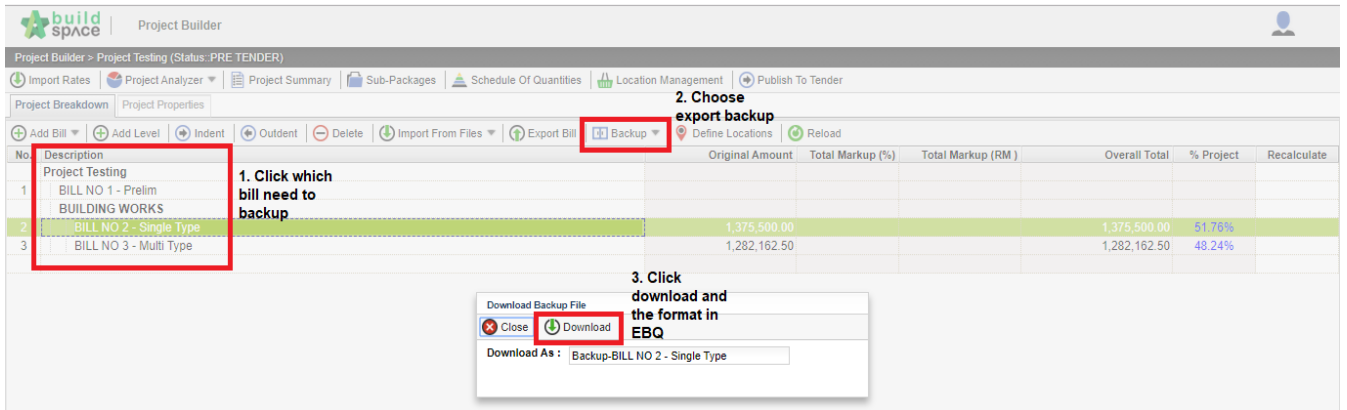
Export Bills (Excel Format)

1. The purpose of **Export Bill** is similar with the Backup. Export Bill is in excel format however Backup is in the EBQ format.
2. You can tick to import Rate/Quantity together.
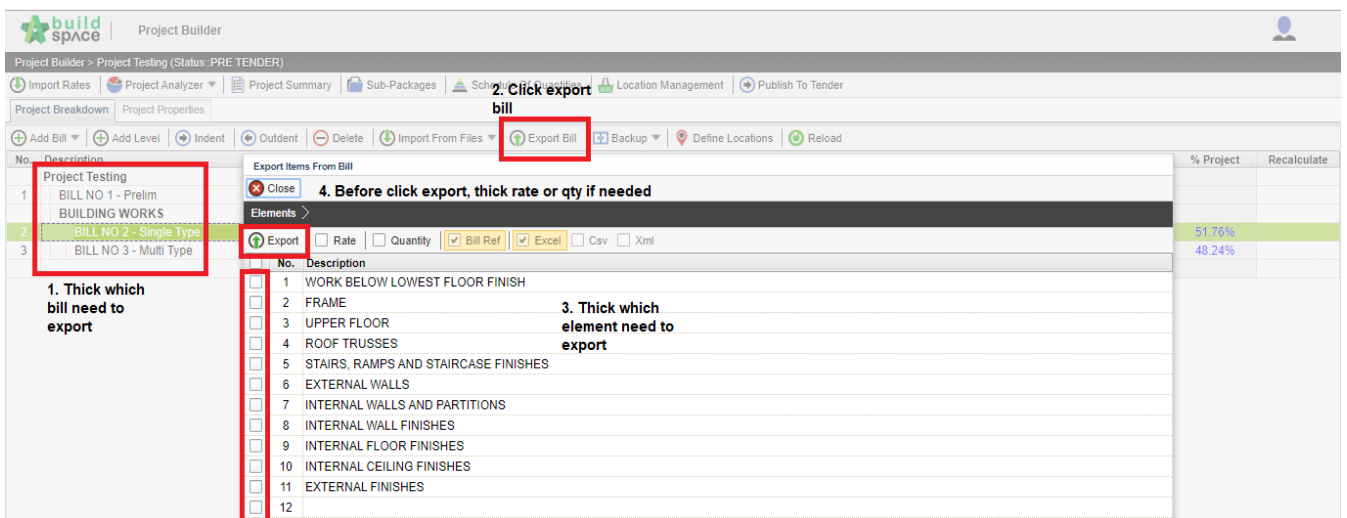
3. Choose which element to export before download.
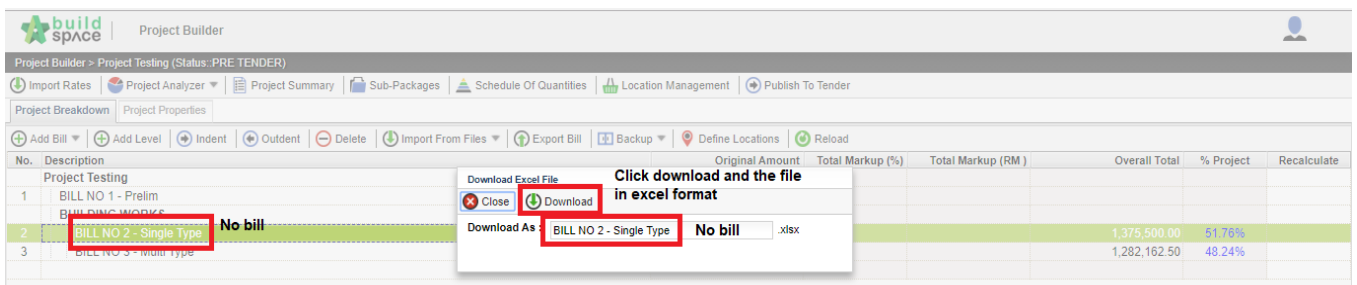
How to print out BQ

Note: You can print out the BQ by bills

1. To print the BQ, double click at the bill that you want to print, then click **Print BQ.** *(Print BQ button is located at Element Level)*

You can either print all or print by specific element.

How to print project/tender summary

1. Click at "**Project Summary**".
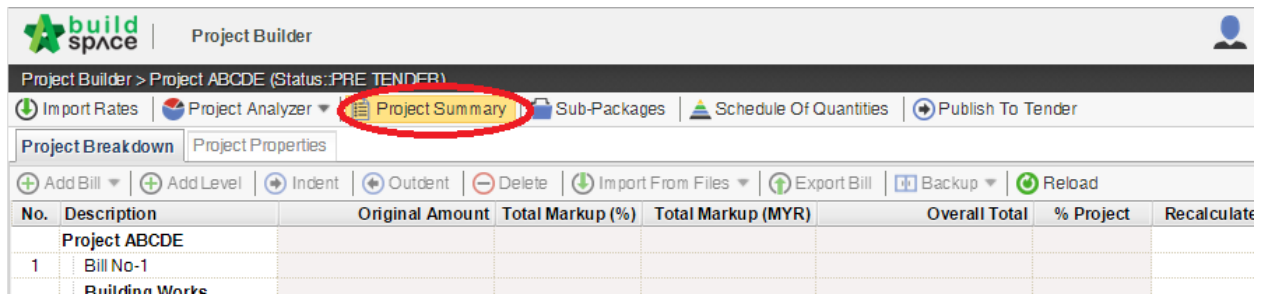
2. Can **tick** at check box to format the font type and **press enter** at the cell at "Item" column to key in numbering or any text like "A, B, C ....". Then **press enter** again to finish editing.
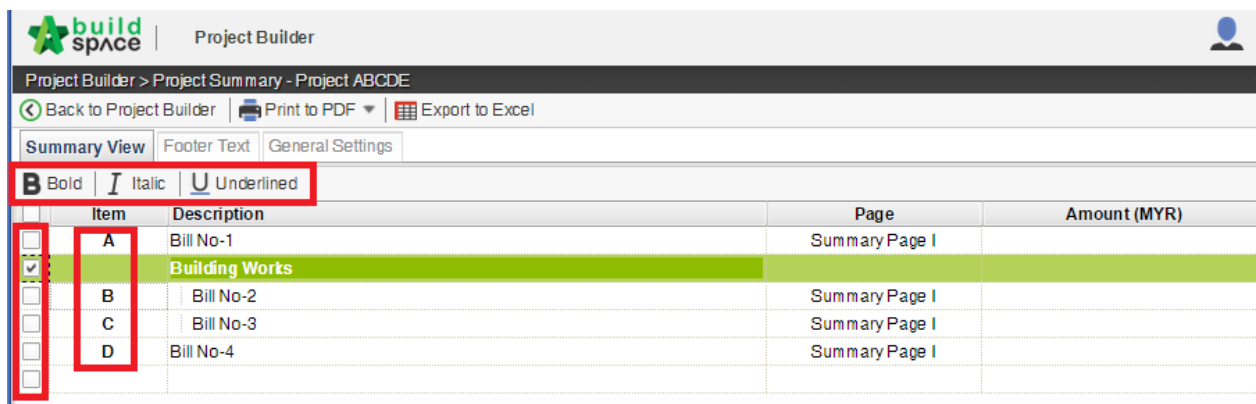
3. Click on "**Back to Project Builder**" to go back to your project. Click "**Print to PDF**" to printout your tender summary or click "**Export to Excel**" to export your tender summary to Microsoft Excel.
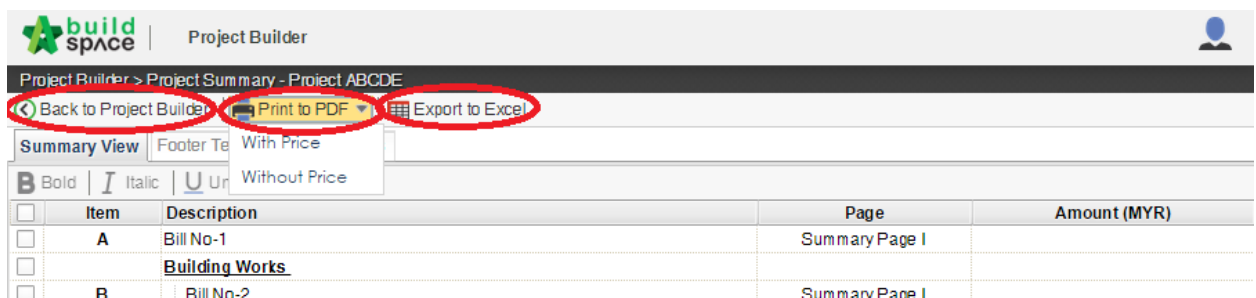
How to assign users to an existing project

1. Double click to open a project.
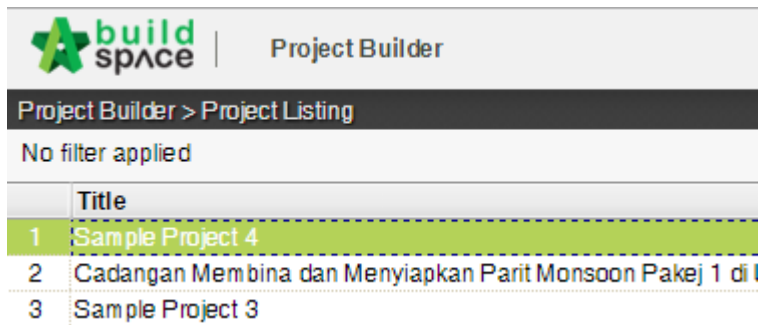
2. Click at "**Project Properties**" tab.
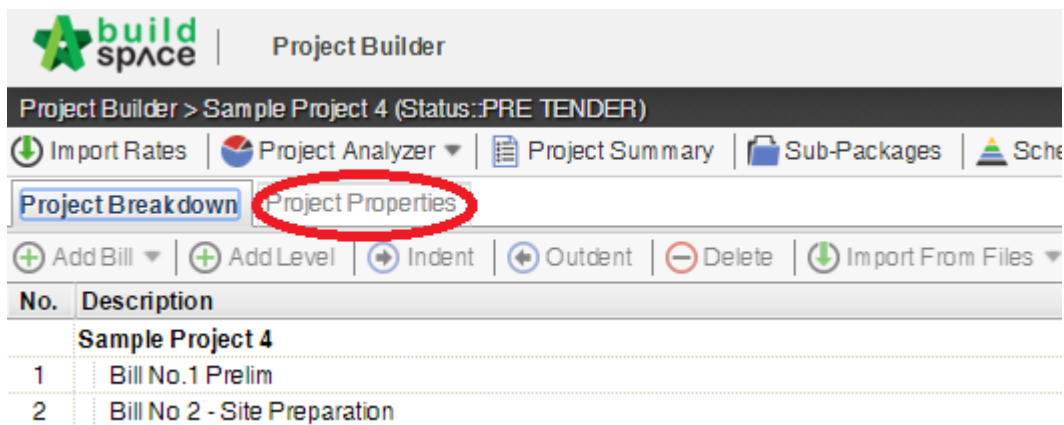
3. Click at "**Add Users to Project**".
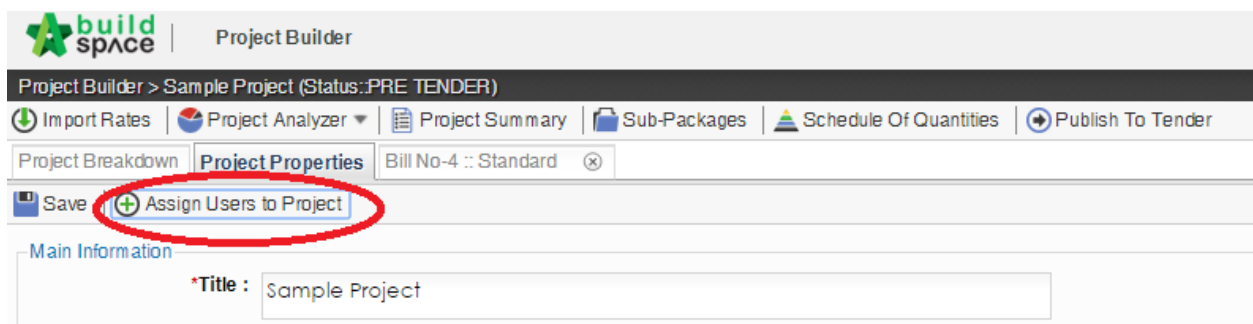
4. **Double click** to select a group.
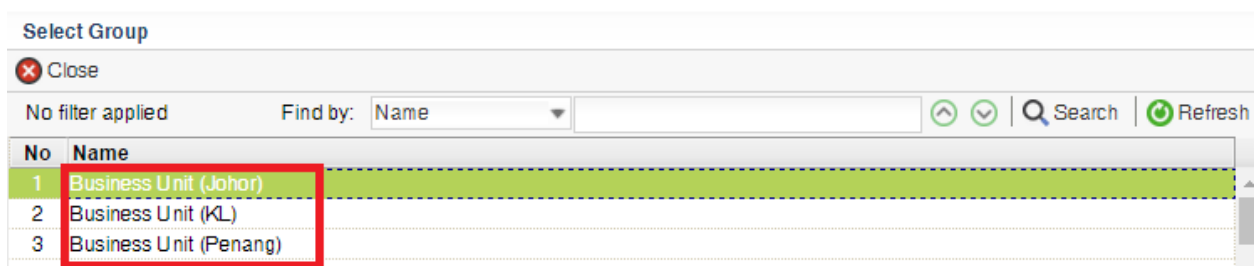
5. Then **tick** to select users and click "**Save**". You also can set the users as "**Admin**" for this project which they can **share the project with other users** as well and also can **publish the project to tendering or post contract modules**.

Tendering Module

Search historical rate

1. Log in Buildspace Pro and click on Buildspace log (at Top Left)
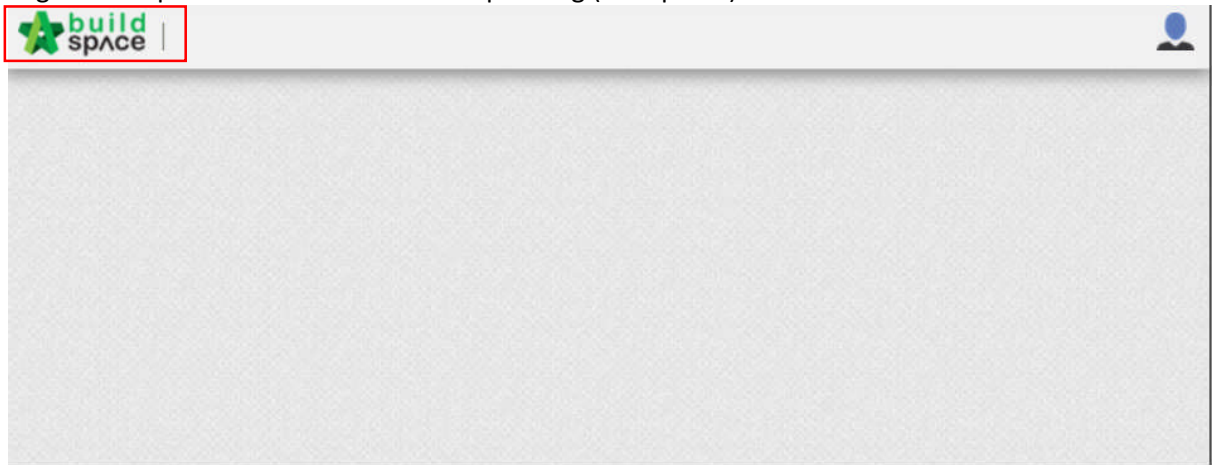
2. Click at Tendering module and double click to open the project
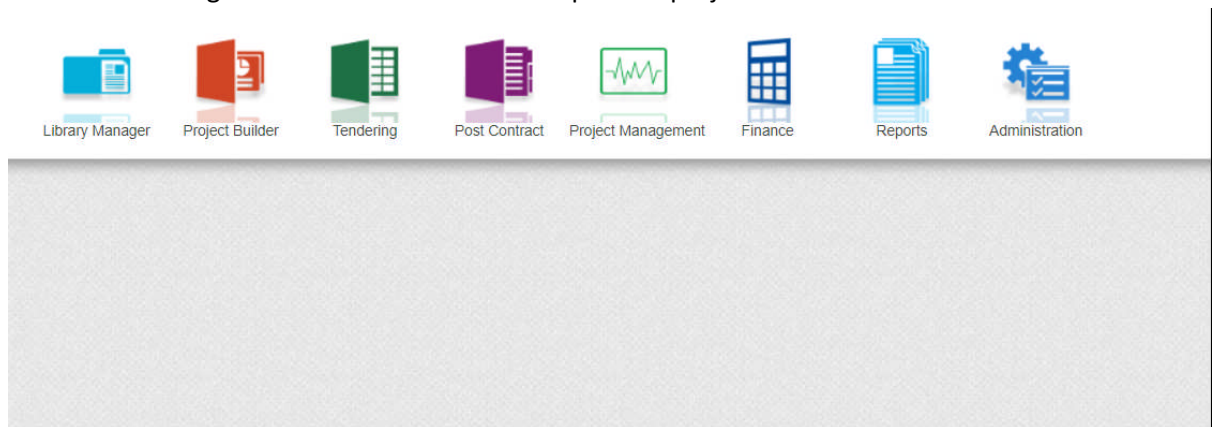
3. Select the bill and double click into the element

4. Once clicked into the element, a list of items will be shown with description. A column of historical rate also shown on the page along with unit, rate, grand total etc.

5. Select an item and double click onto historical rate to search historical rate based on the selected item.

6. A list of historical rates will be shown based on previous project with similar item.

Create Addendum

1. Log in Buildspace Pro and click on Buildspace log (at Top Left)

2. Click at Tendering module and double click to open the project

3. Select Project Addendum.

4. Click at "**Add Addendum**" to create new addendum version. Once created, new addendum will be shown with status "**In Progress**" and the status of previous addendum version will be moved to "**Locked**" automatically.

5. Click at "**Project Breakdown**" and access to BQ to issue addendum.

6. Once selected the BQ, double click into the element and select the item to do addendum.

7. Click at the item and right click > copy > paste. A new copied item is highlighted with colour. By now the item with highlighted colour can input different quantity. On the other hand, right click at previous item and click remove the item, but the item will not be removed however a "cut through" mark will appear in the content.

Tender Comparison & Rates Rationalization

1. Log in Buildspace Pro and click on Buildspace log (at Top Left)

2. Click at Tendering module and double click to open the project

3. Click at "**View Tenderer**"

4. Click at "**Tenderer Setting**"

5. Click at "**Add New Contractor**" to assign new contractor company or click at the arrow button logo to assign existing contractor. Once selected the contractor, click "**Save**". Selected contractors will be listed on the table below.

6. Select the contractor and tick in the "**Show**" column which allows the consultant to view and compare the contractor's rate in BQ.

7. Consultant able to compare tender price from selected contractors.

Import/export contractor's rate

1. Click at Tendering module and double click to open the project

2. Click at "**View Tenderer**"

3. Click at "**Tenderer Setting**"

4. Select the contractor and click "**Export Contractor's Rate**". The exported excel file will be sent to contractors to fill in the rate, then import the contractor's rate into Buildspace Pro.

Post Contract Module

Publish to post contract

1. Go to Tendering module and double click into the project. Ensure the project status is "**Tendering**".
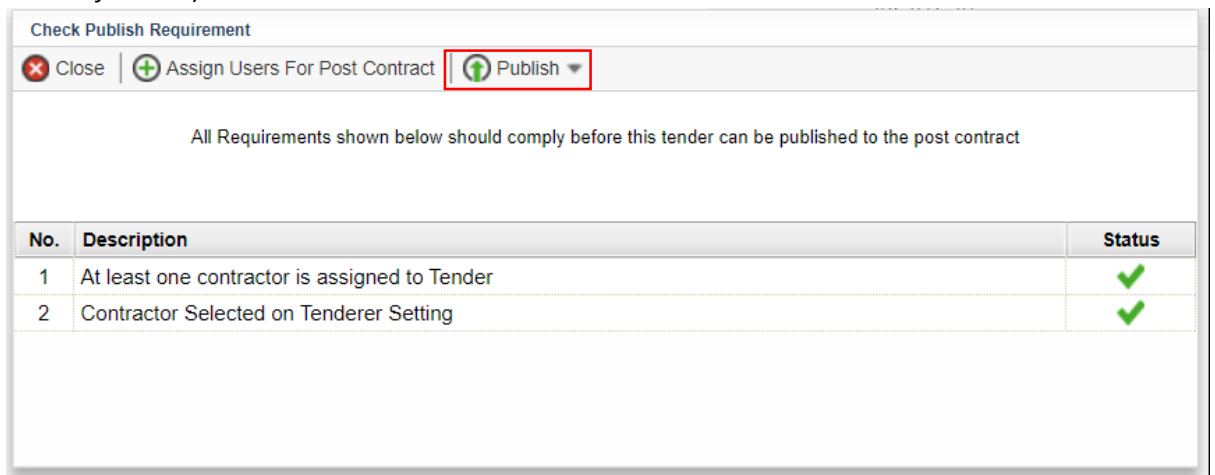
2. Click at "**Push to Post Contract**".

3. Click "**Publish**" and choose Normal/New Post Contract (*Note: New Post Contract entitled with Letter of Award*).

Once published, the project will no longer listed in Tendering Module and it will moves to Post Contract Module.

Progress Claim

1. Go to Buildspace Pro and access to Post Contract module.

2. Double click to select a project with status "**Post Contract**".

3. Double click to select a bill to perform progress claim.

4. Select Type/Unit to perform progress claim. User able to rename type or unit by inserting in "**Rename Description**" column.

5. Select element and perform progress claim by inserting percentage or amount of work done in Up to Date Claim column.

6. Double click into an element to perform progress claim based on items.

7. Insert percentage or amount of workdone based on each item to perform progress claim

8. After insert all progress claim, click at "**Project Breakdown**".

9. Click "**Reload**" to view the overall progress claim percentage and amount.

Add New Claim Version

1. Go to Buildspace Pro and access to Post Contract module.

2. Double click to select a project with status "**Post Contract**".

3. Click "**Claim Revision**"

4. Click at action logo and change the current progress claim status from "**In Progress**" to "**Locked**".

5. Click "**Add New Claim**" to create new claim version. After that click "Project Breakdown" to perform new progress claim.

6. Select Bill > Type/Unit > Element to perform progress claim based on items. *(Note: Amount of previous claim will moved to Previous Claim column)*

Note: User able to view the previous claim by click at "View This Revision". However, user is not allowed to edit any content from previous claim version.

Variation Orders

1. Go to Buildspace Pro and access to Post Contract module.
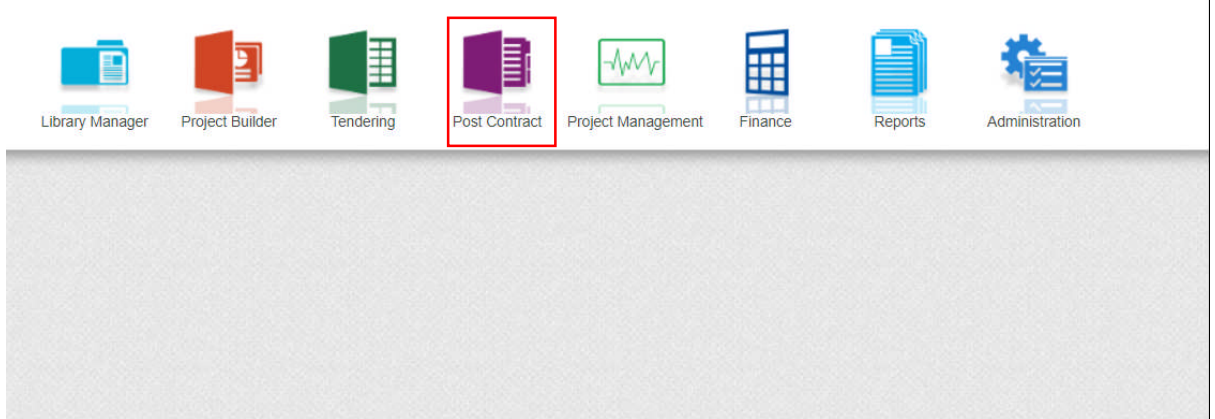
2. Double click to select a project with status "**Post Contract**".

3. Double click at "**Variation Order**".

4. Insert title of Variation Orders by pressing "**Enter**" on keyboard. *(For example: Variation Orders 1).* After that, double click in and perform Variation Orders.

5. Select at the column and then click "**Omit from Bills**".

6. Select Bill / Unit / Element and then tick to select item for Variation Orders. After that click "**Import**"

7. Insert new quantity based on items that omitted from bills. Net Omission/Addition will also have generated when new quantity inserted.

8. After omitted all variation orders items, click "**Variation Orders**" and change the status from "**Pending**" to "**Approved**" by pressing Enter and select the status.

9. Click "**Project Breakdown**" and click "**Reload**" to view the total amount of Variation Orders.

Re-measurement / Final Account

1. Go to Buildspace Pro and access to Post Contract module.
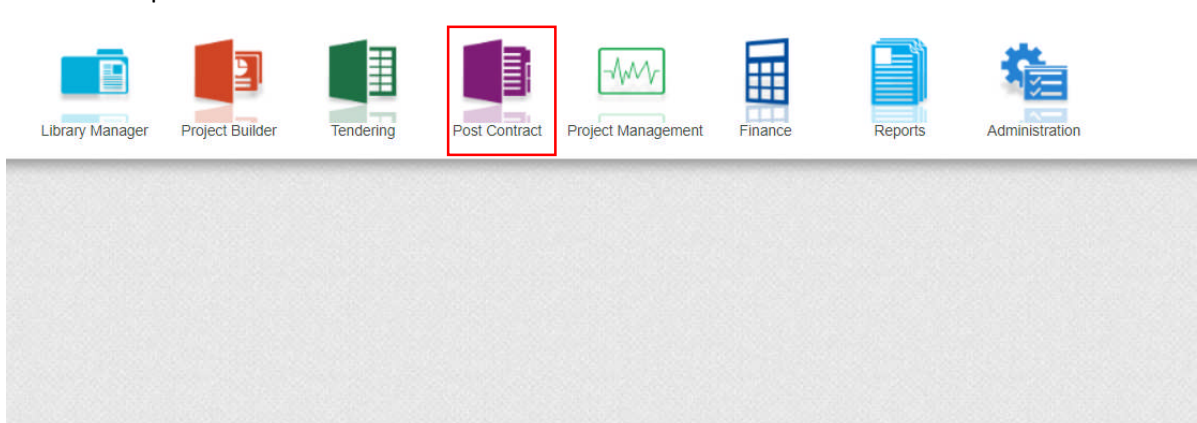
2. Double click to select a project with status "Post Contract".

3. Click "Re-Measure Provisional" and select All Items-Selected Item(s) or Provisional Items.
   (Note: "All Items" is for all bill items, "Provisional Item" is for provisional bill & provisional items (ITEM-P) on normal bill)

4. Double click and select bill & unit & element.

5. Insert new quantity based on each item. Net Omission/Addition also listed in the column after new quantity inserted. After that, click at "**Bill**".

6. Total Net Omission/Addition will be listed based on each bill.

No.	Bill	Omission	Addition	Nett Omission/Addition
1	Bill No 1			
2	Bill No 2	1,885,220.37	336,745.00	(1,548,475.37)
3				

1. Click the Buildspace logo and select **Report module**, after that choose the sub module **Tendering Report**.
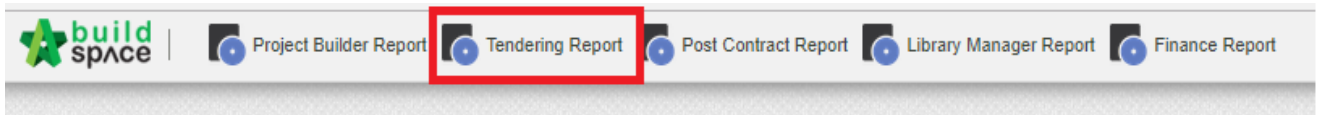
2. Double click the project title to view the all bills within its project.

3. Click **Print Summary** and choose print or export.

4. Click the **View Tenderers.**

5. Click **Summary** and **choose summary (selected tenderer)**, and then click **print.**
6. The **red colour** represents **higher BQ rate** and **the green** represents **lower BQ rate** based on several tenderers' rate.

- Click **summary** and choose **summary with revision (all tenderers).**

- Double click the bill to view the element and double click the element to view the item.
- Click print the **item rate, item total or item rate and total** for all contractor.