BUILDSPACE

PRO

For Consultant/Contractor

Create Project and Add
Bills

Contents

Creating a Project
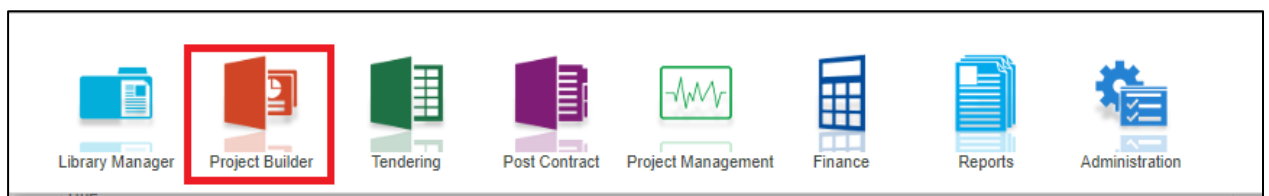
I. Project Information Form

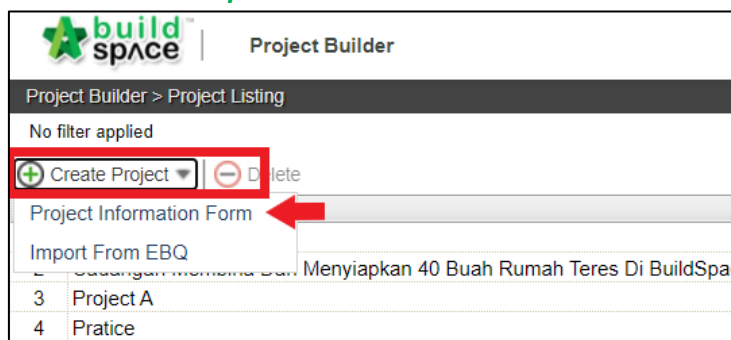1. Click at **Buildspace** logo on the top left corner to view the modules.
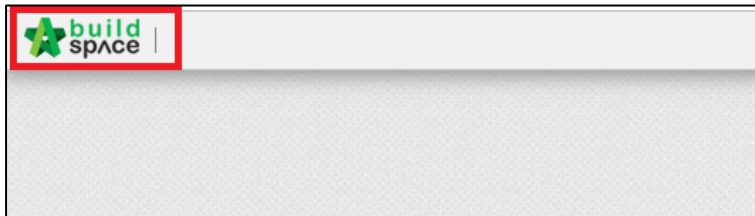
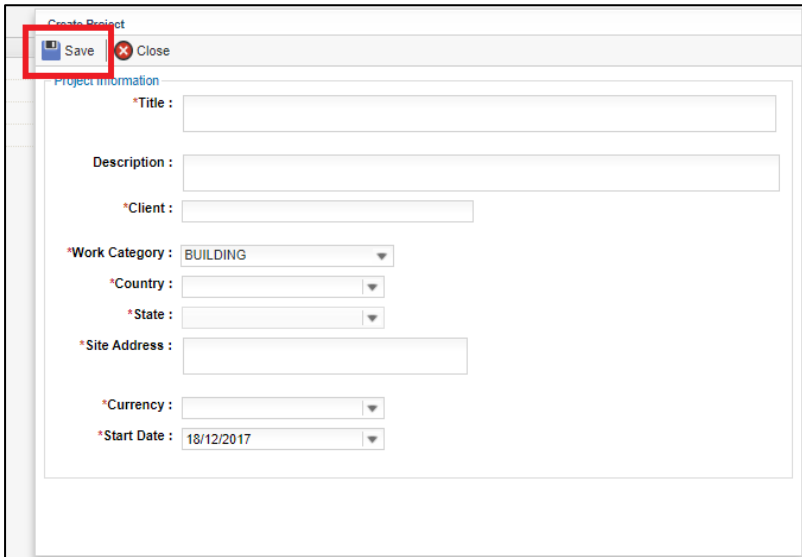2. Select "**Project Builder**" module.

3. Click **"Create Project"** to create new project and choose "**Project Information Form**".
   Notes: "Import from EBQ" only can be used to import project that has been created in BuildSpace Pro.

4. Then fill in the project details. After that, click "**Save**".
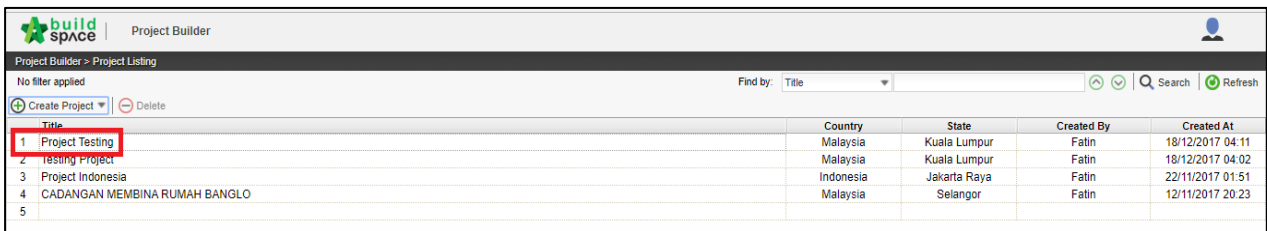
5. The newly created project will be shown at the top of the list automatically.

II. Import from EBQ

> ***Notes: "Import from EBQ" only can be used to import project that has been created in** BuildSpace Pro.*
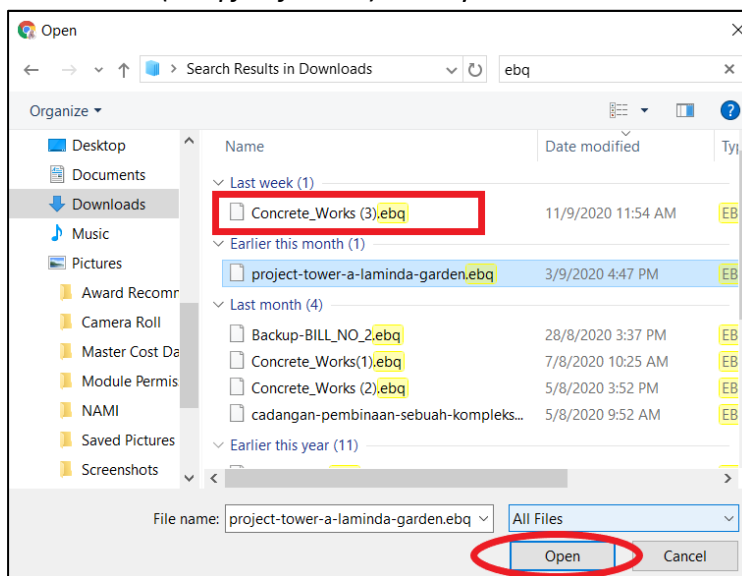
1. Click at **"Create Project"** then select **"Import from ebq".**
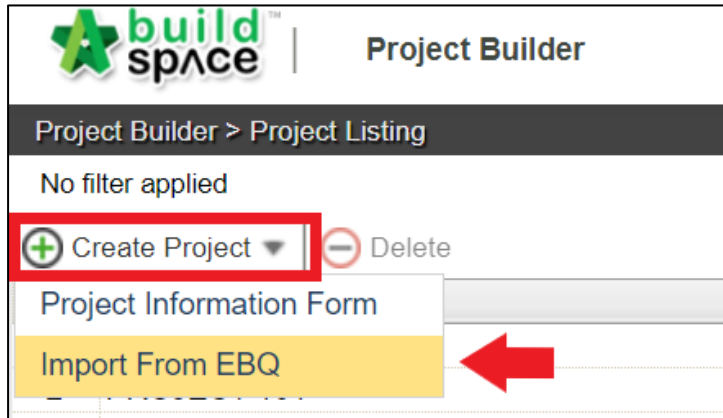
2. The following pop out box will appear. Click **"Select EBQ File"** to choose a file from your device.

3. Select a file *(.ebq file format)* from your device and click **"Open".**

4. From the pop out box, user can preview the project information and the list of bills. Tick at the check box on the menu bar whether or not to import the project along **"With Rate"** and/or **"With Qty".** Then, simply click **"Import"** and then click **"Close".**
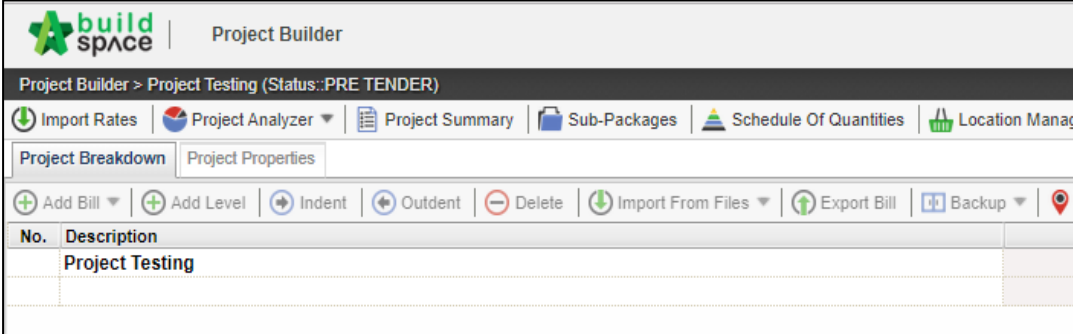
5. The newly imported project will appear on the top of the project listing.

Add Bills

1. **Double click** the project to open the project.
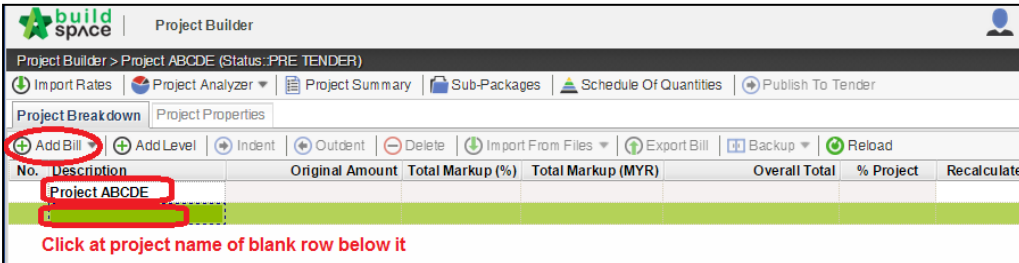
2. **Click at the project name** or **blank row** below it, and then click at "**Add Bill**".

3. There are three type of bills for you to select, select "**Normal Bill**";
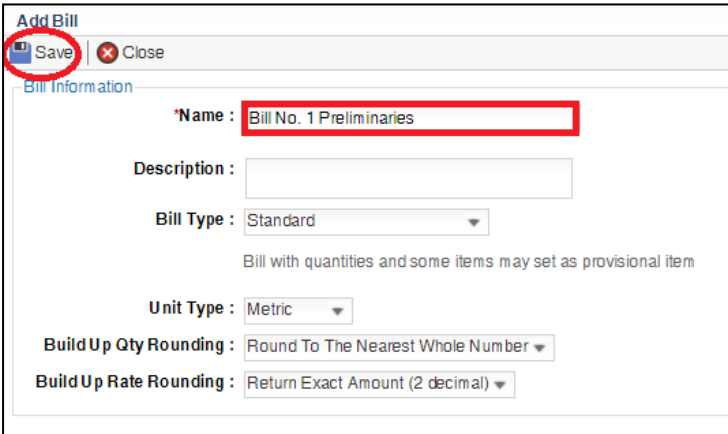
4. Key in **bill name** and click "**Save**".

5. To group bills under the same heading, click at the row to insert heading and then click "**Add Level**".
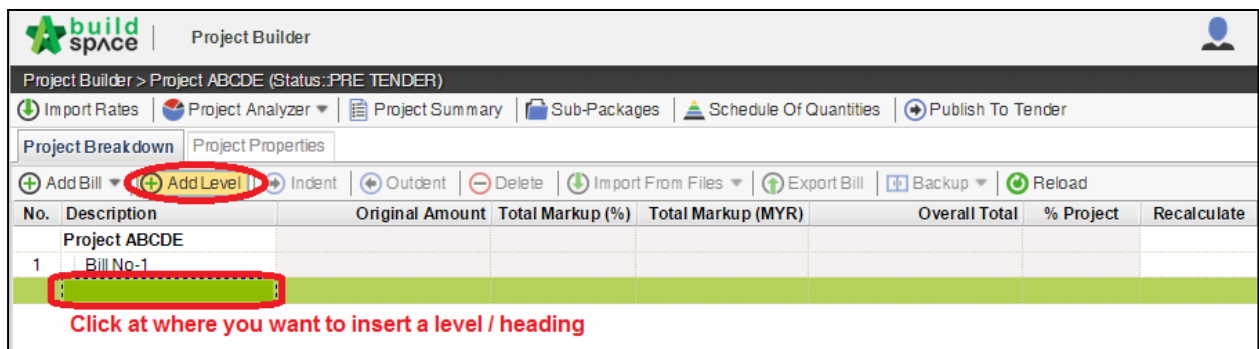
6. User can use **indent/outdent** function to differentiate the level.
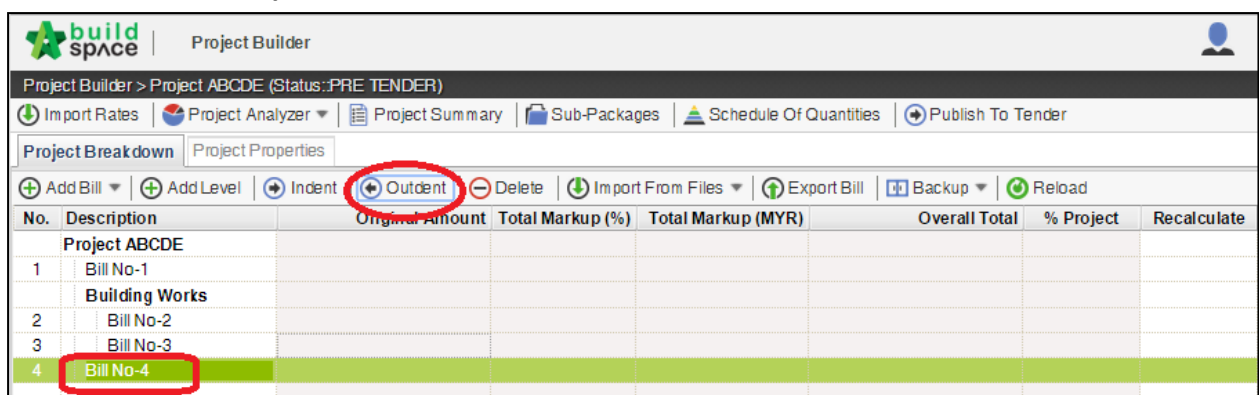
7. **BuildSpace Pro** also allows user to use the cut & paste function. Right click at a bill and select "**Cut**". Then right click at the row that you want to paste and select "**Paste**" (it will paste above the selected row).