



BUILDSPACE PRO

For Consultant/Contractor

Create Project and Add
Bills

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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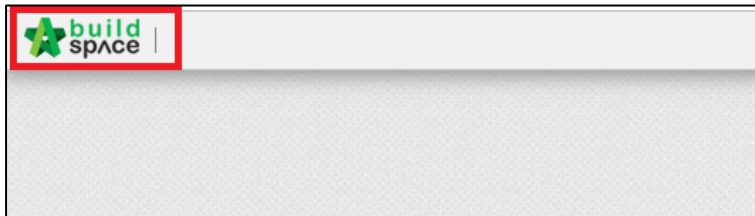
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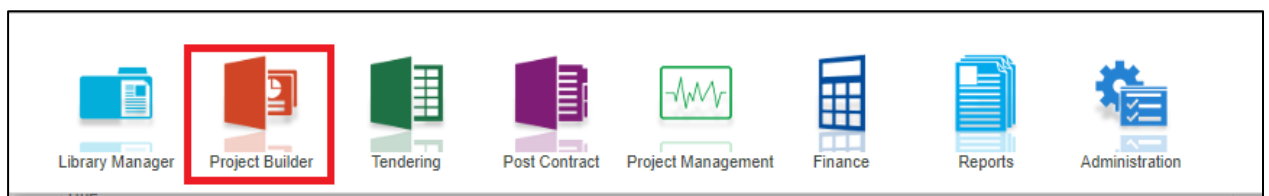
Creating a Project

I. Project Information Form

1. Click at **Buildspace** logo on the top left corner to view the modules.

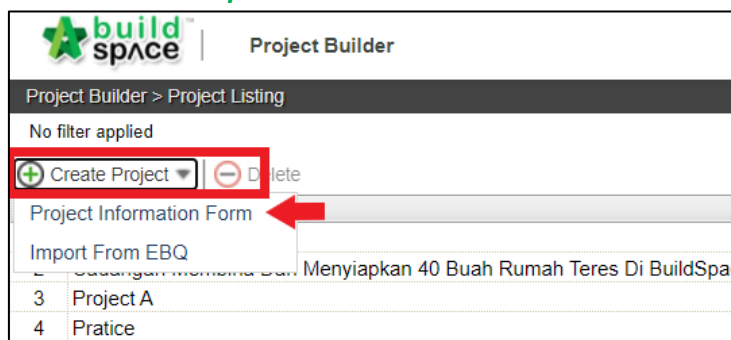


2. Select **"Project Builder"** module.

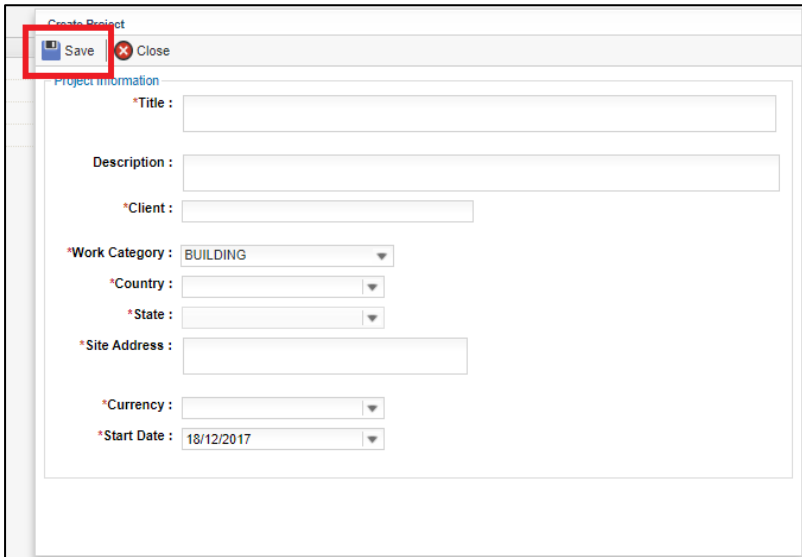


3. Click **"Create Project"** to create new project and choose **"Project Information Form"**.

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”.



Save Close

Project Information

*Title :

Description :

*Client :

*Work Category : BUILDING

*Country :

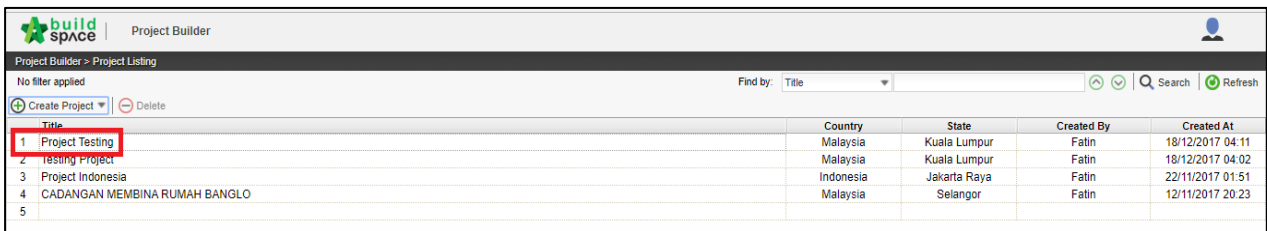
*State :

*Site Address :

*Currency :

*Start Date : 18/12/2017

5. The newly created project will be shown at the top of the list automatically.

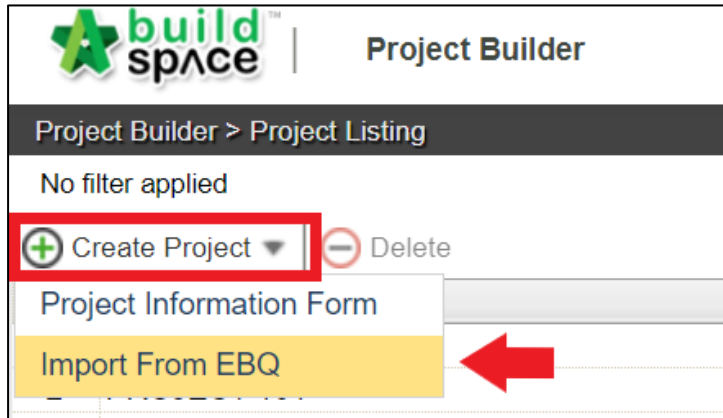


Project Builder		Project Listing		
No filter applied		Find by: Title	Search	Refresh
Create Project Delete		Title	Country	State
1	Project Testing	Malaysia	Kuala Lumpur	Fatin
2	Testing Project	Malaysia	Kuala Lumpur	Fatin
3	Project Indonesia	Indonesia	Jakarta Raya	Fatin
4	CADANGAN MEMBINA RUMAH BANGLO	Malaysia	Selangor	Fatin
5				

II. Import from EBQ

Notes: “Import from EBQ” only can be used to import project that has been created in BuildSpace Pro.

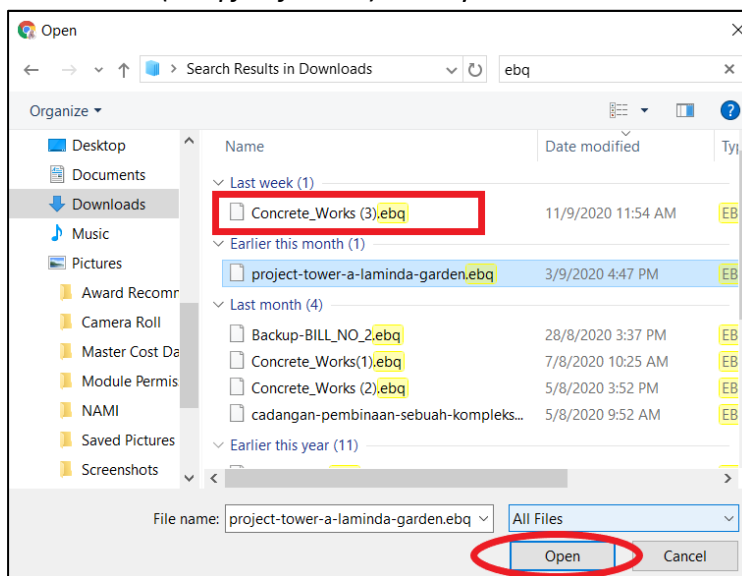
1. Click at “Create Project” then select “Import from ebq”.



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”.



- 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”**.

Close
Import
☒ With Rate
☒ With Qty

Project Information

*Title : Concrete Works

Description :

Client : NAMI HOLDINGS


Country : Malaysia

Work Category : BUILDING

State : Kuala Lumpur

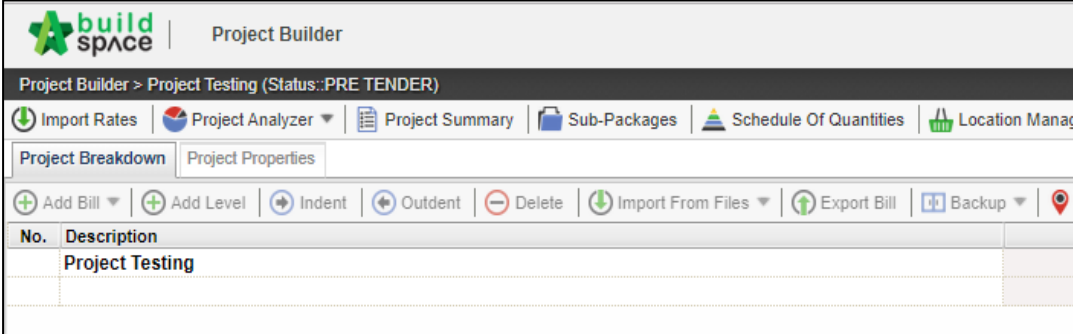
No.	Description
1	BILL NO 1
2	

- The newly imported project will appear on the top of the project listing.

 Project Builder	
Project Builder > Project Listing	
No filter applied	
<div> <div>+ Create Project</div> <div>- Delete</div> </div> <div>Find by:</div>	
Sl No.	Project Name
1	Concrete Works
2	Project Test JS

Add Bills

1. Double click the project to open the project.



Project Builder

Project Builder > Project Testing (Status: PRE TENDER)

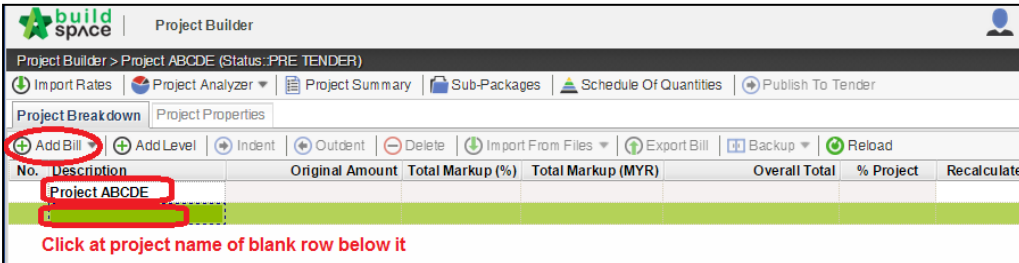
Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Location Manager

Project Breakdown | Project Properties

+ Add Bill | + Add Level | Indent | Outdent | Delete | Import From Files | Export Bill | Backup | Location

No.	Description
	Project Testing

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



Project Builder

Project Builder > Project ABCDE (Status: PRE TENDER)

Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Publish To Tender

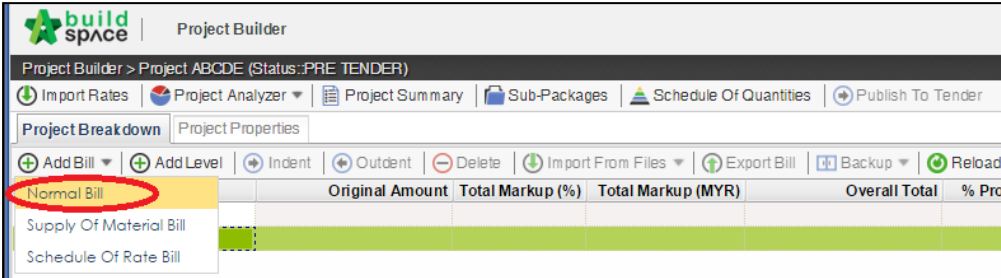
Project Breakdown | Project Properties

+ Add Bill | + Add Level | Indent | Outdent | Delete | Import From Files | Export Bill | Backup | Reload

No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project	Recalculate
	Project ABCDE						

Click at project name or blank row below it

3. There are three type of bills for you to select, select "Normal Bill";



Project Builder

Project Builder > Project ABCDE (Status: PRE TENDER)

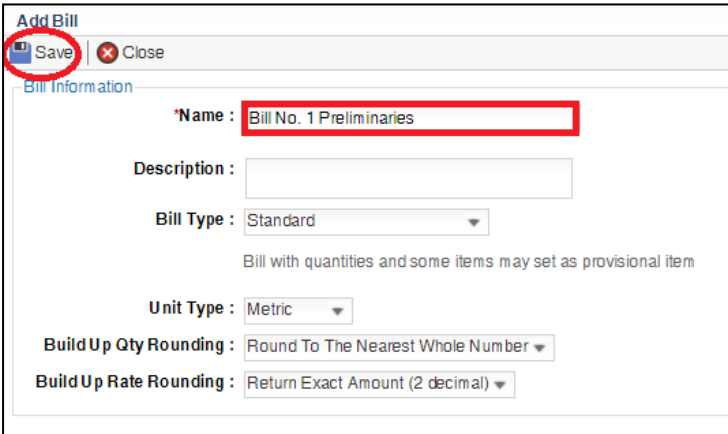
Import Rates | Project Analyzer | Project Summary | Sub-Packages | Schedule Of Quantities | Publish To Tender

Project Breakdown | Project Properties

+ Add Bill | + Add Level | Indent | Outdent | Delete | Import From Files | Export Bill | Backup | Reload

No.	Description	Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project
	Normal Bill					
	Supply Of Material Bill					
	Schedule Of Rate Bill					

4. Key in bill name and click "Save".



Add Bill

Save | Close

Bill Information

*Name: Bill No. 1 Preliminaries

Description:

Bill Type: Standard

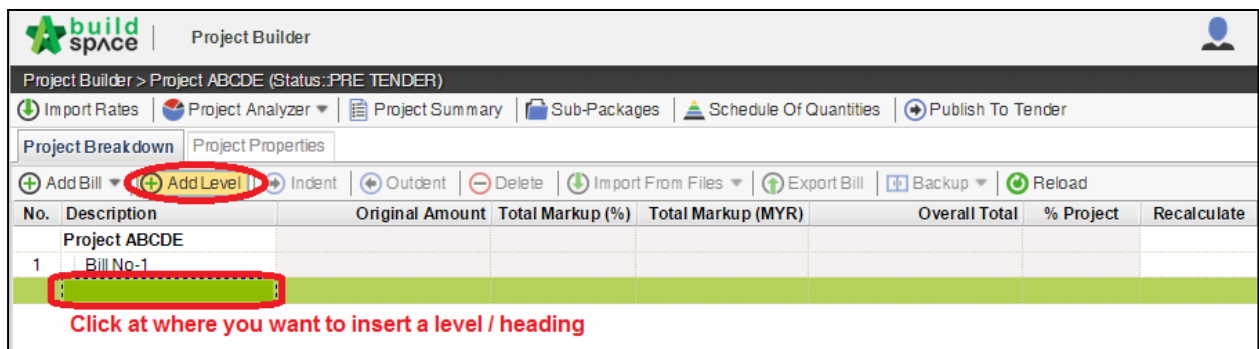
Bill with quantities and some items may set as provisional item

Unit Type: Metric

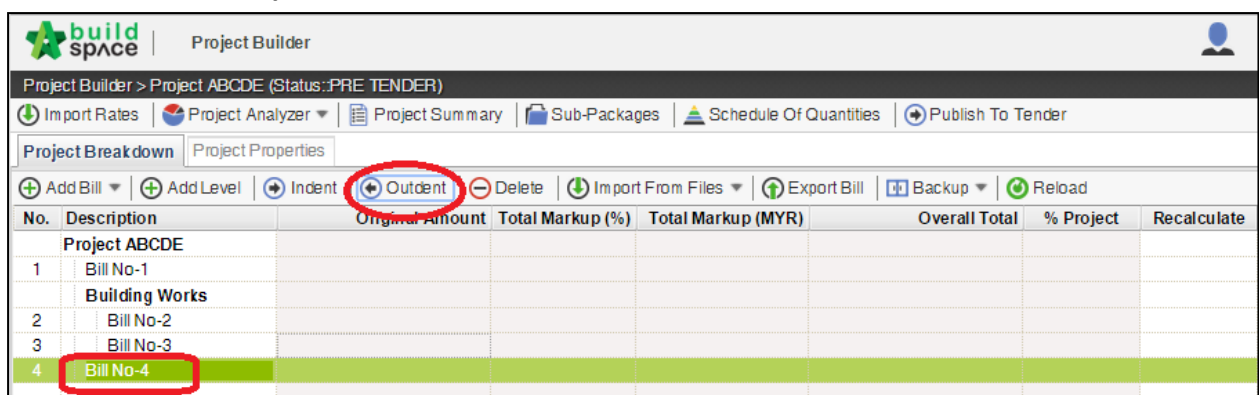
Build Up Qty Rounding: Round To The Nearest Whole Number

Build Up Rate Rounding: Return Exact Amount (2 decimal)

- To group bills under the same heading, click at the row to insert heading and then click “Add Level”.



- User can use indent/outdent function to differentiate the level.



- 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).

