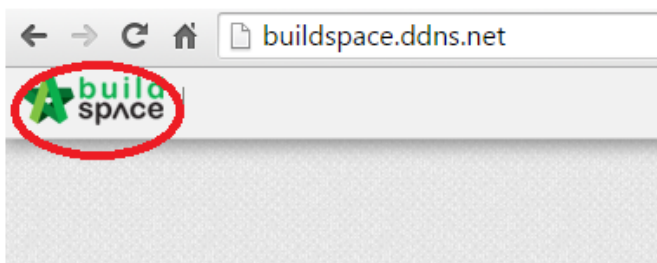
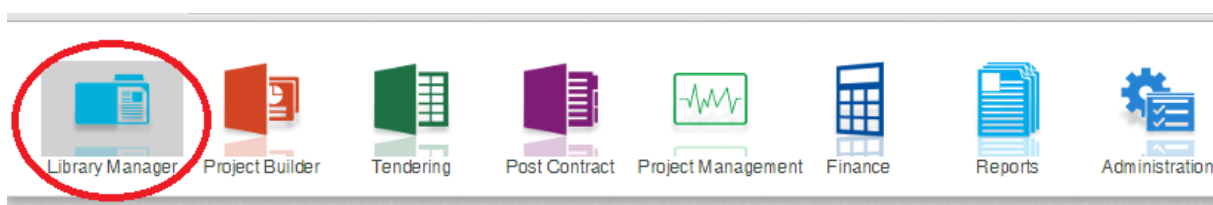


## How to export Schedule of Rates

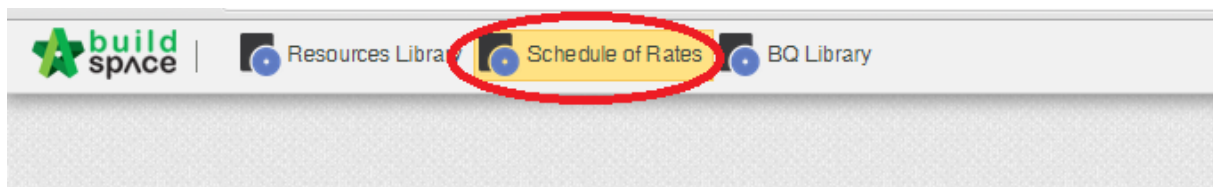
1. Click at “BuildSpace” logo.



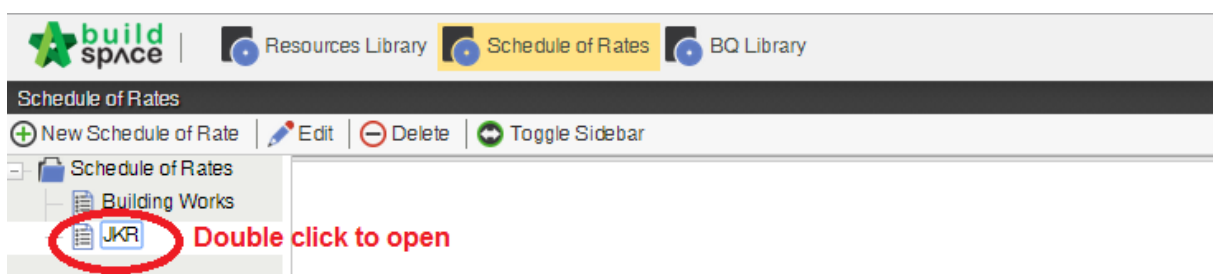
2. Click at “Library Manager” module.



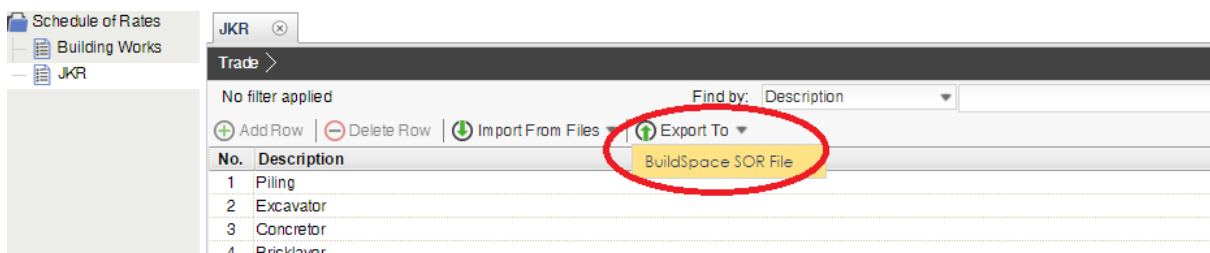
3. Click at “Schedule of Rates” menu.



4. Double click to open a schedule of rates.



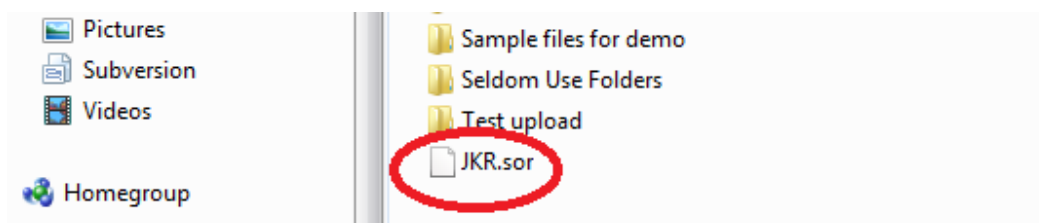
5. Click at **“Export To”** and select **“BuildSpace SOR File”**.



6. Type in file name and click **“Export”**.

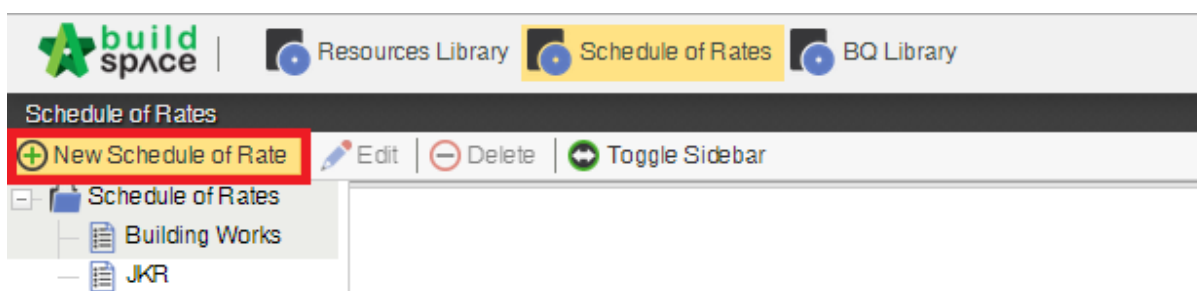


7. Can see the exported file with extension **“.sor”**

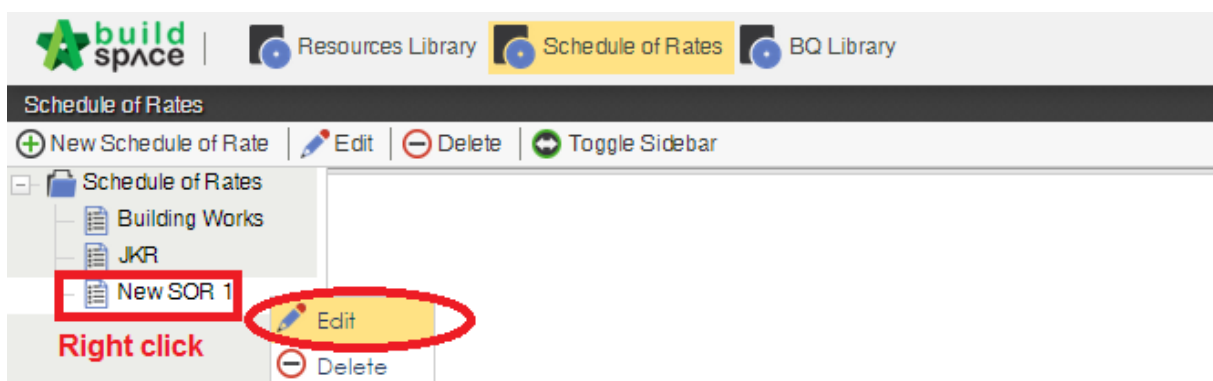


## How to import Schedule of Rates

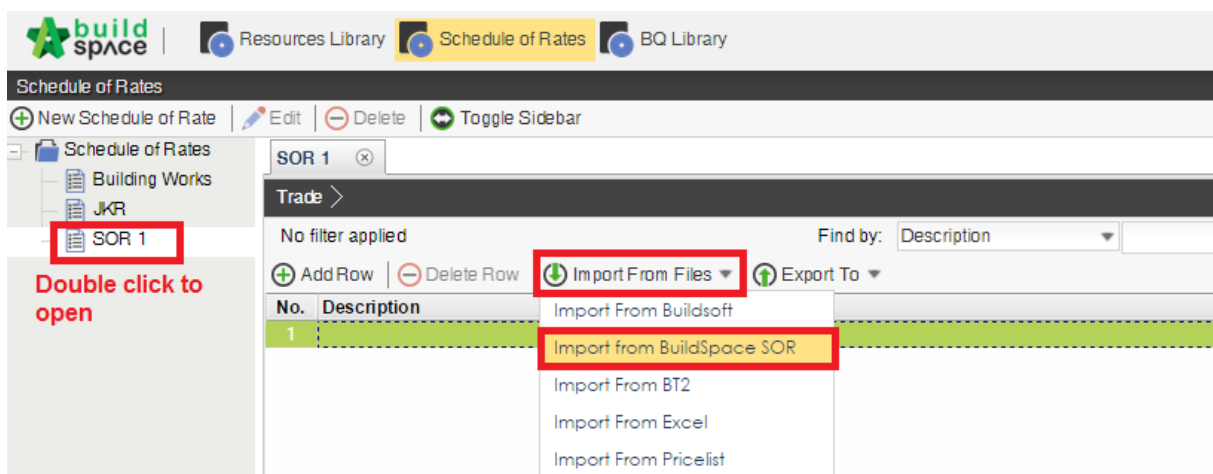
1. Click at **“New Schedule of Rate”** to create new schedule of rates.



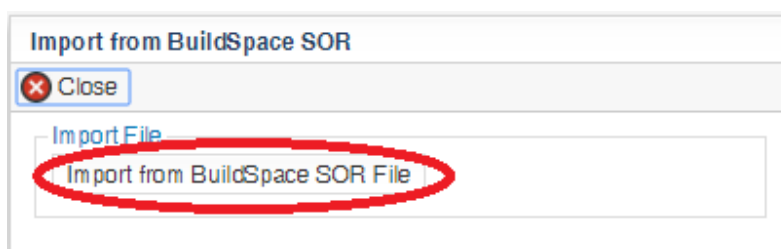
2. Right click at file name and select **“Edit”** to edit file name.



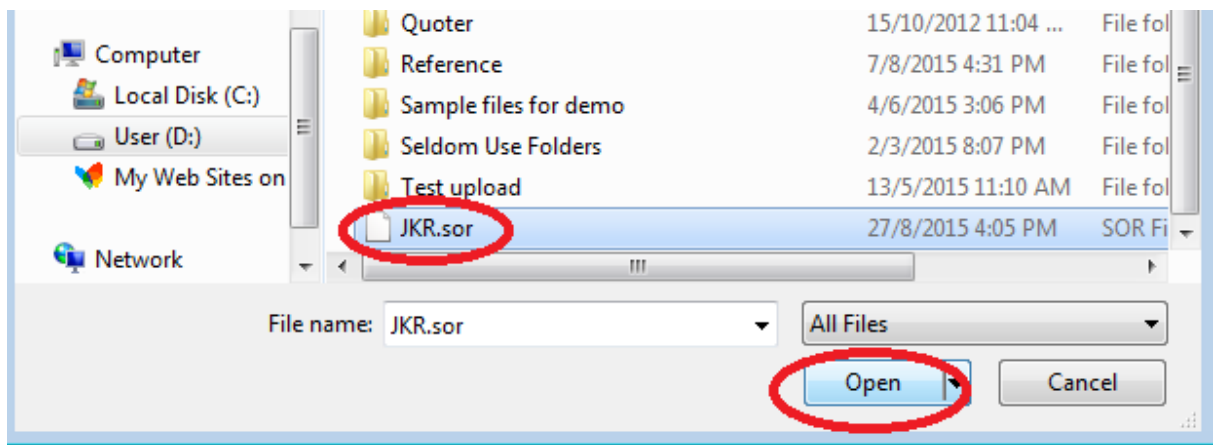
3. Double click to open schedule of rate and click at **“Import From Files”**, then select **“Import from BuildSpace SOR”**.



4. Click at **“Import from BuildSpace SOR File”** and browse for the file.



5. Click at the file and then click “Open”.



6. The file will be imported.