

BuildSpace **Pro** First Time User Guide

Tips:

- When login, **click on “BuildSpace” logo** to access to “**Project Builder**” module to create a project & bills.
- **Double click** to open a bill/element/build up qty/build up rates or go to sub level
- Press “**Enter**” to edit cell (**description, unit, qty, rates & item type**) and press “**Enter**” to finish editing cell.
- **You can use your keyboard's arrow key to move to other cell like Excel.**

1. When create Bills, please make sure the following;
 - a. Select Bill Type

BILL TYPE	DEFINITION
Standard Bill	Bill with quantities
Standard but Provisional Bill	Bill with provisional quantities and entire bill will carry to Final Account for re-measurement purposes
Preliminary Bill	Specific claim format at post contract (Initial, Recurring & Final)
Prime Cost & Provisional Bill	For prime cost & provisional bill type

2. When type an item description (press “**Enter**”);
 - a. Select item “**TYPE**” by press “**Enter**”

Item Type	Description	Action
HEAD	Header for item description and item under it allow to INDENT .	Press Enter to input text
ITEM	Normal item. (Mostly use)	Press Enter to input text
ITEM-HE	Normal item but text allows formatting such as Bold, Italic & Underlined. Normally for “ Extra Over ” item	Double click to input text
ITEM-P	Provisional Item (the items will extract to re-measurement during Post Contract).	Press Enter to input text
NOID	Normally for notes only.	Double click to input text
ITEM-RO	Item with Rate Only (“RATE ONLY” word will appear on QTY cell)	Press Enter to input text

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ITEM-LS	Item with Lump Sum and QTY cell will set as "1"	Press Enter to input text
ITEM-LS%	Normally for PROFIT & ATTENDANCE items. QTY cell show no value, UNIT cell set as "%" and double click on RATE cell to key in percentage.	Press Enter to input text, double click on "RATE" cell
ITEM-LSX	Normally for Prime Cost & Provisional Sum. Item with Lump Sum and excluded amount in bill when printing. QTY cell will set as "1"	Press Enter to input text
HEADN	Heading will start at new page when printing BQ	Press Enter to input text
ITEM-NL	Normally for miscellaneous item which optional for tenderer to fill	Press Enter to input text
ITEM-PC	Item with Prime Cost Rate format. Double click on "Rate" cell to insert values. (Seldom use nowadays)	Press Enter to input text, double click on "RATE" cell

(Refer to <http://forum.buildspace.my/viewtopic.php?f=17&t=32>)

- b. An item can **indent/outdent** if the item above it is "**HEAD**" type (like Microsoft Project in hierarchy format)

(Refer to <http://forum.buildspace.my/viewtopic.php?f=15&t=12>)

3. Confirm BQ Printout Setting for each bill before "**Publish To Tender**"
4. Confirm Selected Tenderer before "**Push To Post Contract**"