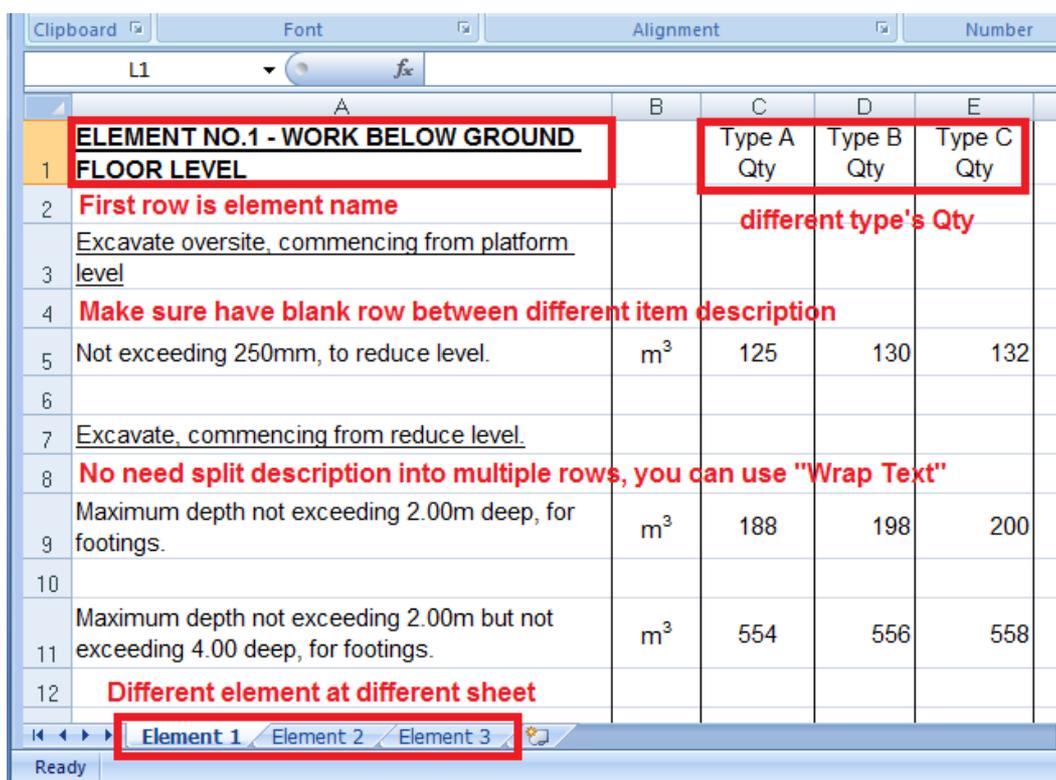


How to import Multi Columns BQ from Excel

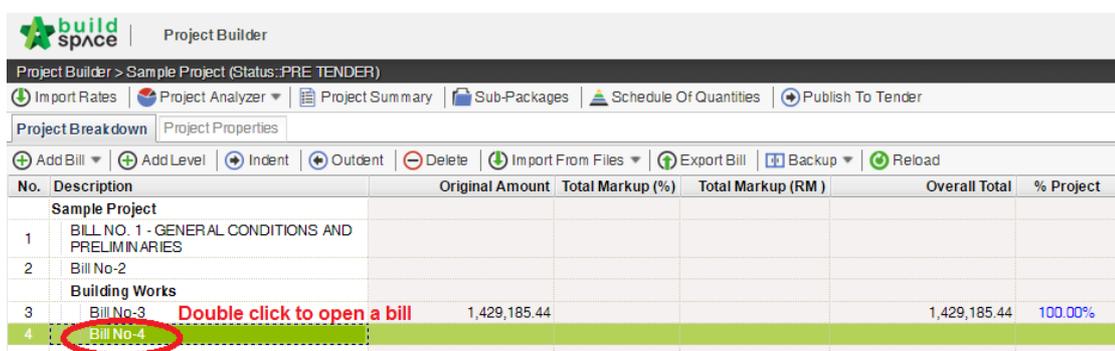
Note: - You can import all sheets at the same time

1. 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



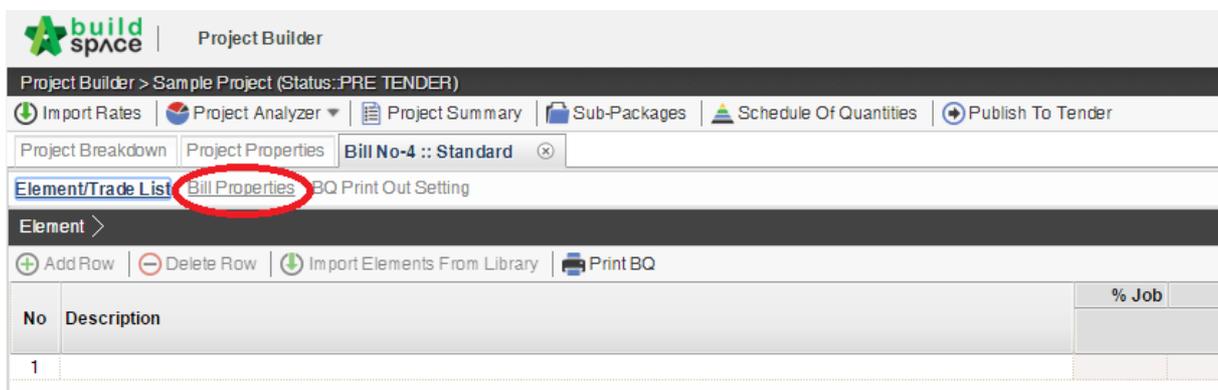
	A	B	C	D	E
1	ELEMENT NO.1 - WORK BELOW GROUND FLOOR LEVEL		Type A Qty	Type B Qty	Type C Qty
2	First row is element name		different type's Qty		
3	Excavate oversite, commencing from platform level				
4	Make sure have blank row between different item description				
5	Not exceeding 250mm, to reduce level.	m ³	125	130	132
6					
7	Excavate, commencing from reduce level.				
8	No need split description into multiple rows, you can use "Wrap Text"				
9	Maximum depth not exceeding 2.00m deep, for footings.	m ³	188	198	200
10					
11	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	m ³	554	556	558
12	Different element at different sheet				

2. Open a project at "Project Builder" and double click to open a bill.

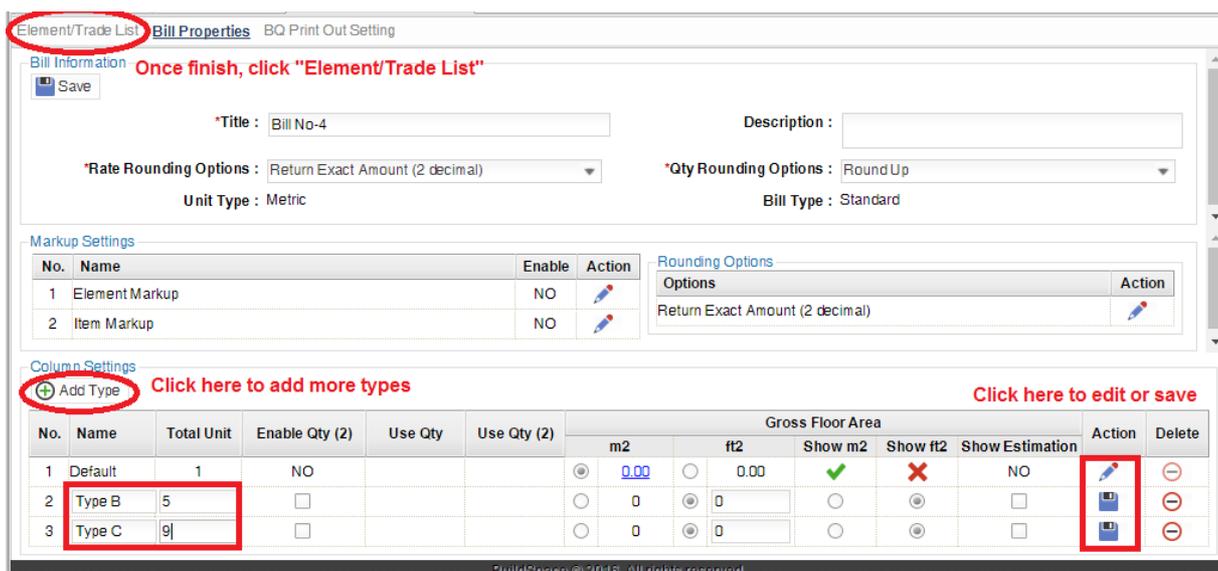


No.	Description	Original Amount	Total Markup (%)	Total Markup (RM)	Overall Total	% Project
Sample Project						
1	BILL NO. 1 - GENERAL CONDITIONS AND PRELIMINARIES					
2	Bill No-2					
Building Works						
3	Bill No-3	1,429,185.44			1,429,185.44	100.00%
4	Bill No-4					

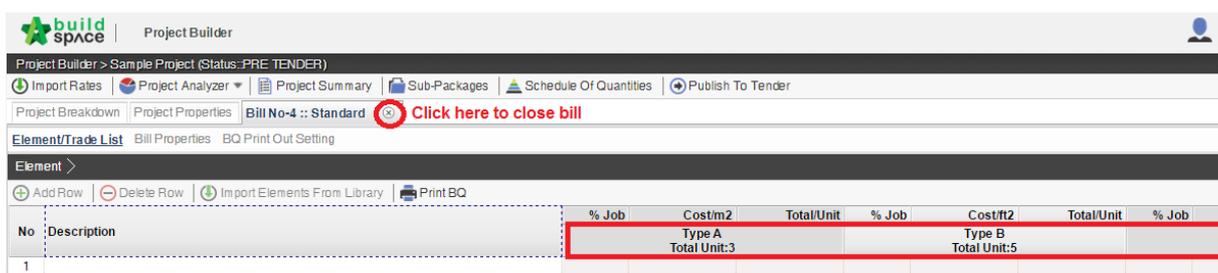
3. Click at “Bill Properties”.



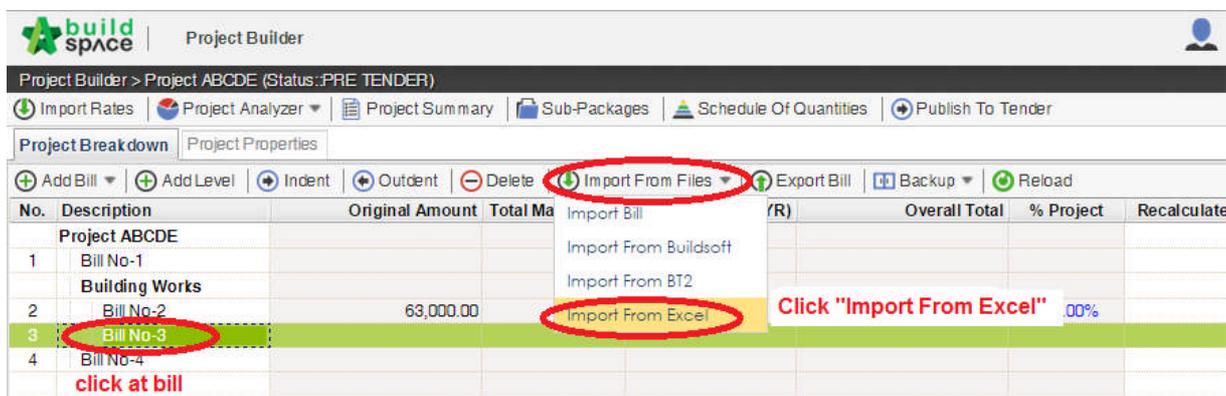
4. Click “Add Type” to add more types. After that, please make sure to click “Save” icon for each type that had added.



5. Can see the added types and click “x” to close the bill.



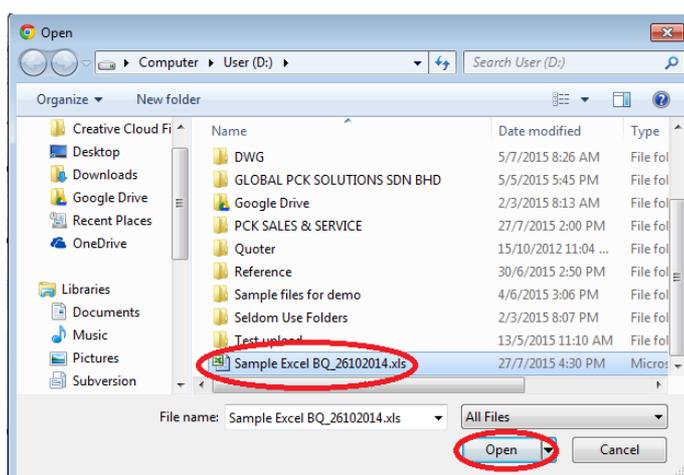
- Click at the bill that you want to import BQ into it. Then click at **“Import From Files”** icon and select **“Import From Excel”**.



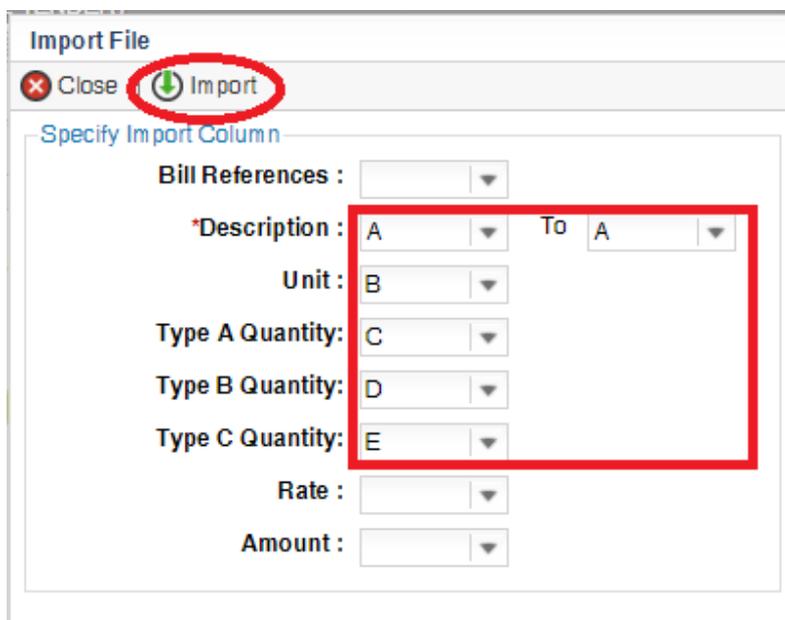
- Click at **“Select File”**.



- Select excel file and click at **“Open”**.



9. Then the system will process and the following table will pop up. **Match the columns** with Excel file by click at drop down arrow. Then click **“Import”**.

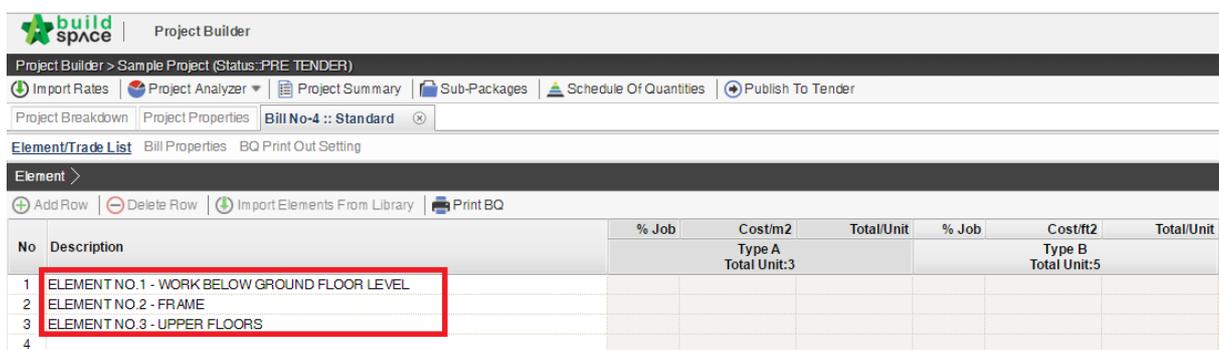


10. Then you can **tick** which **elements** you want to import or tick all and select **“Rate”** and/or **“Quantity”** if you want to import with Rate or Quantity. After that click at **“Import”**.



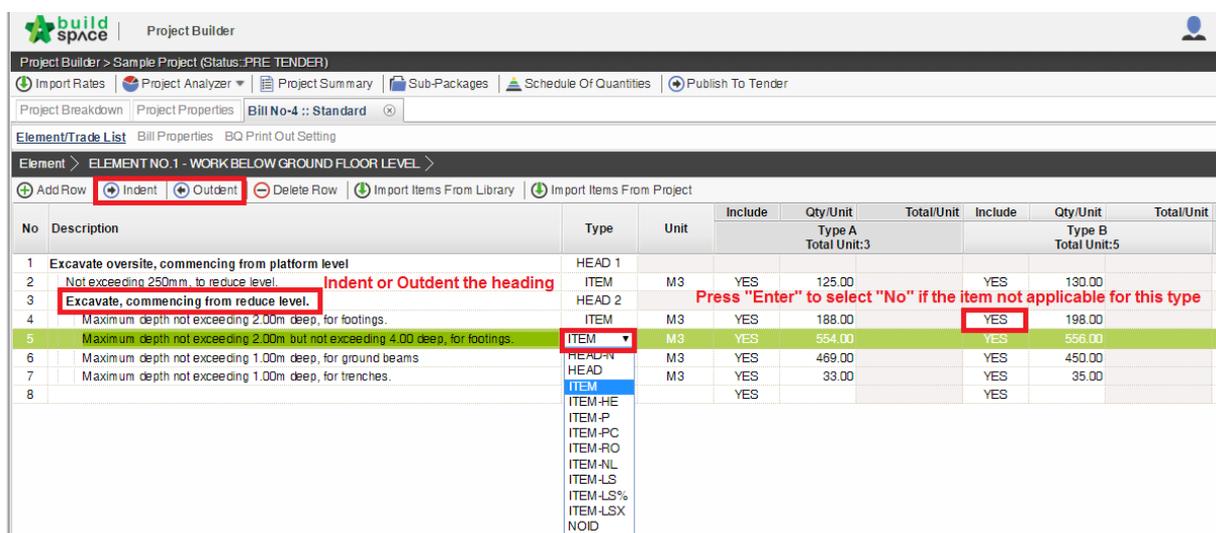
No.	Description	Item Count
1	ELEMENT NO.1 - WORK BELOW GROUND FLOOR LEVEL	7
2	ELEMENT NO.2 - FRAME	12
3	ELEMENT NO.3 - UPPER FLOORS	10

11. Then double click that bill and you can see the imported elements.



No	Description	% Job	Cost/m2	Total/Unit	% Job	Cost/ft2	Total/Unit
1	ELEMENT NO.1 - WORK BELOW GROUND FLOOR LEVEL		Type A	Total Unit:3		Type B	Total Unit:5
2	ELEMENT NO.2 - FRAME						
3	ELEMENT NO.3 - UPPER FLOORS						
4							

12. Double click at element to see the **item level**.



No	Description	Type	Unit	Include	Qty/Unit	Total/Unit	Include	Qty/Unit	Total/Unit
1	Excavate oversite, commencing from platform level	HEAD 1							
2	Not exceeding 250mm to reduce level.	ITEM	M3	YES	125.00		YES	130.00	
3	Excavate, commencing from reduce level.	HEAD 2							
4	Maximum depth not exceeding 2.00m deep, for footings.	ITEM	M3	YES	188.00		YES	198.00	
5	Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings.	ITEM	M3	YES	554.00		YES	556.00	
6	Maximum depth not exceeding 1.00m deep, for ground beams	HEAD	M3	YES	469.00		YES	450.00	
7	Maximum depth not exceeding 1.00m deep, for trenches.	ITEM	M3	YES	33.00		YES	35.00	
8				YES			YES		

13. 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.
- You also need to double check the **“heading”** by **Indent** or **Outdent** the headings.
- If the item is not applicable to one of type, you can press **“Enter”** at **“Include”** cell to select **“No”**.

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